



Contingency Plan for COVID 19 Prevention Update - October 2020

Lisbon School of Architecture, *Universidade de Lisboa*

1. Introduction

Maintaining as a priority the control of the pandemic and considering the legal rules establishing the gradual and responsible reduction of general confinement measures, the phased reactivation of the face-to-face activities of students, teachers, and researchers has begun.

The update of the FA.Ulissboa Contingency Plan is aimed at maintaining the normal functioning of the School and, simultaneously, protecting the health of students, teachers, researchers, and technical-administrative staff. The procedures and preventive measures contained in this document have been defined on the basis of the guidelines of the World Health Organisation (WHO) and the General Health Directorate (DGS).

2. Objective

The Contingency Plan's main objective is to provide an operational response that minimizes the virus's propagation conditions, maintaining the activity of the Lisbon School of Architecture. It also aims to put in place appropriate containment measures in view of the level of risk.

The FA.Ulissboa will be in permanent coordination with the competent public health services, and this plan may be revised and updated whenever deemed necessary.

3. Symptoms and transmission of Covid-19

COVID-19 is the name given by the World Health Organization to the disease caused by the new SARS-CoV-2 coronavirus, which can cause severe respiratory infection. The most frequent symptoms are fever (temperature $\geq 38^{\circ}\text{C}$), cough, or breathing difficulties. There are sometimes other associated symptoms such as sore throat, loss of taste or smell, runny nose, headache and/or muscle aches, or tiredness.

Transmission can occur through close contact with people infected by SARS-CoV-2 (direct transmission), or through contact with contaminated surfaces and objects (indirect transmission). The infection period is estimated to last from 7 to 14 days.

4. Precautions to prevent the spread of the virus

- Wash your hands frequently with soap and water, rubbing them well for at least 20 seconds and use an alcohol-based solution frequently;
- Reinforce hand washing before and after the use of sanitary facilities;
- Cough or sneeze into the arm with the elbow flexed, not into the hands;
- Avoid touching the eyes, nose, and mouth with hands that are dirty or contaminated with respiratory



secretions;

- Stay at home if you have any of the symptoms associated with COVID-19.

5. General Contingency Procedures

- Use of mask: any person who goes to the FA.ULisboa should have a face protection mask with them to access the facilities, which should be properly placed, protecting the nose and mouth. Whenever it is necessary to remove the mask, you should keep a safe distance from other people who are in the same space. The use of the mask is mandatory in the whole perimeter of the FA.ULisboa;
- Hand disinfection: as soon as you enter the building, you should disinfect your hands with the alcoholic solutions available in local dispensers;
- Temperature measurement: when entering the building, it is recommended to self-measure the body temperature, which can be done at the security or operational assistant of the building;
- Circulation signage: the indications of circulation in the buildings conveyed through the temporary signage for this purpose should be respected.

6. Procedure in case of symptoms

If you have a fever, cough, and possible respiratory difficulties, do not travel to the Lisbon School of Architecture. You should call the SNS24 line on +351 808 24 24 24, and follow the guidelines provided.

For more general information you can consult the DGS (General Health Directorate) website, through the link <https://covid19.min-saude.pt/category/perguntas-frequentes/>.

7. Measures in case of symptoms at FA.ULisboa facilities

Any member of the academic community with symptoms of COVID-19 within the facilities should contact the emergency numbers for this purpose. The emergency contact will refer you to the isolation room.

- +351 965 140 817 – Professor Luís Mateus (English)
- +351 968 487 647 – Dr. Sónia Rodrigues (English)

8. Location of the Isolation Room

The Isolation Room is located on the ground floor of building 4, next to the auxiliary staff, and is equipped with telephone, chair and couch, kit with water and some non-perishable food items, alcohol-based antiseptic solution, surgical masks and disposable gloves, paper towels, waste container, thermometer, cleaning equipment, and paracetamol tablets.

