

Directives for Phased Resumption of Activities from 18 May 2020

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This document will be updated as required and as indicated by the
authorities

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1 Introduction

The FEUP Community in the great majority of its students, professors, technical staff, researchers, fellows, and other collaborators have given an extremely dedicated and exemplary response to the exceptional situation in which we find ourselves, and that will certainly continue to demand from everyone the adaptation to new challenges as well as the courage to persist. This document aims to guarantee the greatest security at FEUP while progressively resuming all the on-site activities.

The recommendation issued on April 17, 2020 by MCTES contains a set of conditions for the progressive lifting of the containment measures motivated by the COVID 19 pandemic, stipulating the need to resume on-site activities in higher education institutions, provided that all safety conditions are guaranteed and strict compliance with the recommendations of the competent health authorities is ensured.

This document summarizes some directives for the gradual implementation of this process of resumption of activities. Whenever possible, FEUP seeks to adapt to its own reality the recommendations for the resumption of on-site activity at U.Porto contained in the document of April 27, 2020.

Departments, Services, Research Units, Laboratories and Study Cycles with specificities that are not contemplated in this document, or in a more general document, shall prepare their own phased resumption plan of activities, according to the following directives. For example, a laboratory may not need a plan if that of its department has all the necessary indications. Such plans, in the case of departments and services, should include the on-site rotation of technical staff, and in the case of study cycles, should include the schedule of on-site assessment tests (in coordination with departments and services).

2 Installations and General Security Procedures

2.1 Access and Use of Facilities

- The use of masks is mandatory in the closed spaces of FEUP facilities;
- Absolute school and work eviction of all FEUP community members with symptomatology indicative of COVID-19, even if slight, is recommended;
- If temperature control is implemented, by means of an infrared reading thermometer or thermographic cameras, such data cannot be recorded;
- Access to the buildings is only allowed on working days between 7:30 and 21:00, and, whenever there are automatic doors, only these doors shall be used; during this period the doors of building B facing the central lawn shall be permanently open;
- On working days between 21:00 and 7:30, and on weekends and holidays, access to the premises is forbidden by all doors. Exceptional cases must be requested to the FEUP Board by the Director of the respective Department or Service; in authorized cases, access to the facilities can only be made accompanied by the security personnel;
- The study rooms in building B and the department buildings will remain closed;
- In building B, access will be allowed, on the scheduled dates, to the rooms in which on-site evaluation tests are scheduled;
- Building C (Library) will only be open for the loan/return of documents, to be carried out on floor 0, being forbidden to people not belonging to the SDI either the consultation of documents or study. In duly justified cases, the Director of the SDI may authorize non-SDI members to remain in the Library;
- The use of elevators is only permitted for people with restricted mobility and for people carrying objects that make it impossible or difficult to use the stairs, and an information sign will be displayed next to the elevator doors;
- The capacity of the various spaces of the FEUP, such as classrooms, examination rooms or work rooms, including laboratories, professors' offices and catering units, should be reduced in order to ensure at least 1 m of distance between people, 2 m if possible;
- In open spaces where staying is prolonged in time (several hours) a distance of 2 m or more shall be ensured. Workplaces should be fixed and, where possible, repositioned so as to avoid face-to-face positions;
- Space users should ensure frequent natural ventilation of spaces by opening doors and windows, even if this causes some discomfort, so as to allow air to be renewed;
- STMs should check the proper functioning of the Air Handling Units (AHU) of all spaces: checking of operating hours, parameterization for the use of 100% new air (so that air recirculation does not occur), frequent cleaning and regular change of filters and pre-filters; In cases where this is not possible, the equipment should be disconnected and information on this situation should be placed;

- Air recirculation systems, such as local air conditioning systems, fans and thermal blowers, should not be used;
- Parks P1, P3 and P4 shall remain permanently open, with free access.

