

**Hygiene and Safety measures adopted for the return to face-to-face teaching at University
Fernando Pessoa's Faculty of Health Sciences and School of Health**

1. Introduction

We are aware that the progressive lifting in higher education institutions of the containment measures motivated by COVID-19, announced by the Portuguese Ministry of Science, Technology and Higher Education on April 17, 2020, will only be successful if all conditions of hygiene and safety are guaranteed.

In that regard, this document intends to inform the general measures of hygiene and safety implemented at University Fernando Pessoa and School of Health, as well as guidelines on COVID-19 prevention behaviors.

This document may be subject to changes according to the assessment of the effectiveness of the measures and any new guidelines from the Health Authorities.

This document does not include measures for clinical spaces, which will be made known to those involved at the right time.

2. Organization of spaces and access to facilities

- Spaces such as classrooms, exam rooms, laboratories, teachers' offices, administrative offices, students' office, libraries, etc., will have their occupancy reduced so that a distance between desks/workstations of 1.5m is fulfilled. The tables, whenever possible, should be arranged with the same orientation, avoiding a layout that implies having people face to face;
- All locations with public attendance will have, whenever applicable, an acrylic protection barrier to limit the proximity between the staff and the student/applicant;
- Public waiting rooms have information on physical distance and preventive measures of COVID-19, and it must be ensured that the space holds only 1/3 of its normal capacity. Papers items, such as magazines, leaflets and newspapers, were removed from these places to avoid its handling;
- The common spaces where cues may occur have distance identifying tapes on the floor;

- The meal spaces are limited to a maximum occupancy that allows a distance of 2m between people;
- Sanitary facilities are limited to 1 person inside;
- The floors of the buildings where there are no face-to-face classes/exams will be closed to students;
- The Faculty of Health Sciences' administrative building will be closed to students. Office hours with teachers must be previously requested;
- Doors and windows will, whenever possible, be open, to avoid unnecessary touches on surfaces and keep spaces airy;
- Isolation rooms are marked and the routes defined, according to the established contingency plan;
- On all buildings' floors and entrances there is an Alcohol-Based Antiseptic Solution (ABAS) for disinfecting hands and next to the washbasins there are instructions on the correct hand washing.

3. Functional organization

- Students should only stay at the University Fernando Pessoa and School of Health's campus during the actual period of face-to-face classes/exams or to use the libraries;
- Students should, whenever possible, use digital and remote media to communicate with the several services of the University;
- Face-to-face service should be previously scheduled;
- Non-academic events with more than 10 people should not be promoted.

4. Hygienization of spaces

- The cleaning and disinfection of surfaces and spaces was reinforced taking into account the Guideline Nr. 14/2020 of the Portuguese Health Directorate-General - Cleaning and disinfection of surfaces in establishments that serve the public or similar;
- After the end of any activity with the presence of students, staff outside his/her work place, external public (ex: laboratory class; practical physiotherapy class; exam; public presentation of master's thesis; work meeting, etc.), the place will be disinfected and ventilated (by opening windows and doors);

- The frequency of cleaning and disinfecting the surfaces often touched (door handles and knobs, switches, elevator buttons, ATM buttons, buttons of general use printers in the hallways, handrails, etc.) will be at least 6 times a day;
- The frequency of cleaning and disinfection of the sanitary facilities will be at least 3 times a day and whenever necessary;
- The meal spaces will be cleaned before and after the meal period, and users must disinfect the tables before and after use;
- Offices that serve the public will be cleaned at intervals of 1 to 2 hours (good natural ventilation will be ensured by opening doors and windows);
- The records of sanitation of the places are posted in visible places.

5. Preventive behavior

- The use of a mask is mandatory whenever at the University campus;
- Avoid touching the front of the mask and, at no time, the mask should be kept around the neck to be reused;
- Frequent hand washing with soap and water for, at least, 20 seconds:
 - On entering and leaving the premises,
 - Before putting on the mask,
 - Before and after meals,
 - Before entering and after leaving the classroom/laboratory,
 - Before and after using the bathroom,
 - Whenever they are dirty;
- If hand washing is not possible, use ABAS rubbing your hands well;
- Use paper tissues (for single use) to blow, throw them in a trash bin after use and then wash your hands with soap and water;
- Respiratory etiquette practice (coughing or sneezing into the inside of the arm, with the elbow flexed, and never to the hands);
- Avoid touching the eyes, nose and mouth;
- Avoid touching common goods and surfaces such as handrails, door knobs, switches, etc. with your hands;
- Maintain physical distance whenever possible.

6. Contingency plan

- If the student is within the facilities of University Fernando Pessoa or School of Health and develops symptoms compatible with COVID-19:
 - acute respiratory condition with cough (appearance or worsening of the usual cough), or fever (temperature $\geq 38.0^{\circ}\text{C}$), or dyspnoea/difficulty breathing

You must inform the teacher or staff who will activate the contingency plan, and the student will be accompanied to the nearest isolation room.