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3	28/01/2022	Procedures in case of detection of infection by SARS-CoV-2	<i>Occupational Health and Risk Service</i>	<i>Rectory</i>

CONTINGENCY PLAN

COVID-19

ACADEMIC YEAR 2021/2022



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1. Introduction

A new academic year begins and although the majority of the Portuguese population is already vaccinated against COVID-19, it is still important to maintain the preventive measures in force during the pandemic, until more data on the vaccine effectiveness are known and group immunity is achieved.

In the current epidemiological context of circulation of new variants of SARS-CoV-2 of concern, compliance with the Norms and Guidelines of the Portuguese Health Directorate-General (DGS) continues to be necessary for the academic year to run safely, contributing to the health of our academic community, families and country.

This plan is revised and updated in accordance with the indications of the DGS and the Portuguese Ministry of Science, Technology and Higher Education (MCTES) in the field of COVID-19 control.

2. Objective

This document intends to update the procedures for possible and/or confirmed cases of SARS-CoV-2 infection at Universidade Fernando Pessoa (UFP) and Higher School of Health Fernando Pessoa (HSH-FP), among students, in accordance with the new DGS Norms in force.

3. Implemented Hygiene and Safety Measures

Health and Safety measures at the UFP/HSH-FP to control the COVID-19 pandemic follow the guidelines and norms of the DGS and MCTES in this regard, namely:

- 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, putting the mask on right after the meal, and teaching activities not compatible with the use of a mask, provided that a distance greater than 1,5 meters 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



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when sharing materials and surfaces. Surface disinfectant is available in the auxiliary's offices to be requested for the classrooms;

- The cleaning and disinfection of common spaces and surfaces of frequent touch in accordance with the Cleaning and disinfection plan for spaces/surfaces (COVID-19) of 14-09-2020:
 - 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 product with a disinfectant base;
 - Places for meals and food preparation (tables, chairs) must be sanitized before and after the meal period by the Cleaning Service. Users must disinfect the tables before use with the surface disinfectant available in these areas;
 - 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, libraries and critical areas is reinforced by ozone-generating equipment;
- Strive to maintain the physical distance of 1.5 meters between people in common areas and of 1 meter 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 2 meters face-to-face;
- Quarterly maintenance of the heating, ventilation and air conditioning (HVAC) system and use, whenever possible, of natural ventilation of spaces;
- Acrylic barriers at public service places;
- Prevention signs and signaling of circulation circuits in the institution;
- A link with the Local Health Authority is ensured.

