



**NOVA FCSH Internal Regulations**  
**Academic year 2020/2021**  
**in the context of the COVID-19 Pandemic**

28 September 2020

## Contents

Introduction .....	3
Daily life adopted at NOVA FCSH .....	4
Contingency Plan .....	10
Academic Activity.....	12
Individual care.....	15
Annex – Use of Masks.....	17

## Introduction

These NOVA FCSH Internal Regulations define the operating modes in force in the 2020/21 academic year, and are applicable to the entire NOVA FCSH community, its partners, suppliers and visitors, in considering the COVID-19 pandemic situation.

It is thus intended to:

- inform, advise and define rules and guidelines that promote health and safety conditions for the whole community (people who use the NOVA FCSH premises daily or who visit it sporadically);
- Maintain the standards of quality which characterise our teaching, and our pedagogic and academic point of view;
- ensure the normal functioning of the various activities undertaken by NOVA FCSH, whenever possible in a face-to-face manner.

In order to ensure the efficacy of our rules and the safety of our premises, NOVA FCSH has worked in partnership with the Institute of Welding and Quality (*Instituto de Soldadura e Qualidade - ISQ*), an entity chosen by NOVA, to implement a management system adapted to the present COVID-19 pandemic situation, in accordance with the requirements related to obtaining the “COVID-OUT” seal of recognition, (<https://www.isq.pt/covid-out/>), which we hope to obtain following the corresponding audit. ISQ will in fact carry out periodic audits of our premises, to validate NOVA FCSH’s conformity with the rules and regulations issued by the Portuguese health authorities.

This document will be regularly updated, to include changes and updates resulting from regulations issued by the competent authorities and situations registered at NOVA FCSH.

The NOVA FCSH community is advised to consult the website <https://www.fcsh.unl.pt/> and to keep an eye on updates sent by institutional email and posted on social networks.

These Internal Regulations contain:

- rules and policies in force for accessing and using NOVA FCSH's premises;
- description of the *modus operandi* for classes;
- advice for routines to follow outside NOVA FCSH's premises.

## Daily life adopted at NOVA FCSH

### NOVA FCSH's Timetable

- Access to NOVA FCSH's premises by any individual is subject to the use of an appropriate mask;
- The timetable for NOVA FCSH's premises is the following:

**Avenida de Berna:** Monday to Friday, from 07:30 to 24:00 and Saturday from 07:30 to 18:00;

**Colégio Almada Negreiros:** Monday to Friday, from 07:30 to 23:00 and Saturday from 07:00 to 19:00.

### Social Distancing

- You must comply with social distancing and forming groups is not allowed;
- You must comply with the circulation instructions as specified in NOVA FCSH's signage.

### Masks (see attached instructions)

You must wear a mask to access NOVA FCSH's premises and while you remain in its indoor and outdoor areas.

## **Other Behavioural Rules**

All NOVA FCSH uses should be aware that they must comply with respiratory etiquette, rules for washing hands and other hygiene measures, as detailed below:

- Respect respiratory hygiene standards: when sneezing or coughing cover your nose and mouth with your arm or with a tissue which must be immediately placed in a rubbish bin;
- NOVA FCSH's lifts are to be used with priority given to people with disabilities, pregnant women, the elderly or people carrying loads;
- Remember the correct cleaning procedure to be followed:
  1. wash your hands frequently – with soap and water – for 20 seconds; alternatively, disinfect them with disinfectant gel, using the dispensers placed on the campuses;
  2. avoid bringing your hands to your face and wash or disinfect your hands before and after doing so;
  3. you should disinfect your hands before and after handling common surfaces (handles, lift buttons, vending machines, photocopiers, etc.).

## **COVID-OUT recognition by ISQ**

NOVA FCSH has adhered to the COVID OUT service, Seal of Confidence to be issued by ISQ, following future audits to assess the effectiveness of the measures taken to control SARS-CoV-2 transmission. In this way it is possible to verify that places are safe, ensuring the identification of critical points and routes, analysing surfaces and disinfectant products, monitoring and implementing the plan, statement of validity of the procedures adopted in the corresponding action plans, involving measures for the prevention, protection and mitigation of COVID-19.

