

COVID-19 Contingency Plan

18 September 2020

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Introduction

This document defines the main procedures implemented at NOVA FCSH, also in alignment with the guidelines specified by the NOVA University of Lisbon (NOVA), for the prevention and mitigation of risks related to COVID-19, as well as for dealing with possible occurrences of potential infection, and also serves as an instrument for communication and information sharing with the entire NOVA FCSH community.

Here, therefore, the prevention and control measures adopted for this infection, the procedures implemented to deal with potentially suspected and/or confirmed cases are summarised.

The NOVA FCSH contingency plan for the coronavirus disease (COVID-19) was developed also taking into account the general contingency plan of the NOVA, the regulation of the Directorate-General for Health (DGS) No. 004/2020 (23/03/2020 updated on 25/04/2020), DGS guidelines no. 6/2020 (26/02/2020), no. 7/2020 (10/03/2020 updated on 16/03/2020), no. 11/2020 (17/03/2020), no. 14/2020 (21/03/2020), no. 19/2020 (03/04/2020), no. 024/2020 (08/05/2020 updated on 20/07/2020), information doc. no. 9/2020 (13/04/2020), DGS Infographics on HVAC Systems (20/07/2020), guidelines issued by the WHO, applicable legislation and regulations, as well as the best scientific evidence available on the date of its drawing up.

The members of the NOVA FCSH community will be informed about the recommendations and procedures established in the NOVA FCSH Contingency Plan for dealing with the coronavirus disease (COVID-19) and about the most appropriate ways to prevent its transmission, including:

- i) Email messages;
- ii) NOVA FCSH and NOVA website content
- iii) Fixing of posters;
- iv) Signage.

NOVA FCSH considers the health and safety of the whole community to be a real priority, as does its contribution to public health in the context of a pandemic, based on a rational approach that aims to ensure a strict balance between these values and the achievement of NOVA FCSH's vocation in its multiple fields of intervention.

Objectives

The present plan aims to ensure an effective and efficient management of the risk of transmission of the SARS-CoV-2 virus through control, prevention, protection and mitigation measures that reduce the risk to acceptable levels, transmitting security and confidence to the NOVA FCSH community.

It also aims to clarify in detail the approaches adopted to be followed in the event of the occurrence of suspected or confirmed cases of COVID-19 infection.

In addition, it defines and clarifies the responsibilities of the members of the NOVA FCSH community, with regard to the implementation and monitoring of the different types of measures or initiatives contemplated.

Finally, the document should be considered of the greatest relevance also in terms of sharing information and internal and external communication.

Responsibilities

Given the wide-ranging nature of the COVID-19 pandemic and its impact on activities at NOVA FCSH, the monitoring of the situation, the responsibility for defining and reviewing the management system and COVID-19 monitoring falls to the Dean and the NOVA FCSH Managing Body, which have formed a management team, with weekly monitoring of verified developments, measures taken or to be taken, with the following composition:

INDIVIDUAL RESPONSIBLE	CONTACT
Francisco Caramelo (Dean)	diretor@fcsih.unl.pt
Susana Trovão (Deputy Director for Research)	subdiretor.investigacao@fcsih.unl.pt
Maria José Roxo (Deputy Director for Curriculum Management and Assessment)	subdiretor.cursos@fcsih.unl.pt
Antónia Coutinho (Deputy Director for Students)	subdiretor_estudantes@fcsih.unl.pt
Isabel Antunes (Executive Director)	administradora@fcsih.unl.pt

From the point of view of operationalising the different types of measures, activities and initiatives related to COVID-19, including those considered both in this Contingency Plan and in the Internal Regulation and other relevant documentation, the following responsibilities have also been assigned:

ROLE	INDIVIDUAL RESPONSIBLE (Focal Point)	CONTACT
Operational management of any suspected case and close contact network - Avenida De Berna	Ana Costa (Student Support Division)	910379586 covid19@fcsch.unl.pt
	Catarina Bernardo (Infrastructure and Patronage Division)	910129618 covid19@fcsch.unl.pt
Operational management of any suspected case and close contact network - Almada Negreiros College (CAN)	Cristina Oliveira (Research Support Division)	912903732 covid19@fcsch.unl.pt
	Filipe Palma (CAN premises manager)	910516215 covid19@fcsch.unl.pt
Coordination with the Rectorate concerning any suspicious case - Avenida de Berna and CAN	Professor Antónia Coutinho (Deputy Director for Students)	subdest@fcsch.unl.pt
Responsible for communication - Avenida de Berna and CAN	Professor António Granado (Assistant Deputy Director for Communication)	subdiretor.comunicacao@fcsch.unl.pt

Identification of the impacts that COVID-19 may cause at NOVA FCSH

NOVA FCSH should be prepared for any and all different scenarios, including possibilities of members of the NOVA FCSH community not being able to be present in person at its premises, due to illness, restrictions on public transport, closure of services, among other possible situations.

