

Measures and Procedures for the 2020-21 Academic Year

2020-09-14

The provisions of this document will enter into force on 21 September 2020 and will be updated as necessary and as indicated by the authorities

Considering the pandemic situation in which we are living, the main measures and procedures adopted during this first half of the year are as follows.

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1 Introduction

This document is an update of the directives released by the Executive Council on May 7, seeking, whenever possible, to adapt to the reality of FEUP the recommendations issued in the context of the COVID-19 pandemic by the MCTES, the U.Porto and competent health authorities.

It is intended to list the main measures and procedures to be adopted by the FEUP Community in order to ensure safety conditions for students, lecturers, technical staff, researchers, fellows and other collaborators in all activities during the academic year 2020/21, starting on 21 September 2020.

The functioning of the classes and evaluation tests will be the subject of a specific document. The specifics of the functioning of the central and departmental services will be passed on to the respective directors.

2 General Security Installations and Procedures

2.1 Access and Use of Facilities

- The use of a mask is mandatory throughout the FEUP campus;
- It is recommended the total exclusion of school and work of all FEUP community members with symptomatology indicative of COVID-19, even if slight;
- Access to the buildings is only allowed on working days between 7:30 and 22:30 and on Saturdays between 7:30 and 20:30, and whenever there are automatic doors, only these doors should be used; during this period the doors of building B facing the central lawn should be permanently open;
- On weekdays between 22:30 and 7:30 and on Sundays and holidays access to the premises is forbidden through all doors. Exceptional cases must be duly justified and requested to the

FEUP Management by the Director of the respective Department or Service; in authorised cases, access to the premises can only be carried out accompanied by the security guard;

- The study rooms in building B and in the department buildings will remain closed;
- The Library will be open only to members of the FEUP community and in the period between 9:00 and 18:00 of working days; all users must observe the procedures disclosed by the respective Service (SDI);
- The use of lifts is only allowed to people with conditioned mobility as well as to people carrying objects that make it impossible or difficult to use the stairs, as indicated in the informative poster on the doors of the lifts;
- Access to the changing rooms is only permitted to employees who need to use them as a result of their professional activity;
- The capacity of the various spaces of FEUP, such as classrooms, examination rooms or work rooms, including laboratories, lecturers' offices and cafeterias, should be reduced in order to ensure at least 1m of distance between people, whenever possible;
- In open spaces where the stay is prolonged in time (several hours) a distance of more than 1m should be ensured; workplaces should be fixed and, whenever possible, should be arranged in such a way as to avoid face-to-face positions;
- Users should ensure frequent natural ventilation of spaces by opening doors and windows, even if this causes some discomfort, in order to allow for air renewal;
- STM Service should check the proper functioning of the Air Handling Units of all spaces: checking the working hours, parameterization for the use of 100% new air (so that there is no air recirculation), frequent cleaning and regular change of filters and pre-filters; in cases where this is not possible, the equipment should be switched off and information about this situation should be displayed;
- Systems with air recirculation should not be used, in particular local air conditioning systems, fans, and thermal blowers.

2.2 Hygiene and Cleaning

- STM Service must ensure that the cleaning and sanitation to be carried out by the contractor (EUROMEX) complies with the guidelines of the Directorate General of Health No. 014/2020 "Cleaning and disinfection of surfaces in establishments serving the public or similar", namely the Guideline No. 14/2020 (Annex I), regarding the methodology, materials, products and frequency of cleaning;
- The cleaning and sanitation service under contract with EUROMEX will be reinforced in order to ensure additional daily cleaning of surfaces for use by several people, such as door handles, handrails, chairs and tables. Detergents for sanitization and disinfectant solutions for disinfecting surfaces should be used, taking into account the type of surfaces and the producer's recommendations;
- The assignment of the cleaning and sanitizing service staff to the premises will be adjusted over time according to the use of the spaces;
- The sanitization of computer keyboards, mice and monitors in computer rooms will have to be assured by the users, guaranteeing STM the availability in the room of antiseptic wipes. Failures should be reported to STM by telephone (220 414 739) or by e-mail (stm@fe.up.pt). Before and after the use of computers users should wash hands according to the rules;

- The sanitization of the laboratory benches and equipment should be ensured with the resources of the laboratories themselves, research units and/or departments, based on the recommendations of the DGS and other entities with specific competences;
- The sanitization of the study benches as well as the computer keyboards, mice and monitors in the Library should be ensured by the users, ensuring STM the availability of antiseptic wipes;
- In the places of attendance in person there is a physical barrier of acrylic, guaranteeing the physical distance, as well as the availability of antiseptic solution of alcoholic base for hand disinfection, to be supplied by STM;
- The technical staff involved in face-to-face user services should perform, throughout the day, the disinfection of surfaces in the places of care with solutions or disinfectant wipes to be provided by STM;
- In all sanitary facilities liquid soap/soap, water and hand drying medium (electric and/or paper towel dispensers) are available. STM will ensure at least two replenishments of consumables daily. Any anomaly or failure should be reported to STM by telephone (220 414 739) or email (stm@fe.up.pt);
- At the main entrances/exits of the buildings as well as in other places of greater agglomeration of people, namely on all floors of building B and in the Library, dispensers of alcohol-based antiseptic solution (SABA) have been placed. STM will ensure the necessary replacements as well as the correct functioning of the dispensers. Any anomaly or failure should be reported to the STM by telephone (220 414 739) or by e-mail (stm@fe.up.pt).

