Prevention Plan and Action Protocol

COVID-19

University of Coimbra

18th September 2020
1. Introduction

The Prevention Plan and Action Protocol of the University of Coimbra (UC) regarding COVID-19 is a fundamental strategic tool to define the prevention, containment and mitigation measures of the risks associated with the spread of the new SARS-CoV-2 coronavirus.

This document follows the guidelines and standards of the World Health Organization (WHO) and the European Centre for Disease Prevention and Control (ECDC), as well as the National Contingency Plan and the Guidelines issued by the Directorate-General of Health (DGS).

On 9th March 2020, the UC released the Contingency Plan in order to implement preventive measures to contain the spread of the disease COVID-19.

Considering the time gap, it is urgent to adjust and update it, in view of the current legal framework.

Thus, with this Prevention Plan and Action Protocol, the general measures and procedures are established in the UC, and each Organic Unit (OU) or Department (DEP) is responsible for defining the contingency plans to be observed in the respective spaces for the functioning of teaching and non-teaching activities in the academic year 2020/2021.

2. Objectives of the Prevention Plan and Action Protocol

The main objectives of the Prevention Plan and Action Protocol are as follows:

- Minimize the impact of COVID-19 on UC visitors, students, teachers, researchers, fellows, and technical, administrative and management staff;

- Put into action adequate containment and mitigation measures in view of the level of risk found at each moment;

- Ensure the timely monitoring of the situation, as well as the collection and communication of information related to COVID-19.
## 3. Duties and Responsibilities

The main duties and responsibilities within the scope of this Prevention Plan and Action Protocol, are as follows:

<table>
<thead>
<tr>
<th>Unit/Service</th>
<th>Duties</th>
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<tbody>
<tr>
<td><strong>Rectory</strong></td>
<td>• Approve the Prevention Plan and Action Protocol regarding COVID-19 in the UC and provide the means for its implementation.</td>
</tr>
<tr>
<td><strong>UC Administration and SASUC Administration</strong></td>
<td>• Support the Services and provide human and financial resources, together with the Rectory.</td>
</tr>
</tbody>
</table>
| **Supervisory Committee for the implementation of the Prevention Plan and Action Protocol regarding COVID-19/COVID-19 Follow-up Group at the UC** | • Provide the members of the UC community with information about COVID-19;  
• Provide information on the preventive measures that must be established and inform the UC community about the procedures to be followed in the case of suspected or confirmed cases of SARS-CoV-2 infection;  
• Keep the plan up-to-date based on the information and guidelines issued by the Health and Government Authorities;  
• Support Organic Units (OU) / Research Units (RU) / Cultural Extension and Training Support Units (UECAF) / Departments (DEP) / Services in the implementation of the Prevention Plan and Action Protocol regarding COVID-19;  
• Develop information and awareness initiatives in the UC community;  
• Promote the articulation of this plan with the Occupational Health and Safety Management Services. |
| **Boards of Organic Units / Departments** | • Inform and support the Supervisory Committee of the implementation of the COVID-19 Prevention Plan and Action Protocol;  
• Implement the COVID-19 Prevention Plan and Action Protocol;  
• Designate the local focal points;  
• Conduct the communication process in the respective unit / service; |

The Commission has the following composition:

- Professor Amílcar Falcão
- Professor Luís Neves
- Professor Alfredo Dias
- Professor Cristina Albuquerque
- Professor José Pedro Figueiredo
- Professor Matilde Lavouras
- Professor Carlos Robalo Cordeiro
- Dr. António Queirós
- Nuno Correia

Contacts available in Annex I
### Human Resources Management Service (SGRH)

- Prepare reports related to the sufficiency and suitability of essential services, mitigation measures and means made available, proposing corrective and / or improvement actions to the Supervisory Committee for the implementation of the COVID-19 Prevention Plan and Action Protocol.

### Occupational Health and Safety Management Services (SSGST)

- Promote with the OU / DEP the implementation of the COVID-19 Prevention Plan and Action Protocol, namely in terms of identification of critical functions and the human resources replacement plan, evaluating the functions that can be carried out through telework, reduction of hours or continuous work, in order to guarantee the continuity of its operation.
- Check for any emerging needs for human resources in together with the units / services;
- Establish the processes for validating sick leaves in suspected cases of COVID-19;
- Respond to questions regarding justification of absences and remuneration, due to illness or family support.

### Communication Division (DCOM)

- Manage external communication with the media and the community;
- Manage the internal communication defined by the Rectory and the Administration, supporting the Supervisory Committee / COVID-19 Monitoring Group and the Occupational Health and Safety Management Services in the dissemination of the procedures and practices related to the COVID-19 Prevention Plan and Action Protocol.