Given this, decisions will be taken, whenever necessary in association with the NOVA and health authorities, taking into account, in particular:

- The **activities** carried out by NOVA FCSH that are **essential** (i.e. which cannot be

stopped) and those that can be reduced or undertaken at a distance;

- The **essential resources** that are necessary to keep NOVA FCSH running smoothly;
- The **employees and resources that are necessary to guarantee** especially the face-to-face activities that are essential for the normal functioning of NOVA FCSH and the implementation of the activities related to these;
- **Employees** who, due to the nature of their activities, tasks and/or health conditions, **may present a greater risk due to a possible infection** by coronavirus;
- **NOVA FCSH activities that may use alternative forms of work**, namely through teleworking, video meetings and conference calls.

Symptoms and forms of COVID-19 transmission

COVID-19 symptoms vary in severity, from the absence of symptoms (asymptomatic cases) to fever (temperature equal to or greater than 38°C), cough, sore throat, tiredness and muscle pain, which can progress to more serious situations.

COVID-19 is transmitted mainly when there is close contact with an infected person. The risk of transmission increases with contact time and proximity and is substantially reduced through the use of masks.

There are two ways in which a person can become infected:

- Secretions can be directly expelled into the mouth or nose of people around (within two metres) or they can be inhaled and reach the lungs;
- A person can also become infected by touching surfaces or objects that may have been contaminated with respiratory secretions, if they then touch their own mouth, nose or eyes.

The preventive measures taken regarding COVID-19 by NOVA FCSH take these forms of transmission into account.

Measures adopted at NOVA FCSH

The safety of the premises, materials, equipment and systems are decisive success factors to guarantee the preservation of the health and safety of all, but, more than that, public health depends on the responsibility and individual behaviour of each one of us, as members of the NOVA FCSH community. Thus, the main measures adopted by NOVA FCSH are listed below:

Disclosure and communication measures:

- Disclosure on the NOVA FCSH website (<https://www.fcsH.unl.pt/faculdade/recomendacoes-de-seguranca/>) of the contingency plan and other relevant information;
- Internal disclosure within NOVA FCSH, through posters, signs or similar items, of the rules of access, circulation and behaviour which must be complied with;
- Use of NOVA FCSH's digital media and social networks in order to ensure faster dissemination of information.

Hygiene measures:

- Mandatory use of a mask on NOVA FCSH premises (including outdoors);
- Encouraging frequent hand hygiene at NOVA FCSH's facilities;
- Availability of alcoholic solution dispensers in communal areas and next to communally used equipment;
- Dissemination and posting of information on hand hygiene procedures;
- Provision of alcohol gel dispensers and paper towels for cleaning workspaces and equipment;
- Ensure that the premises will be cleaned and disinfected, using an external company, according to the rules defined by the Directorate-General for Health:
 - The frequency of cleaning and disinfection of surfaces that are frequently touched (particularly door knobs/handles, switches, computer keyboards, list

buttons, printer buttons and handrails);

- The frequency of cleaning and disinfecting sanitary facilities;
- Providing paper towels to dry hands in sanitary facilities;
- Provision of waste containers;
- Regarding air conditioning the areas at NOVA FCSH premises, DGS recommendations will be followed and, whenever possible, good ventilation of the spaces will be ensured, preferably with natural ventilation, through the opening of doors or windows.

Other measures:

- Drawing up of an internal regulation for NOVA FCSH's operation in the context of the COVID-19 pandemic;
- Creation of an isolation area and the NOVA FCSH premises - Avenida de Berna (Block 1, office 0.01) and an isolation area on the premises of Colégio Almada Negreiros (Room 118), with the conditions recommended by DGS, to receive people suspected of being exposed and/or infected and with symptoms of COVID-19, in order to prevent the spread of the virus;
- Recommendation that, whenever possible and appropriate, the use of videoconferencing be used to hold scientific meetings and events.

