



# ***Contingency Plan***

***University Fernando Pessoa  
Higher School of Health Fernando Pessoa***

## **FPF's Contingency Plan (UFP/HSF-FP)\_COVID-19**

### **Objectives**

To describe the main steps that the Fernando Pessoa Foundation (University Fernando Pessoa and Higher School of Health Fernando Pessoa) should consider in order to establish a Contingency Plan in the framework of infection with the new Coronavirus SARS-CoV-2, cause agent of COVID-19, as well as the procedures to be adopted before a worker/student/user with symptoms of this infection.

### **General Hygiene and Safety Measures**

- To sensitize employees, students and users of the Pedagogical Clinics and Health and Leisure Academy (HLA) in case they have any symptoms compatible with COVID-19, they must refrain from going to the University/Higher School of Health, contact the SNS24 line and follow the recommendations that are given;
- To ensure the use of a mask by all occupants in indoor and outdoor spaces, except when taking meals in the appropriate places for that purpose and teaching activities not compatible with the use of a mask, provided that a distance greater than 2m is ensured;
- All classrooms and laboratories, as well as common spaces, have hand sanitizer. The laboratories for practical classes have surface disinfectant to be used by the occupants when sharing materials and surfaces. If necessary, surface disinfectant is available in the caretaker's offices to be requested for the classrooms;
- Cleaning and disinfection of classrooms/laboratories is carried out by the Cleaning assistants after the use of the spaces and the common spaces and surfaces of frequent touch, in accordance with the Cleaning and disinfection plan for spaces/surfaces (COVID-19) of 30-04-2020.
  - Frequent touch surfaces (door handles and knobs, switches, elevator buttons, ATM buttons, buttons for general purpose photocopying machines, handrails, etc.) must be sanitized at least 6 times a day;
  - Sanitary facilities (sink, faucet, flush button, toilet, floor) must be sanitized at least 3 times a day with a detergent with a disinfectant base;
  - Places for meals and food preparation (tables, chairs) must be sanitized before and after the meal period. Users must disinfect the tables before using them with the surface disinfectant that exists in those places;
  - Waiting rooms for clinical care must be cleaned at intervals of 1 to 2 hours (ensure good natural ventilation by opening doors and windows);
  - Public service places (e.g., Students' Office, Communication and Image Office), must be cleaned with intervals between 1 to 2 hours (chairs, physical barriers between employees and the public – acrylics, flooring).

Disinfection of classrooms, laboratories and critical areas is reinforced by ozone-generating equipment;

- Strive to maintain the physical distance of 1.5m between people in common areas and of 1m in the context of theoretical, theoretical-practical and laboratory practice classes, whenever possible, without compromising

the normal operation of teaching activities. The place in front of the teacher in the classroom should not be occupied, in order to guarantee the distance of 2m face-to-face;

- Quarterly maintenance of the heating, ventilation and air conditioning (HVAC) system and recourse, whenever possible, to natural ventilation of spaces;
- Prevention signs and signaling of circulation circuits in the institution;
- A link with the Local Health Authority is ensured.

## **Guidelines**

The following definition is based on the Norm nr. 020/2020 of 09/11/2020 - COVID-19: COVID-19 Case Definition of the Portuguese Health Directorate-General (PHDG), and should be adopted by the Foundation Fernando Pessoa.

### **Possible case: person who meets the clinical criteria**

#### **Clinical criteria:**

- i. Cough (new or worsening of the usual pattern);
- ii. Fever (body temperature  $\geq 38.0^{\circ}\text{C}$ ) without another attributable cause;
- iii. Dyspnea/difficulty breathing without another attributable cause;
- iv. Sudden onset anosmia;
- v. Sudden onset dysgeusia or ageusia.

