

CONTINGENCY PLAN FOR PREVENTION OF TRANSMISSION OF HUMAN
INFECTION BY CORONAVIRUS (COVID-19)

9 March 2020

Bearing in mind the provisions of Order n.º. 2836-A/2020, of 2 March (published in the Diário da República, 2nd series, n.º. 43, of 2 March 2020), as well as Guideline n.º. 006/2020, issued by the Directorate General of Health on 26 February 2020 (attached) and the guidelines issued by the Rectorate of the University of Lisbon (available at: <https://www.ulisboa.pt/info/covid-19-informacoes>),

Considering as well the Contingency Plan for the Prevention of Transmission of Human Infection by Coronavirus (COVID-19) of the University of Lisbon, issued on March 5, 2020 (Annex I),

The University of Lisbon Faculty of Law Contingency Plan is established to respond to possible infection risk situations by COVID-19.

1. As of March 10th, face-to-face office hours at the Academic Division and GERI - Erasmus and International Relations Office is suspended. During the suspension period, office hours take place by e-mail or by telephone, at the same time as the face-to-face service, to the following direct numbers and addresses:

- Academic Division: Monday, Wednesday and Friday from 11am to 4pm and Tuesday and Thursday from 1pm to 6.30pm
 - Bachelor - 217 984 670 / licenciatura@fd.ulisboa.pt
 - Graduates - 217 984 671 / posgraduados@fd.ulisboa.pt
- GERI: Monday to Friday from 11h to 12h and from 14h30 to 16h30
 - 217 984 675 / erasmus@fd.ulisboa.pt

2. As of March 10th the face-to-face service is suspended at the GSP – Career Office, at the GRS - Social Responsibility Office, at the Technical Support Office (IT Office), at the Human Resource Management Office, at the Financial and Asset Management Office, at the Secretariat of the Board, Legal Cooperation



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Institute, Communication, Image and Room-Booking Office, as well as the scheduled face-to-face hours, by appointment, of the Director and the Executive Director. During the suspension period, office hours are carried out by e-mail or by telephone to the FDUL general contact: 217 984 600 or to the corresponding e-mail addresses:

- GSP – Career Office: saidasprofissionais@fd.ulisboa.pt
- GRS - Social Responsibility Office: responsabilidadesocial@fd.ulisboa.pt
- Technical Support Office (IT Office): informatica@fd.ulisboa.pt
- Human Resource Management Office: servicopessoal@fd.ulisboa.pt
- Financial and Asset Management Office: financeira@fd.ulisboa.pt
- Secretariat of the Board: secretariadodir@fd.ulisboa.pt
- Legal Cooperation institute: cooperacaojuridica@fd.ulisboa.pt
- Director: diretor@fd.ulisboa.pt
- Executive Director: direxecutivo@fd.ulisboa.pt

3. As of March 10th, face-to-face office hours are suspended, as well as cash payments, at the Treasury Office. During the suspension period, payments may be made by ATM reference or Visa card. For handling any treasury related issues, the following e-mail address is available: tesouraria@fd.ulisboa.pt.

4. Face-to-face office-hours will continue in the services necessary to carry out essential teaching activities, namely the Classroom Support Office and the Library. In the Library, the face-to-face service is exclusively carried out at the existing counter in the technical work office, located on floor 0.

In these services, it is essential to strictly comply with the rules of hygiene and prevention of virus contamination. (See point 11 below).

However, it is recommended to all users that preference be given to contact by e-mail, to the following addresses:

- Library: atendimento@fd.ulisboa.pt; biblioteca@fd.ulisboa.pt
- Classroom Support Office: apoioaulas@fd.ulisboa.pt

5. The biometric attendance record of FDUL employees and collaborators is suspended. Identification card is to be used instead.
6. Parties and other events of a similar nature are suspended.
7. The trips to other countries by teachers, students and employees, promoted by FDUL, shall be postponed, whenever possible. In case postponement is not possible, the trips are cancelled. The travel of foreign teachers to teach intensive courses, as well as visiting teachers under the Erasmus+ programme, is also suspended.
8. Conferences, congresses, workshops and face-to-face scientific or other similar meetings shall be postponed or cancelled whenever international actors are involved or when, due to the high number of participants, there is a risk of transmission. When held, by way of exception and taking into account the concrete grounds that justify its keeping, the registration of all participants is mandatory. Registration of participants is an obligation of the organising body and must include the full name, identification details and contact details of participants. These details must be handed over to the FDUL for communication to the competent authorities in the event of a suspect case arising between the parties.
9. Teachers, students and staff who have been in areas of active virus spread should observe the 14-day quarantine period recommended by the DGS and:
 - Be aware of fever, cough or difficulty breathing that might appear;
 - Check if any of the people with whom you have had close contact has developed any symptoms (fever, cough or difficulty breathing);
 - If any of the symptoms mentioned above appears (in yourself or in close contacts), do not go to the health services immediately, but call the **Health**

Line 24 (808 24 24 24), follow the guidelines given to you and inform the FDUL School Board, as appropriate.