### 4. COVID-19 symptoms and transmissibility

COVID-19 is a disease caused by the SARS-CoV-2 virus. The symptoms are mainly respiratory symptoms, namely fever, cough and difficulty breathing, and other symptoms may also occur, including total or partial loss of taste, total or partial loss of smell, odynophagia (sore throat), general muscle pain, headache, weakness, and less frequently, nausea / vomiting and diarrhoea. Based on current scientific evidence, this virus is mainly transmitted through:
• Direct contact: dissemination of respiratory droplets, produced when an infected person coughs, sneezes or speaks, which can be inhaled or land in the mouth, nose or eyes of people who are close (<1.5m / 2m);

• Indirect contact: contact of the hands with a surface or object contaminated with SARS-CoV-2 and then with the mouth, nose or eyes.

The signs and symptoms of COVID-19 vary according to its severity, from the absence of symptoms (being asymptomatic) to fever (temperature equal to or higher than 38 degrees Celsius), cough, sore throat, tiredness and muscle pain and, in the most severe cases, severe pneumonia, severe acute respiratory syndrome, septicemia or septic shock. Information collected shows that the worsening of the clinical situation can occur quickly, usually during the second week of the disease.

There is also evidence suggesting that transmission can occur from an infected person about two days before symptoms develop. It is estimated that the infectious period lasts, on average, from 7 to 12 days in moderate cases and up to two weeks in severe cases.

COVID-19 was considered a pandemic on March 11, 2020 by the World Health Organization (WHO). For more information and recommendations refer to http://www.covid19.min-saude.pt/ (content in Portuguese)

5. General aspects of implementation of the plan and protocol

The procedures implementation is carried out essentially at local level (Organic Units, Cultural Extension and Training Support Units and Departaments), coordinated by a member appointed as the focal point who is also responsible to centralize and manage information. Under the proposal of each OU/DEP the UC appoints one representative to serve as the focal point and another one as an alternate focal point, in accordance with the table attached to this document (Anex II).

A suspect case of COVID-19 should be reported to the Focal Point, who will then be responsible for ensuring the compliance with the procedures established in the COVID-19 Prevention Plan and Action Protocol of the University of Coimbra.

The Focal Point is the person who accompanies or promotes the follow-up of the suspected case to the designated isolation area, provides necessary support and activates the defined
procedures, being the internal link with the Organic Unit/Service of the UC, and the external link with the health authorities.

6. Isolation areas

In order to prevent and limit the direct contact of a suspected case of COVID-19 with other members of the UC community, several areas of isolation were created, distributed across UC campuses and whose updated location can be consulted at www.uc.pt/en/covid19/facilities.

The identified isolation areas are equipped according to the instructions of the health authorities and the DGS recommendations, namely with telephone, chair or couch, water, alcohol-based antiseptic solution, surgical masks and disposable gloves, paper towels, waste container, thermometer and cleaning equipment.

7. Action Plan for Academic Year 2020/2021

The action plan for the academic year 2020/2021 defines the measures for teaching and non-teaching activities in the UC, which can be adjusted or complemented by others, according to the evolution of the pandemic.

<table>
<thead>
<tr>
<th>Calendar</th>
<th>Measures/Actions</th>
<th>Requirements</th>
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| Academic Year 2020/2021 | • In-person work, according to the recommendations of the competent health authorities;  
• Teaching and non-teaching activities, mostly in person, complemented, when necessary, with synchronous streaming;  
• Using of a medical statement attesting the condition of special protection, teachers can teach safely in the UC facilities, in an isolated room, using classes through the UC Teacher platform, without the physical presence of students in that same room;  
• Reduction in the number of students per class;  
• Staggered timetables of classroom activities;  
• Extention of opening hours of structures to support teaching activity; Reorganization of the spaces where teaching activities take place to guarantee the safety conditions defined by the competent health authorities;  
• Conducting congresses, meetings, conferences and events respecting the recommendations of DGS and the legislation in force, as well as the maximum capacity of the spaces, in accordance with the guidelines defined for cultural events; | Mandatory use of mask  
Body temperature monitoring  
Hygiene and cleaning |
8. Prevention and Mitigation Measures

8.1. General Aspects

The prevention and mitigation measures adopted aim to minimize the risks of contagion and spread of COVID-19 disease and the safety and well-being of the entire UC community.

The criteria to be included in the definition of these measures take into account two variables: activities and spaces.