## **Communal areas**

- In communal areas, moving furniture or changing layouts is forbidden;
- Whenever possible, windows should remain open to ensure that there is natural ventilation;
- Use of air-conditioning units will only be permitted in rooms with windows where at least one window is always open;
- All users (teachers, researchers, employees and students) should clean screens, keyboards and printer/photocopier buttons in communal use before and after use, using paper towels with the disinfectant liquid provided for this purpose.

## **Outdoor areas**

The use of outdoor areas is recommended, since contagion is reduced when circulating outdoors. Social distancing must be respected, as well as the use of a mask. Forming groupings of people is not allowed.

## **Catering areas**

These areas are not managed by NOVA FCSH, and the respective concessionary entities are obliged to comply with the specific indications stipulated by official entities relating to this activity.

## **Bathrooms**

- In bathrooms, respect the maximum capacity indicated on the respective door;
- Respect social distancing, always leaving a urinal in between; if the washbasins or urinals

are occupied, please wait your turn, maintaining a safe distance;

- Always wash your hands for 20 seconds;
- Dry your hands with paper towels.

### **Classrooms, amphitheatres and auditoriums**

- It is not permitted to change the established layout or the capacity stipulated for each area;
- The marked areas and places must be used to ensure social distancing;
- Entering and leaving rooms should be carried out in an orderly manner complying with the recommended social distancing:
  1. Firstly, occupy the spaces furthest from the entrances;
  2. Leaving a room should occur in the opposite sense, that is, the individuals closest to the entrances leave first;
- Whenever possible, windows should remain open to ensure that there is natural ventilation;
- Disinfectant gel and paper towels are available in the classrooms.

### **Study Rooms**

- Study areas are intended for the exclusive use of NOVA FCSH students;
- In the study rooms, the available places are properly marked; changing the layout of the room is not permitted;
- All users should clean their table and objects before and after use, using paper towels with disinfectant gel provided for this purpose;
- Users must wear a mask and maintain social distancing.

## **Mário Sottomayor Cardia and Vitorino Magalhães Godinho Libraries**

These areas are intended for the exclusive use of students, teachers, researchers and employees at NOVA FCSH. The conditions of use are as follows:

1. You must wear a mask inside the library;
2. You must disinfect your hands when entering and leaving the library;
3. You must maintain social distancing of 2 metres;
4. You must circulate in accordance with the entrance and exit routes in the libraries;
5. You must respect the maximum capacity of the Reading Room;
6. You must sit at the designated places;
7. You must clean the table and/or communal equipment before using these;
8. Avoid handling books unnecessarily;
9. You must place the handled books on the carts indicated for this purpose;
10. Books returned as a result of a home loan will be subject to a quarantine period.

### **Receiving Materials**

- Materials are received at Avenida de Berna by a member of the team from the Purchasing and Patrimony Division (DCP). When sending an order to the supplier, DCP will request an indication of the date and time envisaged for the delivery of the order, in accordance with the days and times scheduled for such reception.
- According to the schedule, the supplier/transporter will go to the Reception/Security Lodge, informing them that they are unloading goods for the DCP; the Reception/Security Lodge will communicate to the DCP the arrival of the supplier/transporter to unload the goods;
- The DCP employee, wearing a mask and gloves, will inform the supplier/transporter of



the place where the goods must be unloaded; if it is necessary to sign a delivery document, the employee must do so with a pen of their own, never using third-party pens;

- After receiving the goods, the employee should disinfect their hands; when receiving the materials, the DCP employee should disinfect them, according to the type of material.

### **Form of Payment**

- Regarding receipts for NOVA FCSH services, preference should be given to transactions carried out electronically;
- Payments made in person must preferably be made with a bank card;
- When payments are made with a card, the terminal where the transaction is made must be wrapped with film and be suitably disinfected with an alcohol-based antiseptic solution;
- When payments are made in cash, employees must wash their hands after handling it.

### **Temperature monitoring**

The monitors are available at the NOVA FCSH reception for temperature monitoring, at the user's request.

### **Circulation routes**

Specific circulation routes have been established which must be respected by following the fixed signage. In the corridors where there is movement in both directions, movement should be made on the right hand side. Fire doors will be opened with a wedge to provide air refreshment and decrease contact with handles. In the event of a fire, the NOVA FCSH safety team will take care to remove the door wedges to prevent smoke passing to the stairs.