- At the beginning of the quarantine period, you should communicate your situation to FDUL.

10. In case of suspicion of contamination by the COVID-19 virus, the Contingency Measures disseminated on March 3rd, are replaced by the following Measures adopted at ULisboa:

PROCEDURES TO ADOPT IN CASE OF SUSPICION

How do you identify whether or not it is a suspicious case?

- Confirmed high fever ($\geq 38^{\circ}$)
- Cough
- Sore throat
- Muscular pain
- Joint pain
- Headaches
- Respiratory difficulties
- Nausea, vomiting, and/or diarrhoea
- Check if any of the people with whom you've had close contact with has developed symptoms such as fever, cough, or difficulty breathing.

What to do?

Any member of ULisboa Academic Community with signs and symptoms of COVID-19 and epidemiological link, or who identify a member of the Academic Community with criteria compatible with the definition of a suspect case, should inform those responsible for the Contingency Plan by phone and then go to the isolation room.

People responsible for the contingency plan at FDUL:

Day shift

Ms. Maria José Abreu, t.: 966 930 280 (Social Responsibility Office)

Ms. Rosa Guerreiro, t.: 963 528 757 (Secretariat of the Board)

Post-labour shift

Ms. Antónia Quaresma, t.: 966 930 280 (Classroom Support Office)

Isolation room (Sala 11.31)

Inside the room you will find a personal protection kit with mask and disposable gloves, thermometer, antiseptic solution for disinfection, water bottles and PARACETAMOL medication.

Once you have arrived to the Isolation Room, the procedure to adopt is the following:

- The patient should follow the instructions that are available:
- Check the Temperature and take the PARACETAMOL medication in case of fever.
- The person should wear the gloves and the mask, checking if it is well adjusted (adjust the mask to the face, in order to allow complete occlusion of the nose, mouth and side areas of the face). Whenever the mask is wet it should be replaced by another.
- When replacing gloves, masks and other materials that may be contaminated (disposable tissues, wipes) you should dispose of them in a pedal bin inside the room. The container will be properly lined with a white identified bag;
- In the room there is a telephone with external connection so that the person in isolation can immediately contact the **Health Line 24** (808 24 24 24) reporting their state of health. The Health Line 24 health professional will question the patient about signs and symptoms and epidemiological link compatible with a suspected case of COVID-19.

- The contact between the person in isolation and those responsible for the Contingency Plan should be made by telephone.

After the assessment, Health Line 24 will inform the patient:

If it is not a suspected case of COVID-19: it will define the appropriate procedures for the clinical situation of the patient.

If it is a suspected case of COVID-19: the SNS will contact the Doctor Helpline (LAM), of the Directorate General of Health, to validate the suspicion. From this validation the result may be:

- **If the suspect is not validated**, the procedure is closed to COVID-19. The NHS 24 will define the usual and adequate procedures for the clinical situation of the patient. The patient will inform the Responsible for the Contingency Plan of the non-validation, and the latter should inform the administration;
- **If suspect Validated**, the DGS activates the INEM and the Regional Health Authority, starting the epidemiological investigation and management of contacts. In this case, the patient must remain in the "isolation" area (with mask, as long as his/her condition allows it), until the arrival of the team from the National Institute of Medical Emergency (INEM), activated by the DGS, which will ensure transportation to the reference Hospital, where biological samples will be collected for laboratory tests.

While waiting for the arrival of the external medical emergency means or Health Line 24 guidance, you should remain inside the room, avoiding any contact with colleagues or others, keeping the door closed, avoiding travel within the building's facilities. Access to this room by any other person will be prohibited.

PROCEDURES TO FOLLOW IN A VALIDATED SUSPECT CASE

The DGS will inform the Regional Health Authority of the laboratory results, which in turn will inform the Local Health Authority.

The Local Health Authority shall inform the Rector and the School Board of the results of the laboratory tests and:

- If the case is Infirmated, the procedure is closed for COVID-19 and the usual procedures are applied in case of illness, including cleaning and disinfection, in which case the Contingency Plan measures are deactivated.
- If the case is confirmed, the Contingency Plan Team must provide for the cleaning and disinfection (decontamination) of the "isolation" area. If no other guidelines are defined by the DGS, the isolation area should be prohibited until the decontamination (cleaning and disinfection) is validated by the Local Health Authority, and the Local Health Authority should report to the DGS on the measures implemented in the Facilities/building, and on the health status of the patient's close contacts.

CLEANING AND SANITIZATION OF THE PATIENT'S WORKPLACE

Whenever a space is indicated to be sanitized due to the presence of presumed infection with COVID-19, the cleaning crew should go to on site and perform the following tasks:

- Open the windows on site, closing the door (whenever possible) to promote natural ventilation.
- General cleaning of the space, including door and window handles, tables, computers (monitors, keyboards, mice), if any, etc.
- Change the dustbin bag.
- Wash the floor.