2.3 Hygiene and Personal Protection

- Lecturers, researchers, technical staff, fellows and students, as well as external staff and visitors, should wear masks throughout the campus. According to DGS, surgical masks should be worn by the most vulnerable people, namely the elderly (over 65 years of age), with chronic diseases and immunosuppression states, as well as by people who have been considered suspicious cases and referred to an isolation area. The other people of the FEUP community should wear community or social masks, of washable fabric, with the characteristics defined by INFARMED. The masks should be changed after 4 to 6 hours of use and whenever they are damp;
- FEUP makes available to lecturers, researchers, technical staff and fellows a set of reusable or surgical masks, according to the guidelines of DGS. FEUP will not provide gloves;
- The cleaning staff as well as the security guards should wear masks, to be provided by the respective contractors;
- In Infodesk and room B055 (Support Room) there will be a reserve of masks to be made available to visitors and students in exceptional cases;
- At the main entrance (building A) there will be a thermographic camera that allows temperature control; data cannot be recorded;
- In the Infodesk, room B055 (Support Room) and in the Library there are infrared reading thermometers for temperature control; data cannot be recorded;
- Attendance in person, in the services, and by the lecturers, can be refused if no mask is being used;
- Frequent hand washing with water and soap/liquid soap should be ensured, rubbing them well for 20 seconds and then drying them hygienically. Hand washing should take place under the following circumstances:
 - At the entrance and exit of the premises;

- After sneezing, coughing or blowing;
 - Before putting on face mask or disposable gloves;
 - After using the toilet facilities;
 - Before and after food contact and consumption;
 - After using a mobile phone;
 - After contact with surfaces used by several people, such as door handles, lift buttons, handrails, ATMs and vending machines;
- When hand washing is not possible, an alcohol-based antiseptic solution (SABA) should be used alternatively, rubbing the hands well until it has dried;
 - Adequate respiratory measures should be taken, such as coughing or sneezing into a tissue (single use) or into the arm with the elbow flexed, and not into the hands or air;
 - Mobile phones should be frequently sanitized by removing the cover and sanitizing it (as well as the cover) with cleaning wipes, or wipes moistened with 70% alcohol;
 - The isolation areas implemented will continue to be available to accommodate suspicious cases, and the procedures previously disclosed should be maintained.

2.4 Restauration

- The use of microwave eating rooms is only permitted provided that adequate hygienic and ventilation conditions are ensured and distances between users can be guaranteed, preferably 2m;
- FEUP catering units must have a maximum occupancy of 4 people per 10m², ensuring distances of at least 1m, preferably 2m between people. They should also present alternative meals on a take-away basis (such as sandwiches or salads) to be consumed preferably in open space;
- In FEUP's catering units it must be guaranteed:
 - No self-service sales of unpackaged products;
 - No availability of products, such as seasonings, for self-service use;
 - Packaging of cutlery should be made available to users;
 - Washing and disinfection of raw fruit and vegetables may be made available for sale;
 - Cleaning of dishes and cutlery in a self-service washing machine, with washing cycles that reach temperatures above 85° and consequently guarantee disinfection;
 - Distance of at least 2 m between counter points;
 - Existence of alcohol-based antiseptic solution (SABA) dispensers;
 - Regular auditing of compliance with food safety requirements and the procedures defined for the prevention of VOCID-19.

2.5 Information and Dissemination

Posters displayed with instructions/recommendations:

- About hand washing, in all sanitary facilities:
https://covid19.min-saude.pt/wp-content/uploads/2020/03/01-DGS_lavarmaos_adultos.pdf.
- Use of alcohol-based solution in dispensers:
https://covid19.min-saude.pt/wp-content/uploads/2020/03/01-DGS_lavarmaos_alcool_adultos.pdf.

- General infection control measures, at the main entrances to buildings:
https://up.pt/covid-19/wp-content/uploads/sites/513/2020/03/cartaz_covid-1.pdf.
- Hand paper and soap replacement warnings on all toilets.
- Notices of non-use of lifts at the respective accesses.

3 Final considerations

All legal directives in force also apply. If you have any questions, please contact the departmental, service, research unit or study cycle directors