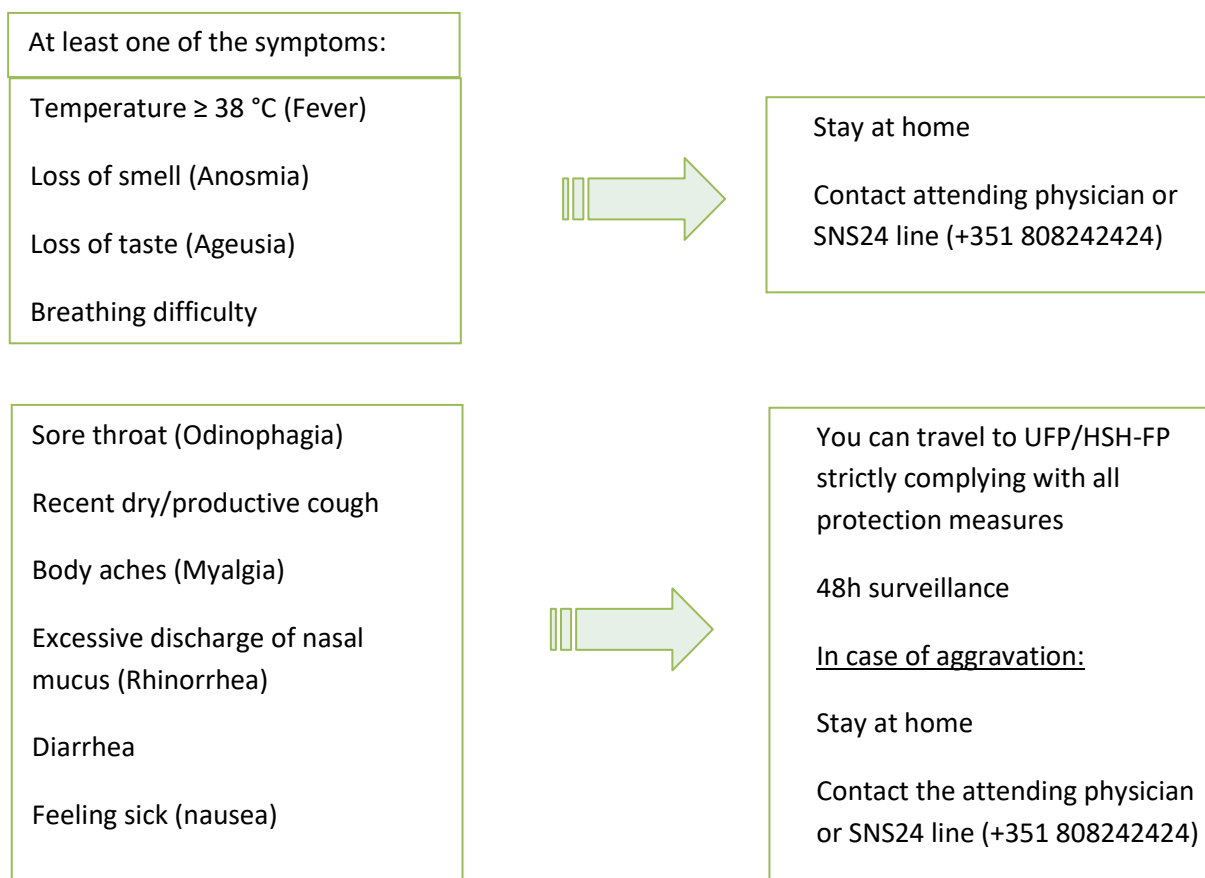


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4. Good practices

4.1 Before going to UFP/HSH-FP

- Daily self-monitoring symptoms compatible with COVID-19 (DGS Norm no. 020/2020 of 09/11/2020):
 - Cough (new or worsening of the usual pattern);
 - Fever (body temperature $\geq 38.0^{\circ}\text{C}$) without another attributable cause;
 - Dyspnea/difficulty breathing without another attributable cause;
 - Sudden onset anosmia;
 - Sudden onset dysgeusia or ageusia.





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4.2 Stay at UFP/HSH-FP

The stay at UFP/HSH-FP must be restricted to the period necessary for the exercise of scheduled teaching, non-teaching, work and study activities.

The use of online services provided by Fernando Pessoa Foundation should be preferred.

No smoking on indoor and outdoor UFP/HSH-FP's campus.

The circulation rules must be followed (always go to the right) for access to buildings and inside them, observing the signs present in the institution.

It is not advisable to share personal objects.

Adopt preventive behavior inside and outside the premises, maintaining the recommended safety distances and complying with prevention procedures. If you need to remove the mask, keep a physical distance of at least 1.5 meters.

Specific procedures:

Basic procedures for hand hygiene (DGS instructions posted in all sanitary facilities):

- wash your hands with soap and water for at least 20 seconds;
- if these are not available, use a hand sanitizer that is at least 70% alcohol, covering all surfaces of the hands and rubbing them until they dry;
- soap and water should be used preferably if hands are visibly dirty.

Respiratory etiquette procedures:

- avoid coughing or sneezing into your hands;
- cough or sneeze into your forearm or sleeve, with your forearm bent, or using a single-use tissue;
- wash and disinfect hands after contact with respiratory secretions.

Surgical mask placement procedures:

- wash and disinfect hands before placing and after removing the mask;
- the mask must be placed by the self;



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- it should be checked that the mask is well fitted (ie, fit the mask to the face to allow complete occlusion of the nose, mouth and side areas of the face. In men with a beard, an adaptation to this instruction may be made - surgical mask plus a tissue);
- whenever the mask is damp, it must be replaced with another one.