2.2 Hygiene and Cleaning

- The STM must ensure that the cleaning and sanitation to be carried out by the contractor (EUROMEX) is in compliance with the guidelines of the Directorate General of Health No. 014/2020 (in Portuguese) "Cleaning and disinfection of surfaces in establishments serving the public or similar", in particular Guideline No. 14/2020 (Annex I), regarding the methodology, materials, products and frequency of cleaning;
- The cleaning and sanitization service contracted with EUROMEX will be reinforced in order to ensure additional daily sanitization 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 employees to the premises will be adjusted over time according to the use of the spaces;
- The sanitization of computer keyboards, mice and monitors in the computer rooms should be ensured by the users. STM will ensure the availability in the room of antiseptic wipes. Failures should be reported to the STM by telephone (220 414 739) or by e-mail (stm@fe.up.pt). Before and after the use of computers, hands should be washed according to the rules;
- In the places of face-to-face attendance there will be 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 the STM;
- The technical staff involved in the face-to-face service should disinfect surfaces in the service areas throughout the day with disinfectant solutions or antiseptic wipes to be provided by the STM;
- In all sanitary facilities soap/liquid soap, water and a hand drying medium (electric and/or paper towel dispensers) are available. STM will ensure at least two daily replenishments of consumables. Any anomaly or failure should be reported to the STM by telephone (220 414 739) or by e-mail (stm@fe.up.pt);
- At the main entrances/exits of buildings, as well as in other places of greater agglomeration of people, dispensers of alcohol-based antiseptic solution have been placed. The 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 e-mail (stm@fe.up.pt).

2.3 Hygiene and Individual Protection

- Professors, researchers, technical staff, fellows and students as well as external collaborators and visitors should wear masks indoors. According to the DGS, surgical masks should be worn by the most vulnerable people, namely the elderly (over 65 years old), and people 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 in 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 will make available to professors, researchers, technical staff and fellows a set of reusable or surgical masks, in accordance with the guidelines of the DGS. FEUP will not provide gloves;
- Cleaning staff as well as security guards should wear masks, to be provided by the respective contractors;
- There shall be a reservation at INFODESK of masks to be made available to visitors to FEUP who, due to an oversight or lack of knowledge, do not bring them to the premises of FEUP;
- Attendance face-to-face, in the services and by the professors, may be refused if the mask is not being used;
- Frequent washing of hands with water and soap/liquid soap should be ensured, rubbing them well for 20 seconds and then drying them hygienically. In the few cases where manually operated taps are still available, after washing hands, the tap should be turned off with a paper towel. The hand washing should take place under the following circumstances:
 - On entering and exiting the premises;
 - After sneezing, coughing or blowing;
 - Before putting on a 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, elevator buttons, handrails, ATMs and vending machines;
- When hand washing is not possible, an alcohol-based antiseptic solution (SABA) should be used as an alternative, rubbing your hands thoroughly 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 Catering

- The use of the dining room for technical staff is not permitted, as well as the use of the dining areas with microwaves, since it is not possible to guarantee adequate hygiene and ventilation conditions;
- FEUP catering units must have a maximum occupancy of 4 people per 10 m², ensuring distances of at least 1 m, preferably 2 m between people. They should also have alternative meals on a take-away basis (such as sandwiches or salads) to be consumed preferably in open space;
- In FEUP's restaurant 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 made available to users;
 - Washed and disinfected raw fruit and vegetables made available for sale;

- Cleaning of dishes and cutlery in an automatic washing machine, with washing cycles that reach temperatures above 85° and consequently ensure 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 procedures defined for the prevention of COVID-19.

2.5 Information and Dissemination

Posters that are available 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, with 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.
- Warnings about not using the elevators at the respective accesses.

3 Laboratory Reopening

- Laboratories may be reopened as if safety equipment and procedures are available .
- The use of the FEUP Laboratories will be coordinated by the Department Director, after hearing the heads of the Study Cycles, Research Units and Laboratories.
- Occupation priorities will be defined by the Department Director, in coordination with those responsible for Research Units, Laboratories and Study Cycles, and shall include in particular all activities to support the conclusion of Master's dissertations as well as activities to support the conclusion of PhD theses.
- The hygiene of the laboratory benches and equipment should be ensured, following the example of the procedures already implemented, with resources from the laboratories themselves, research units and/or departments, based on the recommendations of the DGS and other entities with specific competences.

4 On-site Assessment Tests

The schedule of the second semester's on-site evaluation tests, between June 15 and July 24, will be released in due course.

The schedule for the on-site evaluation exams for students with special statutes and for course completion – which should have already taken place and it was not possible to make at distance – between May 18 and June 9, will be released in due course.