## **Procedures**

### **a) Preparing to deal with a possible case of SARS-CoV-2 infection**

#### Responsibilities and “Isolation” areas and the circuit(s) leading to them:

- The institution has three Isolation Rooms properly marked (Entrance to the Faculty of Science and Technology/Faculty of Human and Social Sciences’ Pedagogical Building; Floor 0 of the Higher School of Health (at the end of the corridor on the right side); Faculty of Health Sciences’ Administrative Building (atrium of the old pharmacy – entrance by the exterior staircase) .
- The isolation rooms are equipped with: telephone; gurney; waste container (with non-manual opening and plastic bag); alcohol-based antiseptic solution - SABA (available inside and at the entrance to this area); 70% rubbing alcohol; paper wipes; surgical masks; FFP2mask; disposable gloves; protective goggles; thermometer; kit with water and cookies. There are sanitary facilities that can be used exclusively for the possible case, if necessary;
- Placing a person in an “isolation” area aims to prevent others from being exposed and infected. Its main objective is to prevent the spread of the transmittable disease at the University Fernando Pessoa/Higher School of Health and in the community;
- In the event of a possible case of COVID-19 (See “Guidelines”), a professor or any other institution’s employee must be informed, who, in turn, will contact a member of the support team in order to make the necessary referral to one of the isolation rooms;
- When accompanying a person with symptoms compatible with the definition of a suspected case of COVID-19, crowded places should be avoided and must have social distancing from other workers and follow the pre-established circuits;

- Personal Protective Equipment will be provided by the Accompanying person.

**b) Specific procedures:**

- See Annex I (Flowchart of worker/student/user situation (W/S/U) with symptoms of COVID-19 at the facilities of University Fernando Pessoa/Higher School of Health;
- (Internal) process for registering contacts with the suspected case:
  - “Contact” is considered to be a person who has been exposed to a case of COVID19 or to biological material infected with SARS-CoV-2, within the transmission period. For the purpose of tracking contacts, the transmission period extends since 48 hours before the date of the beginning of the symptoms of the symptomatic COVID-19 case, or the date of collection of the biological product of the laboratory test of an asymptomatic COVID-19 case, until the day on which the cure of the case is established, defined by the Norm 004/2020 updated on 14/10/2020;
  - Depending on the level of exposure, the COVID-19 case contacts are classified into high-risk and low-risk exposure contacts (Norm nr. 015/2020 of 24/07/2020 from the PHDG);

High-Risk Exposure

Person that experienced the following:

- Face-to-face contact with a case of COVID-19 at a distance of less than 2 meters and for 15 minutes or more;
- Direct physical contact with a COVID-19 case;
- Direct unprotected contact with contaminated secretions from a COVID-19 case;
- Contact in a closed environment with a case of COVID-19 (e.g. cohabitation) for 15 minutes or more;
- On an aircraft where:
  - Is seated up to 2 places for any direction in relation to the case (2 places around the case);
  - Is a travel companion;
  - Performs direct care to the case;
  - Is an crew member and attends the case section;
  - If the case has severe symptoms or moves a lot inside the aircraft, all people can be considered as contact;
- On a ship where:
  - Is a travel companion;
  - Shares the same cabin;
  - Performs direct care;
  - Is an crew member and attends the case cabin;
  - The conditions described in the points above, which do not refer to travel, are also applied;
- On any other form of transportation that:
  - Doesn't have good ventilation;
  - Doesn't make frequent stops to open the doors;
  - Doesn't decrease the maximum capacity.
- Exposure associated with health care, with direct, unprotected provision of care for cases of COVID-19 (ie, without the use of PPE suitable for the corresponding care activity, according to Norm 007/2020 or Guideline 019/2020, or when there is evidence of incorrect use/removal);

- Unprotected contact, in a laboratory environment or collection point, with biological products infected with SARS-CoV-2.

#### Low-Risk Exposure

Person that experienced the following:

- Face-to-face contact with a case of COVID-19 at a distance of less than 2 meters and for less than 15 minutes;
  - Contact in a closed environment with a COVID-19 case for less than 15 minutes or protected contact for 15 minutes or more;
  - Travel with a case of COVID-19 on any form of transportation, except for those mentioned in the high-risk exposure;
  - Occasional contact (in movement/circulation) with a case of COVID19;
  - Exposure associated with health care, without direct care in cases of COVID-19 without the use of PPE;
  - Exposure associated with health care, with direct, protected care in cases of COVID-19 (ie, with the use of PPE suitable for the corresponding care activity, according to Norm 007/2020 or Guideline 019/2020.
- The direct manager of the worker must register these contacts;
  - The student's teachers must register the contacts the student had in the classroom;
  - The therapist/dentist/psychologist/HLA monitor of the user must register the contacts that the user had during the therapeutic session;
  - See Annex II.