8.2. Teaching Activities

With regard to class spaces, criteria were considered such as location (indoor / outdoor), maximum capacity, ventilation conditions and their typology (laboratory, classrooms, common spaces, offices, etc.):

- Classes must be prepared in order to maximise the possibilities of in-person classroom teaching;
- The times of contact in the classroom can be reduced, ensuring that the fundamental subjects are prioritized and that the tutorial support and autonomous work of the students is increased;
- Class schedule should also be weighed against the necessary adjustments to ensure all hygiene and safety requirements;
- The number of students per class must be adjusted to be compatible with the existing safety and protection limitations, and the OU / DEP must find the procedures appropriate to their mode of operation and specificities so that all students may have the right to attend classes;
• Class attendance rules should be defined in order to maximize physical attendance in classes and proximity to the Academy, ensuring that all students can attend classes (theoretical, theoretical-practical and laboratory) in person (for example, through rotation systems), as long as there are no reasons, duly proven and substantiated, that justify the absence of the face-to-face activities that are defined by the OU / DEP;

• The management of the maximum number of students online, in each class, must be defined in order to guarantee the best teaching conditions;

• Class opening hours must be defined in order to maximize classroom teaching, as well as ensure the most continuous and different access to buildings (e.g.: different times for the start of classes throughout the day to avoid peaks during the day, times without excessive breaks between classes);

• The definition of the activities that can take place inside the buildings must be evaluated by the OU / DEP, taking into account the specificities and local needs, considering the respective spaces and the number of users;

• A plan for the maintenance and use of the isolation spaces must be ensured;

• The opening and closing times of the buildings must be defined taking into account the specific needs and compliance with the established rules;

• The definition of the use of all building spaces must respect the directives of DGS, taking into account the operating priorities that are defined locally;

• The bars of the OU / DEP or based in them must obey the general rules in terms of capacity and hygiene;

• Laboratories, libraries and study rooms must obey the general rules in terms of capacity and hygiene.

8.3. **Circumstances that demand synchronous streaming of classes**

The situations in which there is a need for synchronous streaming of classes are as follows:

• Unavailability of sufficient seats in the classrooms;

• Impossibility to travel to Coimbra by the student or teacher, as a result of restrictions imposed by health authorities due to the pandemic;
• Existence of a student / teacher upon whom there is a special duty of protection, namely those who are part of a risk group defined by health authorities. These must, in this case, address the OU / DEP Director a request with this mention duly proven by a medical declaration attesting the verification of this special duty of protection;

• Existence of a student or teacher who has been determined to comply with the quarantine period by the competent health authorities.

• Whenever the class has international students, when there is a proven difficulty in obtaining a visa or traveling to Portugal (for example, due to the closure of borders), students in these conditions must report the situation to the International Relations Division (DRI) of the UC and the OU / DEP.

The identification / proof of these situations must be done as follows, for each of the cases:

• Unavailability of sufficient seats in the rooms:

It is verified when the student is not authorized to attend a specific class in person, based on the capacity of the rooms and the number of enrolled students in each class, according to the schedule defined by the OU / DEP;

• Impossibility to travel to Coimbra from the student or teacher, as a result of legal restrictions of health authorities imposed due to the pandemic:

The student or teacher must indicate the impossibility of moving from the place where he / she is, official address or address he / she lives during the school term. The OU / DEP must validate this impossibility by checking the travel restrictions defined by the health authorities and as long as they remain;

• Existence of a student / teacher upon whom there is a special duty of protection, within the framework of a risk situation defined by health authorities:

The student or teacher must indicate the risk situation accompanied by the corresponding medical statement;

• Existence of a student or teacher who has been determined to comply with the quarantine period by health authorities:
The student or teacher must indicate the need to remain in quarantine, as well as the period foreseen, presenting the corresponding proof issued by the health authorities to the OU / DEP.

Without prejudice to the situations referred to above, the OU / DEP can reasonably decide on the synchronous streaming of classes, temporarily and exceptionally, with an indication of the period strictly necessary to resolve the identified situation.

8.4. **Access to buildings**

In addition to the mandatory use of mask inside the UC buildings, hand hygiene and cleaning, physical distance and compliance with the defined circuits, body temperature measurement is mandatory to access UC buildings, which should be below the values defined by the DGS, this measurement being valid for a period of 24 hours (at the time of issuing this Plan and Protocol the established value is 38 degrees celsius).

The temperature measurement can be done in three different ways, depending on the type of user:

- Self-measurement, followed by validation in the UC *intranet*;
- In-person measurement at the defined points, at the three University Capuses (I, II and III), at the Faculty of Economics, at the Faculty of Sport Sciences and Physical Education and at the University Stadium, indicated in [www.uc.pt/covid19/instalacoes](http://www.uc.pt/covid19/instalacoes);
- In-person measurement at the entrance of the building.

For users who have a UC card, the temperature measurement allows to activate the card for the defined accesses, this activation being valid for a period of 24 hours. In other situations or in the event of a card malfunction, the measurement can be made at the entrance to the building, giving direct access if the other conditions are also met.