4.1 Safety and hygiene of rooms

- The on-site assessment tests shall take place only in the amphitheatres or in rooms with or without PCs in Building B, and two distance seats shall be guaranteed at the side (or equivalent) and one empty row at the back and front;
- The tests should be scheduled in such a way as to allow the spaces to be cleaned and naturally ventilated at the end of each assessment test, wherever possible;
- In PC rooms there will be aseptic wipes for each user to clean their keyboard, mouse and monitor. Before the assessment tests begin the professor should ensure that the students have cleaned their PC;
- Students will be prevented from taking on-site assessment tests if they do not wear a mask. In Room B055 (Support Room Continuous) there will be a reserve of disposable masks to make available to students, in exceptional cases of lapse;
- Before the start and after the assessment tests, everyone must sanitize their hands; paper materials, after the tests, may be kept in "quarantine" for 72 hours before handling, safely stored; alternatively, if the user prefers the "feeling of safety", gloves may be worn for uninterrupted tasks, in continuous processes over time, and the hands must be washed before placing and after removing them.

4.2 Procedures to be followed

- Each on-site evaluation test (exam) may not exceed 90 minutes (working time) and the tests take place only on working days, with 2 hours between tests. This time interval is intended for entrance/exit of professors, entrance/exit of students and cleaning.
- Before each assessment test, and at least 48 hours in advance, the professors of each Curricular Unit should disclose the distribution of students among the different classrooms assigned to the respective test. In due course, the capacities of each room that will be possible to use will be disclosed.
- Before the test starts, students should keep a distance of more than 1 m from each other, either during the waiting time in the corridor or during the entrance and exit; the professor should advise students to distribute themselves through all the entrance doors in the classrooms, whenever possible;
- 15 minutes before the test begins, and before students enter the room, professors should distribute a kit containing the examination paper, examination form, and/or draft paper, if necessary. It should be ensured that all windows are open to ensure air circulation.
- 10 minutes before the scheduled start time of the exam, students may have access to the designated room through the various doors of the room, gradually, and ensuring a distance of 2m. Students should sit at the available tables further away from the entrance door(s) to the room, in the order of entry.
- During the examinations there will be no possibility of questioning the professors present to avoid proximity between professors and students. Any clarification should be made for all students present, and preferably on the board of the room.
- At the end of the assessment the professors collect the exams before the students leave. Only after all the exams have been collected, students may depart starting from those who are closest to the doors. Students should then immediately leave FEUP.
- 10 minutes after the scheduled time for the end of the exam the room should be free and ready for cleaning.

5 Resumption of on-site activities of central and departmental services

The following is a way of resuming the activities of the central and departmental services, in particular with regard to on-site services.

- In order to be able to resume on-site activities and establish some pattern of normality, a weekly rotation scheme of fixed teams should be implemented; this rotation scheme should promote the reduction of close contacts between groups of employees, facilitating the identification of contagion situations that may eventually occur.
- The teams of each service/unit should be divided into two groups (group A and group B) working in person in alternate weeks.
- The constitution of these teams should consider all the technical staff of each service/unit, but should take into consideration the following recommendations:
 - The resumption of on-site activities by people belonging to risk groups, either by age (over 65 years old) or by history of chronic disease or immunosuppression, should be evaluated by U.Porto Occupational Medicine doctors;
 - The telework regime should be maintained for all technical staff whose activity is compatible with this regime, without prejudice to their coming to FEUP whenever in-person service is required.
- In the teams of each group that have technical staff whose functions can be performed by several members of the team, some internal rotation can be performed, provided that it is guaranteed:
 - The on-site service that was previously provided by the service/unit;
 - The permanence, at FEUP, of at least one element of the service/unit during each normal daily work period.
- In the event that the team consists of only one technical staff, or if any of the technical staff in the team have functions that are performed exclusively by that technician, the possibility of that technician fulfilling the rotation scheme of the group in which he is integrated shall continue to be considered, unless the activities to be performed are unavoidable.
- Department/service managers may choose to remain full-time at FEUP, as long as they have the possibility of guaranteeing the conditions of social distance.

Contact service

- Preference should be given to answering by e-mail or telephone, as well as sending and receiving documents electronically.
- In the services that provide face-to-face service, the conditions to resume this activity must be guaranteed, although it is admitted that the activity can now be carried out under different conditions from the previous one, namely regarding the service timetable (provided that a service period equal to at least 50% of the previous service period is guaranteed).
- In work places with face-to-face service, dematerialised means of payment, such as bank transfer, payment by ATM reference or by ATM card, if possible with technology that does not require physical contact, should preferably be used.