#### **c) Steps to be taken in the presence of a worker/student/user suspected of being infected with SARS-CoV-2 at Fernando Pessoa Foundation:**

- Activate the FFP Contingency Plan (UFP/HSF-FP) for COVID-19;
- Confirm the effective implementation of the specific procedures established in accordance with Annex I.

Note: When accompanying the possible case home, to the health services or to the test site, it must be done in a specific vehicle. If this is not possible, an individual transport vehicle must be used, and public transport should not be used. Throughout the journey, the possible case and his/her accompanying person(s) must keep the surgical mask properly placed.

### **1. Performance before a confirmed case of COVID-19**

In case of a confirmed case:

- 1.1. The Local Health Authority/Local Public Health Unit should be contacted.
- 1.2. According to the assessment of the situation/risk made by the Local Health Authority and by its decision, protective measures must be implemented, such as:
  - Isolation of contacts that were in close proximity during the class, session, etc.
  - Closure of classes, areas, or at the limit of the entire building.
- 1.3. The Senior Safety Technician must, according to the guidelines of the Local Health Authority:
  - provide for cleaning and disinfection (decontamination) of the "isolation" area;
  - provide ventilation for the spaces most used by the confirmed case;

- reinforce cleaning and disinfection, especially on surfaces frequently handled and most used by the confirmed patient, with a greater possibility of being contaminated. Pay special attention to cleaning and disinfecting the confirmed patient's workplace, if he/she is a worker, and the materials and equipment used by the confirmed patient with COVID-19;
  - arrange the storage of the residues from the confirmed case in a plastic bag (50 or 70 microns thick) which, after being closed (e.g. with a clamp), must be segregated and sent to a licensed operator hired by the Fernando Pessoa Foundation to manage waste with biological risk.
- 1.4. The Local Health Authority, in close coordination with the doctor from the Health and Occupational Risk Service, and after an epidemiological investigation communicates to the PHDG the information about the measures implemented at University Fernando Pessoa/Higher School of Health, and about the health status of the contacts close to the patient. These measures can determine:
- Isolation of confirmed cases and prophylactic isolation of high-risk contacts;
  - Closure of one or more classes;
  - Closure of one or more zones of University Fernando Pessoa/Higher School of Health.
- 1.5. Closure of the entire educational establishment (should only be considered in situations of high-risk in the establishment or in the community).

## **2. Performance before a confirmed case of COVID-19 outside the establishment**

- Before the information of a positive case that attended University Fernando Pessoa/Higher School of Health, the contingency plan must be activated, the Health Service and Occupational Risk must be informed. The responsible occupational physician contacts the Local Health Authority/Local Health Unit to report the situation. The Local Health Authority carries out an epidemiological investigation (epidemiological inquiry, contact tracking and environmental assessment) in conjunction with the responsible occupational physician and the Institution's management;
- According to the risk assessment carried out by the Local Health Authority, individual and collective measures are implemented.

## Annex I

### Flowchart of worker/student/user situation (W/S/U) with symptoms of COVID-19 at the facilities of University Fernando Pessoa/Higher School of Health