## Contingency Plan

### Suspected cases at NOVA FCSH

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

- Ana Costa (Av. Berna) – 910379586
- Catarina Bernardo (Av. Berna) – 910129618
- Cristina Oliveira (CAN) – 912903732
- Filipe Palma (CAN) – 910516215

The focal point of contact will direct the person to the isolation area (Office 0.01 at Avenida de Berna and Room 118 at Colégio Almada Negreiros), where the COVID-19 suspected case, or the person accompanying them, as necessary, should contact the SNS Line 24 (808 24 24 24).

### Confirmed Case of Infection

- Any confirmed infection should be communicated to the NOVA FCSH Managing Body;
- The focal point of contact will supply the necessary support to the infected party;
- The focal point of contact will provide information on the individuals with whom the infected person has had significant contact, including:
  1. Individuals identified by the infected parties;
  2. Students from the same class or workgroup;
  3. Work colleagues of the person infected (bearing in mind a closeness of less than two metres);
  4. Other individuals who may have shared an enclosed space with the infected individual.

These individuals with a high risk of exposure should be actively monitored by the health authorities for 14 days.

- The focal point of contact will also identify the list of people with a low risk of exposure, who include:
  1. individuals who had sporadic (momentary) contact with the confirmed case;
  2. individuals who assisted the confirmed case, provided they have followed preventive measures.

Individuals with a low risk of exposing will be monitored daily.

- In addition to the above, in the situation of a case confirmed by COVID-19, active surveillance procedures for close contacts should be initiated, regarding 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).

These measures will always be validated and in alignment with the procedures defined at any moment by the public health authorities.

## **Academic Activity**

### **Academic Calendars**

The school calendars published on the NOVA FCSH website for the academic year 2020/21 already include the adjustments which were considered necessary, the most significant being the delaying of the beginning of the academic year.

### **Session to welcome new students**

NOVA FCSH organises in-person sessions to welcome new students to their undergraduate programme, and will ensure the necessary precautions (such as the use of a mask and social distancing) and avoiding large groupings of people.

### **Modus operandi for undergraduate classes**

To respond to capacity requirements at NOVA FCSH's premises, given the restrictions imposed by social distancing, and to reduce the risks of contagion, face-to-face classes will always include real-time live streaming transmission.

Students will rotate on a weekly basis, and in this way alternate between face-to-face classes and classes transmitted through streaming.

### **Undergraduate Courses**

Classes:

- Classes will function in a mixed system and will have a length of 90 minutes (since it is essential to provide time to air the rooms);
- The rooms (Av. de Berna campus) will be equipped with the necessary devices (cameras and speakerphones) to offer live transmission of the classes through streaming;
- Students from each class will be divided into two subgroups (A and B); one of the

subgroups will participate in the face-to-face classes, the other at a distance; the two subgroups will rotate on a weekly basis;

- The rotation scheme is as follows: odd weeks - subgroup A; even weeks - subgroup B (taking week 1 to be 5-9 October);
- It is not possible to make any changes to the subgroups (which would run the risk of making the regular operation of the rotational system inviable);
- The COVID capacity of each room must be strictly complied with (in accordance with the affixed number of places).

#### Evaluation:

- It is up to the teaching staff, given the context of the pandemic which we are facing, to decide the best assessment strategies, appropriate for the work which they have carried out in each curricular unit and their actual operational circumstances;
- Assessment involving a standard test cannot be carried out at a distance, and two situations should be distinguished:
  - the teacher chooses to carry out face-to-face assessments on different days, for subgroups A and B, thus occupying two sessions in the classroom (and defining tasks for the subgroup which is attending the lesson at a distance);
  - The teacher may opt to join the subgroups A and B for assessment tests which, in this case, may only take place on Saturdays; both the Av. de Berna and the CAN premises will be available for such purposes, provided a booking is made with suitable advance notice.

#### **Masters, Postgraduate and PhD courses**

All the curricular units of Masters, Postgraduate and PhD courses will operate in a face-to-face mode. Students who, due to exceptional circumstances, which has been suitably justified, cannot appear in person at NOVA FCSH's premises, may be provided with the possibility of attending the said classes through videoconference.

## **Workgroups**

To minimise the possibility of COVID-19 contagion at NOVA FCSH's premises it is advisable that students find ways of working remotely with their colleagues.