4.3 Use of spaces

- Classrooms
 - Whenever possible and without compromising the normal functioning of face-to-face activities, adequate physical distance between students must be ensured;
 - Hand sanitize at entry and exit (sanitizer available inside the space);
 - Mandatory use of mask or visor;
 - The row in front of the teacher must not be used;
 - The layout of classrooms cannot be changed and moving furniture between classrooms is prohibited.
- Specific laboratories
 - Laboratory classes will ensure adequate physical distance between learning stations;
 - Hand sanitize at entry and exit (disinfectant available inside the space);
 - Disinfect after use shared surfaces with available surface disinfectant;
 - Mandatory use of mask or visor;
 - Mandatory use of PPE suitable for the task to be carried out in the practical class;
- Libraries
 - Mandatory use of mask or visor;
 - Hand sanitize at entry and exit (disinfectant available inside the space);
 - Sanitize tables before and after use with surface disinfectant;
 - Moving chairs or tables is not allowed;
- Meal spaces
 - Pay attention to the seating number posted at their entrance and comply with the safety distance of 1.5 meters;
 - The layout of the rooms cannot be changed and moving chairs is prohibited;



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- Disinfect before and after use tables and chairs with available surface disinfectant;
- Meal spaces must be used exclusively for this purpose and must be vacated after eating;
- Meals brought from home must be consumed in properly identified meal spaces. It is forbidden to consume these meals in the bars/canteen.
- Sanitary facilities
 - Pay attention to the capacity posted at the entrance and comply with the safety distance of 1.5 meters;
 - Don't forget to wash your hands according to the posted procedure;
 - Maintain a civic behavior, leaving the space with conditions to be used by others.
- Pedagogical Clinics and Health and Leisure Academy
 - Operating rules in specific documents can be requested from the respective directors/coordinators.
 - For access to the gym and swimming pool within the scope of the Health and Leisure Academy, it is mandatory to present:
 - the EU COVID Digital Certificate admitted under the terms of Portuguese Decree-Law no. 54-A/2021, of 25 June; or
 - Proof of vaccination attesting to the complete vaccination schedule under the terms of paragraph 2 of article 4 of Decree-Law no. 54-A/2021, of 25 June, for at least 14 days, with a vaccine against COVID-19 with market authorization under the terms of Regulation (EC) no. 726/2004 of the European Parliament and of the Council, of 31 March 2004, whose recognition was determined by the order provided for in no. 2 of article 5 of Decree-Law No. 54-A/2021, of 25 June; or
 - Proof of laboratory testing with a negative result, and this test must comply with the requirements set out in subparagraphs i) or ii), as applicable, of subparagraph b) of paragraph 1 of article 4 of Decree-Law no. 54-A/2021, of 25 June.



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5. Procedures in case of detection of infection by SARS-CoV-2

5.1 If the appearance of symptoms occurs in the UFP/HSH-FP premises

- If a student has symptoms compatible with COVID-19 in the premises, he/she should self-isolate, preferably go home, contact the SNS24 line and follow the guidelines provided;
- Alternatively, he/she can carry out a Rapid Antigen Test for professional use (TRAg);
- During the trip, places with the greatest agglomeration of people should be avoided, maintaining a physical distance. It must be done in a private vehicle. If it is not possible, an individual transport vehicle must be used, and collective public transport must not be used. During the entire route, the possible case must keep the surgical mask properly placed.

5.2 If the detection occurs outside the UFP/HSH-FP premises

- Remain at home in isolation and follow the instructions given by the SNS24 line/Portuguese Health Ministry;
- Complete the cases and contacts form (CCF) sent by the Portuguese Ministry of Health, after the integration by a health professional of the positive test result for SARS-CoV-2 on the Trace-COVID-19 platform, via SINAVElab, identifying high-risk contacts (E.g.: cohabitants without a booster dose of the vaccine - **See Annex I**);
- Low-risk contacts should carry out a TRAg after the last exposure to the confirmed case until the 3rd day (**See Annex I**).
- In order to justify absences and request for rescheduling of exams, make a request through the Virtual Students' Office (<https://portal.ufp.pt/authentication.aspx>) and attach the respective proof (report with test result or provisional declaration of isolation, etc.);
- People with a positive test without symptoms or with mild symptoms, as long as the clinical situation does not worsen, after 7 days of isolation, will be able to resume face-to-face activity at UFP/HSH-FP. If the symptoms are moderate or severe, they should contact the SNS24 line or the attending physician and the isolation can be extended up to 10 days (**See Annex I**).