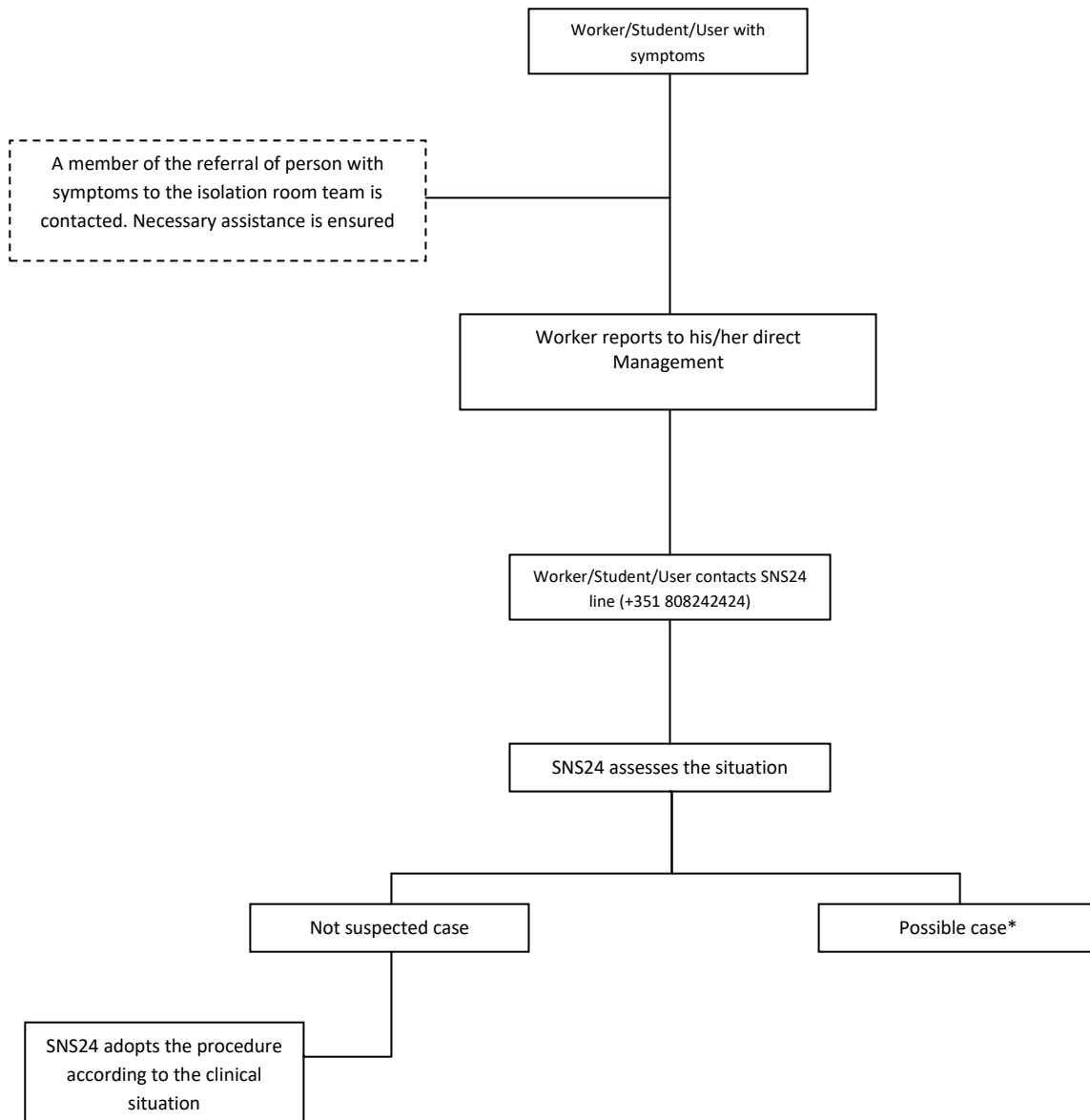