## **Assessments**

Assessments involving tests and exams (resits and mark improvement exams) will be carried out in person, unless there are changes in the educational context which occur in the meantime and which determine another type of option (e.g. cases of students who have proven that they are in quarantine, as determined by the local health authorities).

## **Study areas and communal areas**

- The use of NOVA FCSH during the 2020/21 academic year will preferably be for the holding of classes;
- Communal areas are to be used mainly for short periods of time, based on needs;
- Some study rooms which, due to their size, cannot comply with minimum safety requirements, may be closed.

## **Opening Hours**

From 6 October 2020 the opening hours for services for attending individuals on a face-to-face basis will be:

### Academic Division

Monday, Tuesday, Wednesday and Friday from 11:00 to 16:00

Thursday from 14:00 to 18:00

### Student Support Division

Monday, Tuesday, Wednesday and Friday from 11:00 to 16:00

Thursday from 14:00 to 18:00

### Treasury

Monday, Tuesday, Wednesday and Friday from 11:00 to 16:00

Thursday from 14:00 to 18:00

### IT Nucleus

Helpdesk: Monday to Friday from 09:30 to 19:30

Computer room: Monday to Friday from 09:30 to 19:30

### Departmental Secretarial Services

Monday to Friday from 09:00 to 18:00

### Mário Sottomayor Cardia Library (Av. de Berna)

Monday to Friday from 09:30 to 19:30

Saturday from 09:30 to 13:30

### Vitorino Magalhães Godinho Library (Colégio Almada Negreiros)

Monday to Friday from 11:30 to 18:30

## **Individual care**

It is important that everybody has the care necessary to ensure the protection of everyone, so we would advise you to take the following precautions.

### **Before leaving home**

- 1) Measure your temperature and assess other symptoms, particularly persistent cough and

dyspnea/difficulty in breathing, sore throat, runny nose, headaches and/or muscular aches, tiredness and loss of taste; stay at home if you show certain signs of the symptoms;

- 2) If you have been in close contact (a distance less than two metres for periods greater than 15 minutes) with either a person infected with COVID-19 or with a suspected case you should also not come to NOVA FCSH;
- 3) If you observe the symptoms or situations described above, ring the SNS24 Line (808 24 24 24), act in accordance with the instructions that will be communicated to you and inform NOVA FCSH ([covid19@fcsh.unl.pt](mailto:covid19@fcsh.unl.pt)).

### **Do not forget certain practical aspects**

Have with you:

- Hand sanitizing gel;
- Two face protection masks (if you are going to be out the whole day);
- A bag in which to place used reusable masks;
- Avoid use of objects such as bracelets, rings or other jewellery or adornments (the fewer objects you have to disinfect the better it will be).

### **If you use public transport**

- Always socially distance throughout the journey;
- Ideally use the stairs and, whenever possible, avoid contact with handrails and other surfaces;
- If you ever have to travel in a taxi or similar transport, travel alone in the back seat;
- Use sanitising gel before touching objects or surfaces in communal use;
- Avoid paying in cash and, if you do so, disinfect your hands after this;
- Do not touch your face if your hands are not clean.



## Annex – Use of Masks

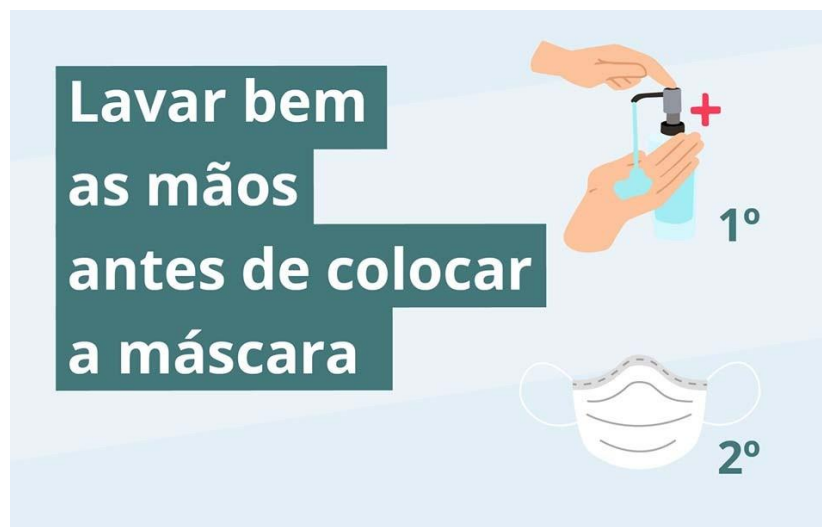
With regard to the correct use of mask, adopt the behaviour recommended by Health Authorities, which is summarised here, though this does not substitute consulting the information supplied by the General-Directorate for Health (<https://covid19.min-saude.pt>).