5.3 Prophylactic isolation and surveillance of high-risk contacts

Consult the [DGS Norm no. 015/2020 of 24/07/2020 updated on 24/01/2021](#).



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5.4 Surveillance of high and low-risk contacts

- All contacts are subject to self-surveillance for 14 days from the date of the last exposure;
- They must take the following measures:
 - During prophylactic isolation (if applicable) avoid all possible contacts with other people, including cohabitants;
 - Use always a surgical mask, indoors and outdoors, in accordance with DGS Guideline 011/2021;
 - Daily self-monitor and record symptoms compatible with COVID-19, as well as measure and record body temperature, at least once a day;
 - Contact SNS24 line if signs and/or symptoms compatible with COVID-19 appear, and comply with the provisions of DGS Norm 004/2020. A Rapid Antigen Test for professional use (TRAg) may be carried out before contacting the SNS24 line, in the entities defined in the Joint Circular DGS/INFARMED/INSA no. 005/CD/100.20.200.

6. Conclusion

This will be another academic year that will require increased efforts from the entire community so that it can be lived in safety and without major changes in the students' academic path and in the teaching and non-teaching activities of Fernando Pessoa Foundation's employees.

In order to control the COVID-19 pandemic, prevent the onset of serious illness, hospitalization and death, as well as reduce the probability of transmission, it is within the reach of the Fernando Pessoa Foundation's entire community to carry out vaccination against COVID-19.






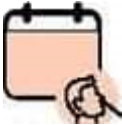




For everyone's health, GET VACCINATED!



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7. Annex I

COVID-19 - NEW RULES OF ISOLATION

PERSON WITH POSITIVE TEST	
no symptoms or with mild symptoms	7 days of isolation, as long as the clinical situation does not worsen.  No test to end isolation.
with moderate or severe symptoms	At least 10 days of isolation.  No test to end isolation.
HIGH-RISK CONTACT	
<ul style="list-style-type: none"> Confirmed case of cohabitant Person who resides or works in Residential Structures for the Elderly and/or similar institutions and who has come into contact with a confirmed case Health professional who provides direct health care and at greater risk of contagion and who has been in contact with a confirmed case People who had COVID-19 less than 6 months ago or who have already received the booster dose for, at least 14 days, are excluded from the above points.	
<ul style="list-style-type: none"> 7 days of prophylactic isolation. Should carry out 2 tests – Rapid Antigen Test for professional use (TRAg) or a molecular test (PCR)– after the last exposure to the confirmed case: one up to the 3rd day and another to the 7th day – if the latter is negative, resume your activity, maintaining the usual prevention measures  	
LOW-RISK CONTACT	
Person who contacted a confirmed case and does not fit the high-risk classification	
<ul style="list-style-type: none"> Não fica em isolamento.  You will need to carry out a rapid antigen test for professional use (TRAg) or a molecular test, (PCR), ideally by the 3rd day after the date of last exposure. If you have recovered from the infection less than 6 months ago, you do not have to be tested 	
Subtitle: <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>Date of first symptoms or date of positive test and first day of isolation</p> </div> <div style="text-align: center;">  <p>Isolation with test</p> </div> <div style="text-align: center;">  <p>Without isolation</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">  <p>Isolation days</p> </div> <div style="text-align: center;">  <p>Test to get out of isolation</p> </div> <div style="text-align: center;">  <p>Without isolation with test</p> </div> </div>	
PROVISIONAL DECLARATION OF ISOLATION (PDI)	
<p>If you are a positive case for COVID-19, fill in the electronic form sent to you by SMS. After completion you will have access to the Provisional Isolation Declaration (PDI). Access the declaration using link: https://covid19.min-saude.pt/certelet</p> <p>How can I justify my absence from work/school? You can submit the PDI, which is obtained after filling in the electronic form or after contacting SNS24 line.</p> <p>If justified by your medical condition, a Temporary Disability Certificate will be issued by the doctor.</p>	

According to Norm 015/2020 in its current version.