Inside the room, the procedures to be adopted are:

- Temperature check;
- Ingestion of paracetamol tablets if fever is confirmed;
- Use of gloves and mask, checking that they are well adjusted (adjust the mask to the face, in order to allow complete occlusion of the nose, mouth, and side areas of the face);
- Using the telephone with an external connection to contact the SNS24 line +351 808 24 24 24 reporting your state of health. The health professional of the SNS24 line will question the patient about signs and symptoms and epidemiological link compatible with a suspected case of COVID-19;
- Whenever replacing gloves, masks, and other materials that may be contaminated (disposable tissues, wipes) you should dispose of them in a waste container inside the room.

9. Measures in case of a positive case in the FA.ULisboa community

9.1 - If validated as a suspect by SNS24, FA.ULisboa implements the following actions:

- Collecting the close/direct contacts;
- Information so that these contacts are aware of the symptoms;



- Activation of the Cleaning and Hygiene procedure at the workplace;
- Maintenance/disinfection of existing air conditioning/AVAC systems (if considered relevant).

9.2 - Any member of the FA.U LISBOA academic community who has a positive result should immediately inform the School by e-mail (gabinete-covid@fa.ulisboa.pt) so that the following actions can be implemented:

- Identification of potentially contaminated sites and the close/direct contacts of the person who has tested positive;
- Institutional information to the Local Health Authority/Local Public Health Unit;
- Forwarding the identified close/direct contacts home, with indication that they contact the SNS24 line themselves;
- We inform that, when contacting the SNS24 line, if they are considered suspect of infection and are in isolation they should request the declaration of prophylactic isolation;
- In the case of teachers and technical-administrative staff, suspect cases should contact the Administrative and Human Resources Department for the purpose of regularising attendance. For this purpose, the e-mail recursoshumanos@fa.ulisboa.pt should be used, or the telephone contacts:
Isabel Almeida: +351 213 615 023; Guilhermina Monteiro: +351 213 615 077; or Sânzia Henriques: +351 213 615 026; or Manuela Santos: +351 213 615 028.
- A site disinfection procedure is activated;
- Resume normal activities for all who have been tested with a negative result or by indication of the SNS24. (Except if there is any indication to the contrary from the health delegate, which will have to be followed.)

10. Prevention and Mitigation Measures

FA.U LISBOA provides SABA (Alcoholic Base Antiseptic Solution) dispensers at the entrance of each building, next to each classroom and next to the vending machines.

A kit with an individual protection mask, a mask carrying bag, and a sanitizing spray for surfaces is also being distributed. The mask has an estimated minimum durability of 25 washes.

A protective visor and a kit are also being distributed to teachers.

11. Cleaning and disinfecting the premises

The cleaning teams are responsible for disinfecting the spaces frequently, namely by ensuring:

- Frequent disinfection of handrails, door handles, switches, and other surfaces for collective use;
- Regular disinfection of common spaces.

In the case of the use of vending machines, microwaves, and ATM machines, the user should disinfect his hands with the alcoholic solution available in the dispensers nearby.

12. Rules for the Use of Classrooms

The limits on room occupancy have been established in accordance with the DGS and the legislation in force. The respective maximum occupancy limits are posted at the entrance of each room.

All classrooms will be cleaned and disinfected twice a day.

Adequate air ventilation will be ensured through the opening of the flag windows, the doors of the classrooms to the outside (as long as the weather allows) and forced air extraction in all the buildings of the School.

The auditoriums are organised with the appropriate spacing between the chairs, this spacing being duly identified by means of signs.

The classrooms are organized with the appropriate front, side, and diagonal spacing, with the desks lagging behind the front ones in order to ensure this distance.

Tables and chairs cannot be moved from previously defined locations.

It is recommended that classroom users (students and teachers) bring and make use of their personal protective equipment, and seek to maintain the hygiene of their personal space. For this purpose, sanitizing sprays are available next to the auxiliary staff of each hall, who should be returned after use.



13. Rules for the use of Common Spaces

The Lisbon School of Architecture will provide the space, previously used as a Espaço24, between 12 am and 2:45 p.m., exclusively to support the students' meals. This space is sanitized at the beginning and at the end of the period, and students should ensure the sanitization of the space soon after its use.