### Placing and use of a Mask

As illustrated in the figures shown below, regarding the placing and use of a mask, it is important to:

- 1) Wash your hands with soap and water or disinfect them;
- 2) Place your mask around the mouth and nose and adjust it on the nose, to ensure that it covers the mouth, nose and the chin;
- 3) Ensure that the mask is suitably placed and adjusted to the face, making sure that there are no empty or loose areas.

(Wash your hands before putting on your mask)





(Check that it is perfectly adjusted to your face)

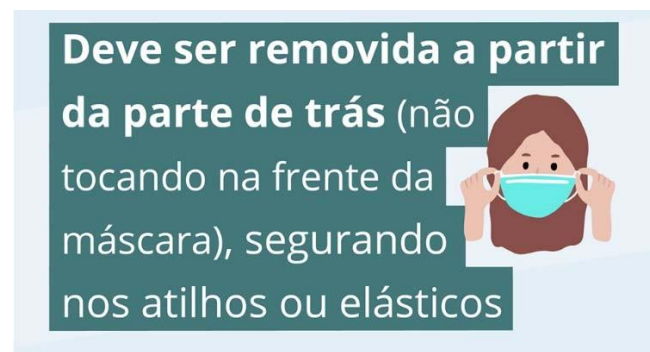
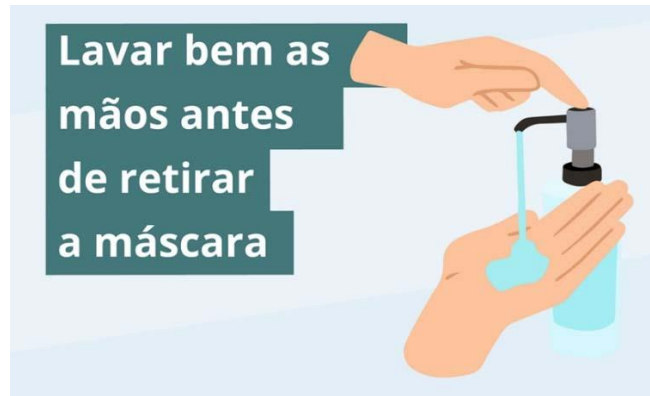


**(Do not use the mask below the face, Do not cover only the edge of the nose, Do not leave your chin exposed, No not leave your mask loose at the sades, Do not lower your mask leaving it loose around your neck, Do not touch the front part of the mask)**

## Removing the Mask

When removing the masking you should:

- 1) Wash your hands with soap and water or disinfect them;
- 2) Remove the mask from the underside, using the ties and elastic loops, thereby avoiding contact with the external part of the mask on the face;
- 3) Depending on the situation and the type of mask, wash this or throw it away in a container for non-separated waste;
- 4) Wash your hands with soap and water or disinfect them once again.



(Wash your hands well before removing your mask The mask should be removed from the underside (without touching the front of the mask), by holding the ties or elastics Wash your hands well before and after removing your mask)

## Some Additional Aspects to Consider



(Change mask whenever it becomes dirty or moist. On average, people should change mask every 4 hours or every 6 hours, depending on the amount of humidity produced in the mask).

In addition, it is important also to be alert to the following aspects:

- 1) Ensure that you use masks which comply with the technical specifications recommended to prevent Covid-19;
- 2) Change the mask whenever it becomes dirty or moist, which generally corresponds to a continuous use which may last for up to 4 to 6 hours;
- 3) Respect the supplier's indications and specifications, regarding the conditions for washing a reusable mask (normally 60°C) and the recommended maximum number of washings;
- 4) Change the use of different reusable community masks between the different days of the week, thus ensuring that masks are used which have been washed and dried on each day.