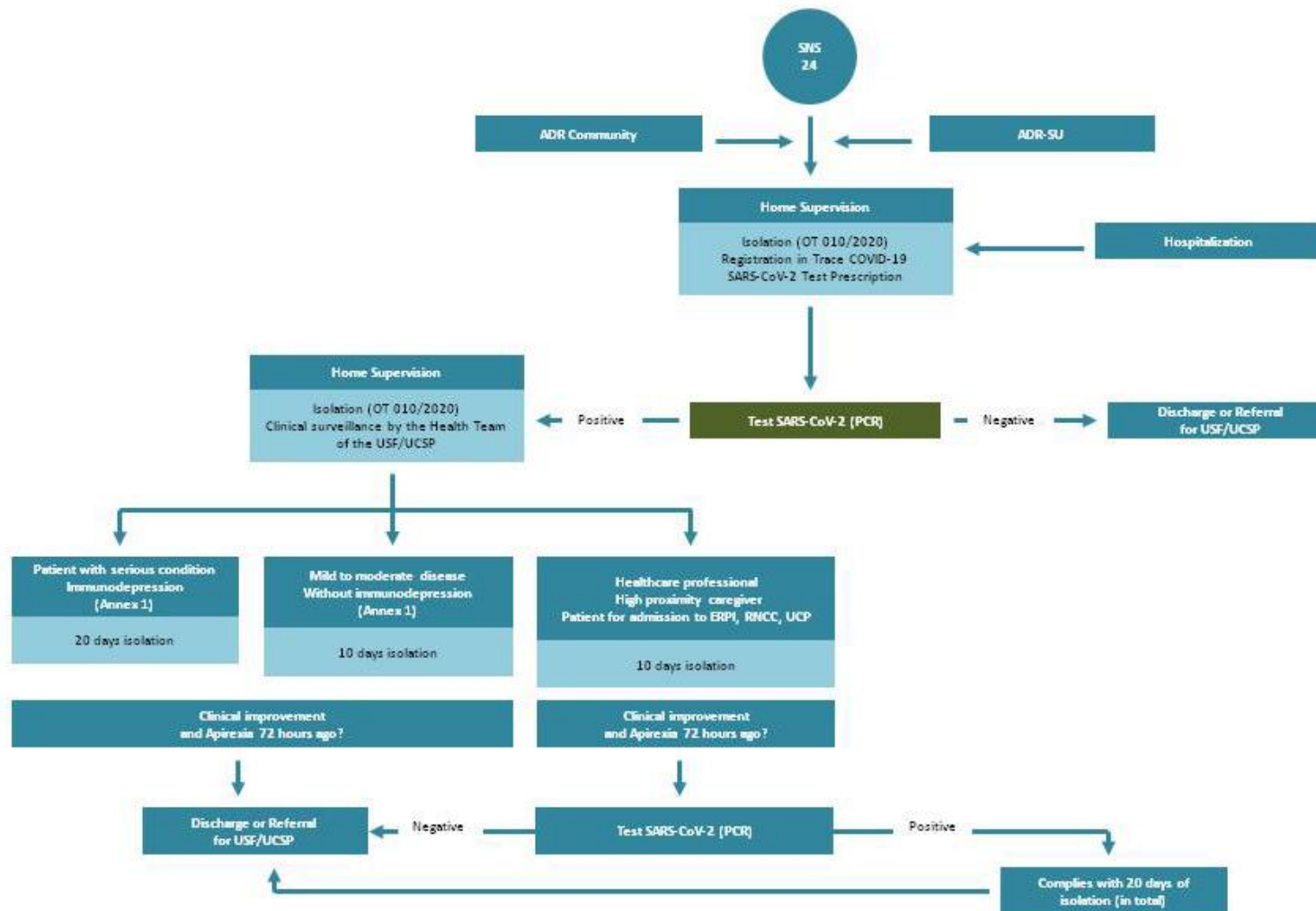