Procedures for suspected COVID-19 cases

Anyone who is on the NOVA FCSH premises and has symptoms of COVID-19 disease should communicate with one of the NOVA FCSH focal points of contact defined for this purpose:

- Ana Costa (Avenida de Berna) – 910 379 586
- Catarina Bernardo (Avenida de Berna) – 910 129 618
- Filipe Palma (Colégio Almada Negreiros) – - 910 516 215
- Cristina Oliveira (Colégio Almada Negreiros) – 912 903 732

The focal point of contact should ensure that the suspected case moves to the isolation area (Avenida de Berna - Block 1, office 0.01/Colégio Almada Negreiros - Room 118) and accompany them to the same area where they will be provided with the necessary assistance.

The person or persons accompanying or providing assistance to the person with symptoms should ensure that they maintain a safe distance, put on a surgical mask, adopt hand hygiene and wear disposable gloves before starting the monitoring or assistance.

The focal point of contact should collect the following information related to the person with symptoms and their companion (if applicable):

- Name
- Student number (if a student);
- Telephone contact;
- Alternative telephone contact (of a family member or someone close);
- Date and time of the report and arrival at the isolation area;
- Which spaces they were in on the premises on that day;
- Brief description of the situation.

Inside the isolation area, the suspected case should disinfect their hands and put on a new (surgical) mask, available at the location, if their clinical condition so allows. They should check that the mask is properly fitted – i.e. that the mask fits the face, in order to allow complete coverage of the nose, mouth and lateral areas of the face. Whenever the mask is wet, the person with the suspected case should replace it with another one.

Inside the isolation room, the person with the suspected case should take their temperature.

The person with a suspected case of COVID-19, or whoever is accompanying them, should immediately contact the SNS 24 Line (**808 24 24 24**).

After assessing the situation, the SNS 24 Line will inform the individual with the suspected case or the Focal Point of Contact:

- a) If it is a **non-suspected case** of COVID-19 and stipulate which procedures are appropriate for the person's clinical situation;

b) If it is, indeed, a **suspected case** of COVID-19. This analysis can result in one of the following possible classifications:

- **Suspected Case Not Confirmed.**

The hypothesis of COVID-19 is officially ruled out. SNS 24 specifies the usual procedures which are appropriate for the person's clinical situation. The focal point of contact should inform the NOVA FCSH Managing Body.

- **Suspected Case Confirmed.**

The Focal Point of contact will inform the NOVA FCSH Managing Body and the entire COVID-19 management team of the existence of a suspected confirmed case of COVID-19, and the applicable procedures indicated below are then activated.

Procedures for a confirmed suspected case

If there is a confirmed suspected case:

a) The person must remain in the isolation area (with a surgical mask, provided their clinical condition allows for this) until the arrival of the INEM team, which is in turn enabled by the DGS. The INEM team will ensure that the person is taken to hospital, where biological samples will be collected for laboratory tests;

b) Access to the isolation area is prohibited (except for the NOVA FCSH Focal Point of contact or someone designated by the COVID-19 management team), until the corresponding cleaning has been carried out;

c) The NOVA FCSH Managing Body will cooperate fully with the Local Health Authority, namely regarding the identification of the closest contacts of the Confirmed Suspected Case and with regard to the measures to be taken following this occurrence;

d) The NOVA FCSH Managing Body shall inform the Rectorate of the NOVA of the existence of a confirmed suspected case. The person should also wait for the results of the laboratory tests which are carried out, acting in accordance with the instructions of the Local Health Authority.

It is the responsibility of the Local Health Authority to inform the NOVA FCSH Managing Body of

the results of the laboratory tests, and:

- The hypothesis of the occurrence of a COVID-19 case is then officially ruled out, with the usual procedures being applied, which include cleaning and disinfecting the isolation area.
- If the case is confirmed, it is forbidden to use the isolation area until it has been decontaminated (cleaning and disinfection) and this has been approved by the Local Health Authority, and the procedures described below for this type of occurrence should be followed.

Procedures for a confirmed case of COVID-19

In the event that there is a confirmed case of a person who has been on the NOVA FCSH premises for up to 14 days before confirmation has been established, the focal point of contact should:

- a) Inform the NOVA FCSH Managing Body and COVID-19 management team;
- b) Inform the Rectorate of the NOVA;
- c) Communicate with potential close contacts, in association with the Local Health Authority;
- d) Work with the Local Health Authority to implement the cleaning protocol.