Between 9 a.m. and 9:30 p.m., the space previously used as a Espaço24 will only be available to students who are enrolled in the Final Master's Project, subject to obligatory prior booking. The use of the room will be subject to the maximum number of students, and students may schedule its use through the link sent by email. The space will comply with all the rules of distance and sanitization recommended by the DGS, and the individual sanitization rules mentioned above apply.

14. Rules for the Use of Restrooms

Ensure that the following hygiene rules are applied, avoiding contact with the various surfaces of sanitary facilities as much as possible:

- Access the toilet space without touching the door handle (the door handle must be fully open or left semi-open in order to be manoeuvred by hand);
- Check the occupation of the restroom. As a rule, only one person should be in the common area of the restroom, in order to ensure social distance. There are toilet facilities whose size of the common area allow more people to be present (the rule will always be to guarantee a minimum distance of 2 meters);
- Use paper to open the cabin door, to close the latch, and to lift the toilet lid;
- After using toilet paper to close the toilet seat and then flush the toilet;
- Wash your hands with soap and water.

15. Places to Attend the Public

Most FA.Ulisboa services will be provided by appointment, accessible through the FA.Ulisboa's website. This system allows for the tracking of all contacts made, as well as the provision of personalised service with no waiting times.

Accordingly, it will be necessary to make an appointment in advance to attend the Graduate Office, Post-Graduate Office, Treasury, Exchange and Career Opportunities Office, Pedagogical Council Secretariat, and CIAUD (Research Center in Architecture, Urbanism and Design).

In the case of CIFA (Computer Centre) and the School's Archive and Expedient Service, the academic community must strictly respect the signposting for access to the services.

In addition, the services have been equipped with acrylic protections, hand solution dispensers, and disinfectant spray for surfaces, which should be used after each service.

At the same time, in places where lines can be formed, signs have been placed on the floor in order to inform users of the safety distances they must respect.

16. Library

The current opening hours of the Library are from 9:30 a.m. to 12:30 a.m. and from 2:30 p.m. to 5:30 p.m..

Access to the Library will be by appointment via e-mail bfa@fa.ulisboa.pt or by ticket.

Only one person may be seated per available table.

Books cannot be removed from shelves for consultation. Whenever it is necessary to consult a certain work, support should be requested from the technical staff present on site.

All users should disinfect their hands before using any available material.

After use, the publications should be placed on the cart marked for that purpose, so that they can be disinfected and quarantined.

17. Workshop

The current opening hours of the Workshop are between 9:30 a.m. and 12:30 a.m. and between 2:00 p.m. and 5:00 p.m..



Access to the Workshop will be made through an appointment by ticket and at least 48 hours in advance. When the appointment is made, the technical team will indicate which work table can be occupied. It is recommended that each user carry their own tools and material.

18. LPR – Rapid Prototyping Laboratory

The current opening hours of the LPR are between 10:00 a.m. and 12:30 a.m. and between 1:30 p.m. and 6:00 p.m..

Access to the Rapid Prototyping Laboratory will be made through an appointment by ticket.

19. Field Trips

Considering the pandemic situation we are experiencing, the specific measures for higher education and for the Lisbon region as expressed in the recommendation to scientific and higher education institutions for the preparation of the 2020/2021 school year and the Council of Ministers' statement of September 10, 2020, field trips should be kept to a minimum, ensuring all the conditions of distance provided for in the above-mentioned documents.

Requests for authorisation of field trips, addressed to the President, should include a description of the security measures governing each visit in question and should be accompanied by a list of students, obtained from Fénix, so that the request can be considered and referred to the services in order to activate school insurance. In addition, the participation of students in field trips will be optional.

As long as the state of calamity has been decreed, field trips and all events or face-to-face activities of a non-teaching or scientific nature are suspended.

Lisbon, October 23rd 2020

A handwritten signature in black ink, appearing to read 'Carlos Dias Coelho', written over a horizontal line.

Full Professor **Carlos Dias Coelho**
President of FA.Ulisboa