DIAGRAM - Norm nr. 004/2020 from 23/03/2020 updated on 31/08/2020

## CLINICAL SURVEILLANCE AND ISOLATION AT HOME

(Source: DGS Norm nr. 004/2020 of 23/03/2020 updated on 14/10/2020)

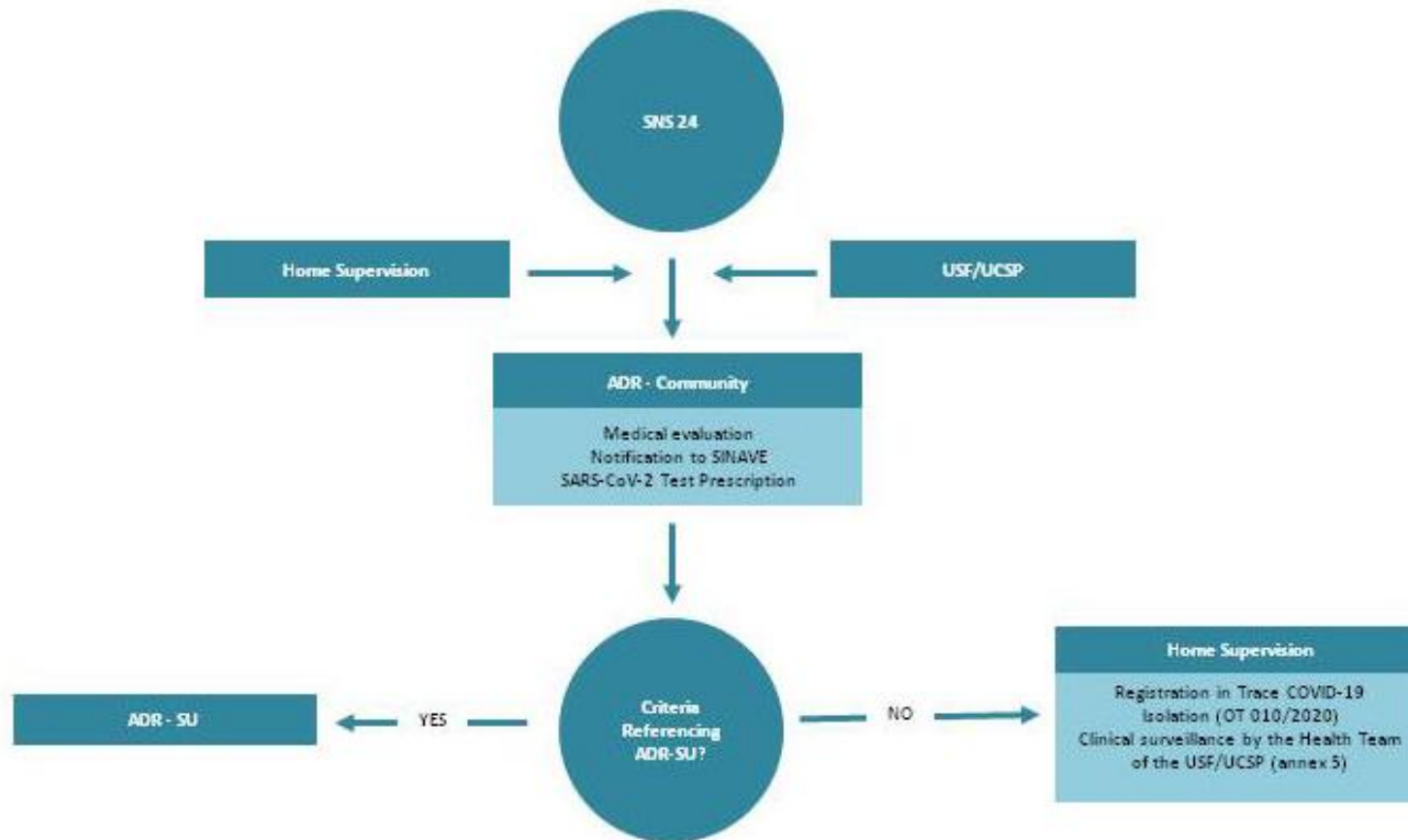


[ADR: Areas Dedicated to Respiratory Patients], [SU: Emergency Service], [USF/UCSP: Family Health Unit/Personalized Health Care Unit], [ERPI: Residential Structure for Elderly People], [RNCC: Portuguese Continuing Care Network], [UCP: Palliative Care Units], [PCR: Polymerase Chain Reaction]