- Whenever the warning of possible infection is given outside of office hours, the duty guard should record the occurrence on a special sheet and display a notice on the door of the workplace:

PLEASE DO NOT ENTER, WAIT FOR CLEANING PICKET

The following should be considered when performing these tasks:

- Cleaning should be done using gloves, protective mask and disposable gown.
- The cleaning cloth used is only for this procedure.
- Liquid disinfectant will be used for this cleaning.

CLEANING AND SANITIZING THE ISOLATION ROOM

After the patient leaves the isolation room, cleaning should be done as follows:

- Open the windows on site, closing the door to promote natural ventilation.
- Clean all existing furniture, namely chair, telephone and other surfaces.
- Replace the dustbin bag. Store the confirmed case waste in a white plastic bag (50 to 70 micron thick) which, after being properly closed (e.g. with a clamp), should be deposited in a Group III container (biological hazard) and forwarded to an appropriate final destination by a licensed operator for the management of Dangerous Hospital Waste.
- Proceed to the floor washing.

The following should be considered when performing these tasks:

- The cleaning shall be done using gloves, protective mask and disposable gown.
- The cleaning cloth used is only for this procedure.
- Liquid disinfectant will be used for this cleaning.

11. At the entrance points of the buildings, next to the security guards, or at Public Attendance Locations, namely Classroom Support office and Library, and other places with high flow of students, visitors, suppliers, an antiseptic hand-sanitizing product will be available. All members of the ULisboa community should follow recommendations regarding hygiene care:

- a) Comply with basic hand hygiene procedures (wash hands with soap and water, rubbing them well for at least 20 seconds, covering all surfaces of the hands and rubbing them until dry; soap and water should preferably be used before and after food preparation, before meals, after using the bathroom and whenever the hands are dirty);
- b) Whenever any person has the need to sneeze or cough, he/she should follow the procedures of respiratory etiquette, avoiding coughing or sneezing into the hands; coughing and/or sneezing into the forearm or sleeve, with the forearm flexed or using paper handkerchief and sanitizing the hands;
- c) Use an alcohol-based solution for hand hygiene as an alternative;
- d) Use single-use tissues for blowing;
- e) Throw the used tissues in a dustbin and wash your hands afterwards;
- f) Avoid touching the eyes, nose and mouth with hands dirty or contaminated with respiratory secretions;
- g) Social conduct practices should be implemented, avoiding handshakes and close contact with people who show signs of respiratory infection.

12. Specific instructions and procedures for cleaning and sanitization provided by ULisboa shall be adopted:

- The cleaning pickets must perform the following tasks twice a day during office hours:
 - a) Cleaning of door and window handles, counters, waiting areas of the Units with public attendance.
 - b) Cleaning of the counters of the entrances/receptions of the buildings.

- c) Cleaning of desks and computers (monitors, keyboards, mice) of study rooms and Library.
 - d) Opening the windows of the sanitary facilities to promote natural ventilation.
 - e) Cleaning of stairway handrails.
 - f) Cleaning of the keypad of the ATM machines, the attendance register terminal and the access control inside the building.
 - g) Cleaning of the call buttons and interior buttons of the elevators.
- The following should be considered when performing these tasks:
 - a) Cleaning should be carried out using gloves, particularly when removing garbage.
 - b) Cleaning the handles and knobs should be carried out both inside and outside the room.
 - c) The cleaning cloths should be washed frequently.
 - d) Toilet facilities shall be cleaned in accordance with the procedures in force for these facilities and which include disinfecting these premises.
 - **Note:** As far as possible, record sheets should be made available at the crossing points to be signed by the officials carrying out these tasks, indicating the date and time.

13. Contingency Plan Officer at FDUL:

Director of FDUL, Professor Paula Vaz Freire.

14. Contingency Plan Team at FDUL:

PEOPLE RESPONSIBLE FOR CONTACT:

Day shift

Ms. Maria José Abreu, tel. 966 930 280 (Social Responsibility Office)

Ms. Rosa Guerreiro, 963 528 757 (Secretariat of the Board)



Post-Labour Shift

Mrs Antónia Quaresma, tel. 966 930 280 (Classroom Support Office)

SECURITY

Mr. Alexandre Sousa, tel. 938 048 699

CONTACT PERSONS WITH HEALTH AUTHORITIES

Executive Director, Professor Cláudia Madaleno: 966 552 720

Coordinator of the Human Resources Management Office, Ms. Cândida Machado:
924 461 940

CONTACT EMAIL FOR COVID-19 RELATED SITUATIONS:

covid19@fd.ulisboa.pt

FDUL maintains, for the time being, all teaching activities, restricting other activities that are not essential. In order to ensure minimum conditions of support to the academic community, the bars are kept in operation, and it is recommended that users moderate their stay in these places whenever there is a greater concentration of people.

The current plan remains in force until further notice.

Lisboa, 9 March, 2020

The Dean,
Prof.^a Doutora Paula Vaz Freire