Normal functioning of classes and services is maintained, according to the operating model adopted by NOVA FCSH, unless conditions determine the need for adaptations.

In the event that the Local Health Authority determines the closure of the areas occupied by the person infected with COVID-19, activities will be transferred to teleworking or carried out in an alternative physical space, whenever possible.

People who have not had contact with the confirmed case can continue with their normal activity, while taking into account the restrictions on access to the areas identified above and with the adaptations determined by the NOVA FCSH Managing Body.

If there is a report of a case of contagion having occurred in the concession spaces, the contingency plan for each of the corresponding entities will apply, but the steps mentioned here must also be carried out, whenever applicable.

Additionally, in the event of a confirmed case of COVID-19 at NOVA FCSH, it will always be necessary to:

- a) Provide cleaning and disinfection (decontamination) of the isolation area, if used, including the used toilets;
- b) Store the waste from the confirmed case in a plastic bag (50 or 70 mm thick) which, once closed (for example, with a clamp), must be segregated and sent to a licensed operator for the management of biohazardous medical waste;
- c) After carrying out the actions specified above and having ensured the safety of all users, in the said premises, normal activities may be resumed.

Procedures for monitoring close contacts

A close contact is considered to be a person who has no symptoms at the moment, but who had or may have had contact with a confirmed case of COVID-19. The type of exposure of the close contact will determine the type of surveillance to be adopted.

Close contact with a confirmed case of COVID-19 may involve a:

High risk of exposure, defined as:

- People in face-to-face contact with a confirmed case, at a distance of less than two metres for fifteen minutes or more;
- People who were physically close to the confirmed case in closed spaces for fifteen minutes or more.

Low risk of exposure (casual), defined as:

- People who had sporadic (momentary) contact with the confirmed case;
- People who provided assistance to the confirmed case, provided they have followed preventive measures.

In addition to the aforementioned, in the situation of a case confirmed by COVID-19, active surveillance procedures for close contacts should be initiated, with regard to the onset of

symptoms. For the purposes of managing contacts, NOVA FCSH will work in cooperation with the Local Health Authority in identifying, listing and classifying close contacts (including casual contacts), and also monitoring them (in terms of informing, advising and referring them, where necessary).

The estimated incubation period for COVID-19 is 2 to 14 days. As a precautionary measure, active surveillance of close contacts will take place for 14 days, counting from the date of the last exposure to the confirmed case.

In addition to basic hygiene measures, surveillance of close contacts should include:

HIGH RISK OF EXPOSURE	LOW RISK OF EXPOSURE
<ul style="list-style-type: none"> • Active monitoring, by the local health authority, for 14 days since the last exposure; • Daily monitoring for the appearance of COVID-19 symptoms, including fever, cough or difficulty in unaided breathing; • Be contactable for active monitoring during the 14 days from the date of the exposure. 	<ul style="list-style-type: none"> • Daily self-monitoring for COVID-19 symptoms, including fever, cough or difficulty in breathing.

The concrete measures to be taken in each case will always be validated by the NOVA FCSH Managing Body, in line with the procedures defined at all times by the Public Health Authorities and the NOVA Rectorate.

Isolation area

The placement of a person in the isolation area aims to prevent others from being exposed and infected, thereby avoiding or restricting direct contact with the suspected case. This measure has the main objective of preventing the spread of the virus at NOVA FCSH premises.

The isolation areas of NOVA FCSH are:

Avenida de Berna	Colégio Almada Negreiros
<p style="text-align: center;">Office 0.01</p> <p>Located in building Block 1, to the left when entering through the main gate of the Avenida de Berna Campus, and heading towards Tower A.</p> <p>The nearest WC is located next to this room, and is suitable equipped with a soap dispenser and paper towels, and which is then utilised exclusively by the suspected case(s).</p>	<p style="text-align: center;">Room 118</p> <p>Located on the ground floor of Colégio Almada Negreiros, on the left side when entering through the main door of the building.</p> <p>The nearest WC is located in the same corridor as room 118, and is suitably equipped with a soap dispenser and paper towels, and which is then utilised exclusively by the suspected case(s).</p>

Both rooms have natural ventilation with the following equipment:

- A table and two chairs;
- A table-bed;
- A telephone with an external connection to be able to contact SNS24;
- Phone charger;
- Kit with water and biscuits;
- Alcohol-based antiseptic solution - SABA;
- Paper hand towels;
- Surgical masks;
- Disposable gloves;
- Thermometer;
- A dustbin with a plastic bag.