## CLINICAL EVALUATION IN ADR-Community

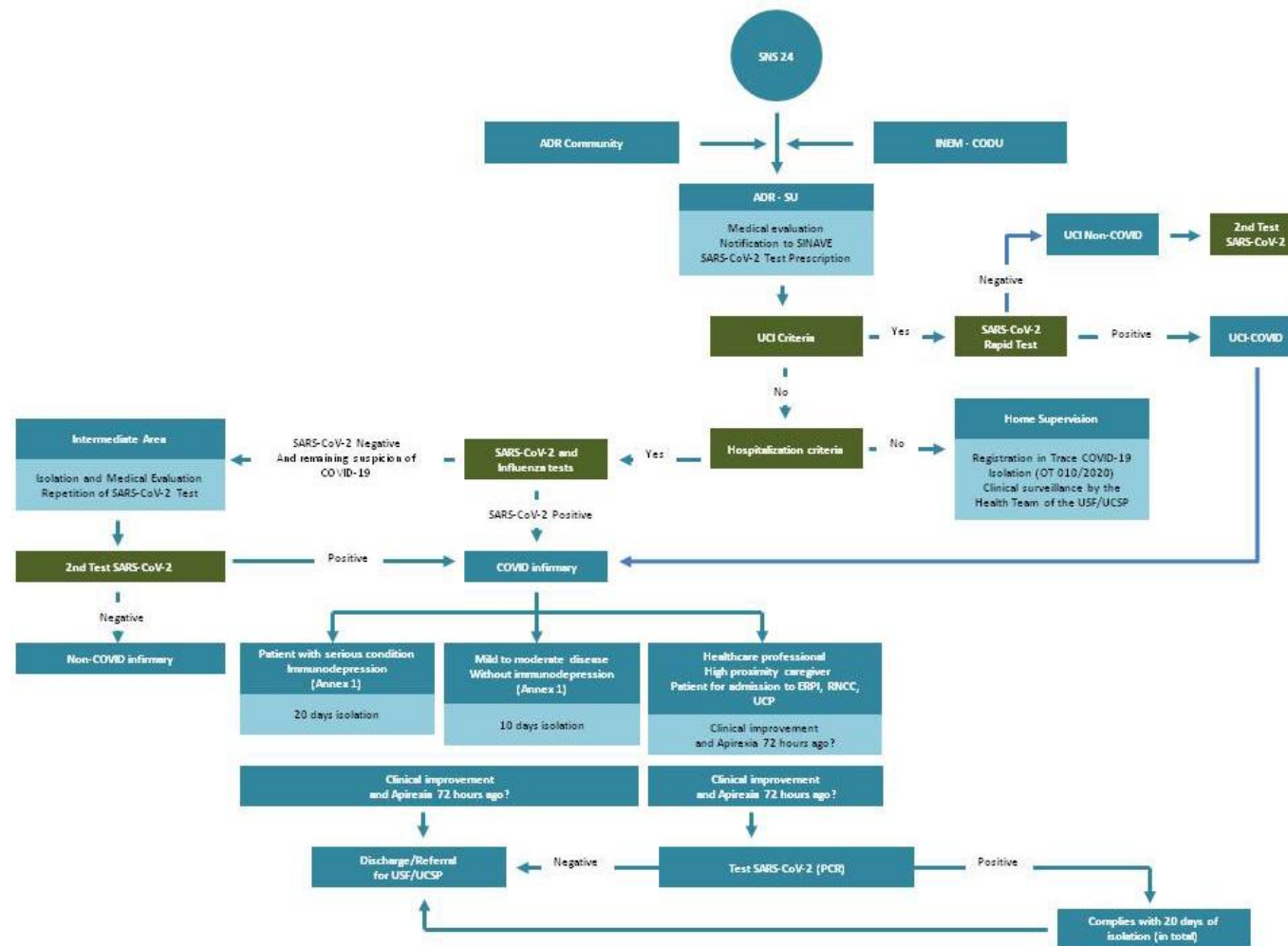
(Source: DGS Norm nr. 004/2020 of 23/03/2020 updated on 14/10/2020)



[**USF/UCSP**: Family Health Unit/Personalized Health Care Unit], [**ADR**: Areas Dedicated to Respiratory Patients], [**SINAVE**: Portuguese Epidemiological Surveillance System], [**SU**: Emergency Service]

## CLINICAL EVALUATION AT ADR-Emergency Service (ADR-SU)

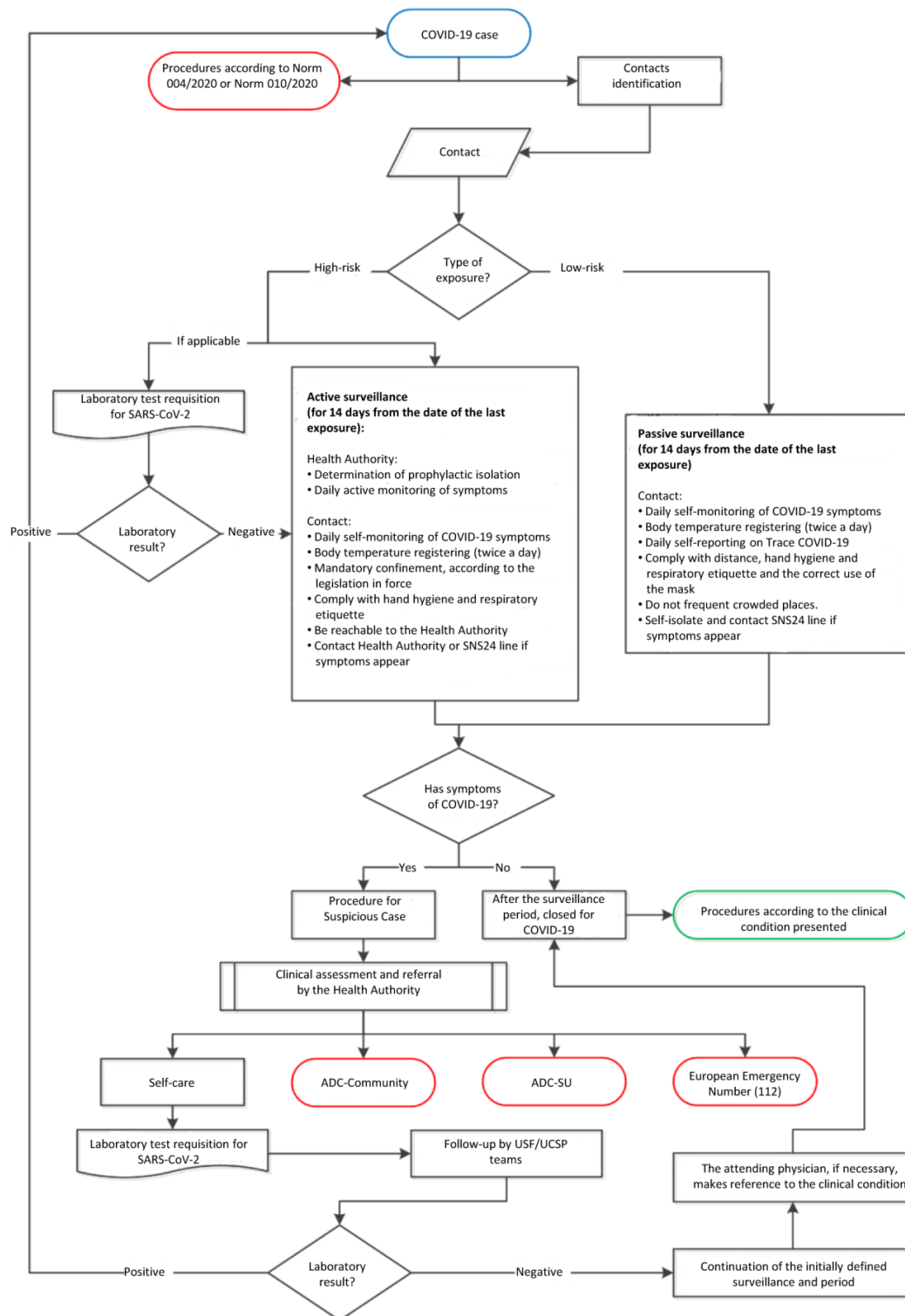
(Source: DGS Norm nr. 004/2020 of 23/03/2020 updated on 14/10/2020)



[**ADR**: Areas Dedicated to Respiratory Patients], [**INEM**: Portuguese Institute of Medical Emergency], [**CODU**: Urgent Patients Guidance Centers], [**SU**: Emergency Service], [**SINAVE**: Portuguese Epidemiological Surveillance System], [**UCI**: Intensive Care Units], [**USF/UCSP**: Family Health Unit/Personalized Health Care Unit], [**ERPI**: Residential Structure for Elderly People], [**RNCC**: Portuguese Continuing Care Network], [**UCP**: Palliative Care Units], [**PCR**: Polymerase Chain Reaction]

## Annex II

### Flow of approach according to the classification of the contact



[ADC: COVID Patient Areas], [SU: Emergency Service], [USF: Family Health Unit], [UCSP: Personalized Health Care Units]

Source: Norm 015/2020 of 24/07/2020