With regard to users, access to buildings can be framed in one of three situations:

- **UC Workers** - All employees with some type of connection, who have access to the intranet (Faculty, Technical Staff, Researchers);
- **UC students** - All students of undergraduate and postgraduate courses;
- **Other users** - Occasional users, such as service providers or visitors.
UC workers can do self-measurement, validating the card through the UC intranet or measure the temperature at the established screening points, activating their card at that same point.

Exceptionally, for duly justified reasons, they may request a manual measurement at the entrance to the building (e.g., card malfunction).

UC students must measure the temperature at the established screening points, activating their card at that same point. Exceptionally, for well-justified reasons, they may request a manual measurement at the entrance of the building (e.g., card malfunction).

Other users, who do not have a card, must request a temperature measurement at the entrance of each building.

At the entrance points of the buildings and/or temperature reading, alcohol-based solutions for hand disinfection will be available.

The maximum capacity of the rooms, in the light of the directives issued by DGS, is evaluated by the OU/DEP, together with the central services of the UC.

General circulation in buildings are defined by the OU/DEP, together with the central services of the UC, for subsequent local implementation.

People who have a body temperature of 38 degrees Celsius or more can only access the UC buildings by submitting a medical statement that justifies the reason for the temperature or that attests to the existence of health and safety conditions to access the building.

People without a mask, who do not perform hand hygiene, or who do not measure body temperature cannot access buildings.

### 8.5. Sanitization and cleaning

As a preventive measure, the cleaning of objects/places of greater contact is reinforced, such as:

- Door knobs, handrails and switches;
- Lift cabins and buttons;
- Phones and peripherals (keyboards, mice, remote controls);
- Printing equipment (multifunction);
• Vending machines and water dispensers;
• Buildings recycling bins;
• Washbasin taps, consumable dispensers and sanitary equipment;
• Work surfaces with special attention to public service;
• Chairs, tables and benches;
• Bars and canteens, residences, toilets, study areas, sports facilities and common spaces.

The cleaning of buildings and outdoor spaces is performed by the companies that provide cleaning and gardening services at the UC, under the coordination of the competent services and together with the Health and Safety Management Services at Work.

Users of shared spaces and materials must ensure the correct use and maintenance of their cleaning. Disinfection means (eg alcohol-gel and paper towels) are available for complementary cleaning, whenever the situation allows it.

**8.6. UC community screening**

Considering the beginning of the 2020/2021 school year and the challenges imposed, namely the resumption of classroom teaching under the COVID-19 pandemic, the UC created special conditions for the security of the academic community to be maximized.

In this sense, a random screening program for COVID-19 is implemented, involving the collection of about 100 samples daily (2000 people / month).

Students and workers will be called (via email) to go to the previously defined locations.

Students and workers are given the opportunity to choose the desired day and time for random testing, using a first come, first served system. After the test, only participants with positive or inconclusive results will be contacted.

Screening is not mandatory; however, as with the download of the STAYAWAY COVID application, it is strongly recommended by the UC.
9. Procedure in the event of a suspected case

Under the terms expressed by DGS in the guidance updated on March 9, 2020, it is considered:

- **Suspect case** - Patient with acute respiratory infection (sudden onset of fever or cough or difficulty breathing), with no other etiology that explains the condition + History of travel or residence in areas with active community transmission, in the 14 days prior to the onset of symptoms;

  OR - Patient with acute respiratory infection + Contact with confirmed case or probable infection with SARS-CoV-2 (COVID-19), in the 14 days prior to the onset of symptoms;

  OR - Patient with severe acute respiratory infection, requiring hospitalization, without other etiology.

In view of the identification of a suspected case, the action protocol is as follows:

1. The Focal Point should be contacted, who should send the suspected case to the isolation space, ensuring the necessary monitoring and support during the period in which he/she is at the UC facilities.

2. The individual considered a suspected case should contact the SNS 24 line and follow all recommendations.

3. If a suspected case is confirmed, the Focal Point must inform the OU / DEP and take steps to adopt the cleaning and disinfection measures in the isolation space, with the situation being monitored and comply with the procedure defined for the implemented action regarding confirmed cases (defined by DGS as a case with laboratory confirmation of SARS-CoV-2, regardless of signs and symptoms).

10. Procedure in case of a confirmed case

In view of the identification of a confirmed case who is attending or has attended the UC facilities during the period of risk of transmission, the action protocol is as follows:

1. Communication of the situation to the Focal Point, who must accompany or promote the follow-up of the confirmed case to the isolation room prepared for the purpose in cases where it is inside one of the UC buildings, and must articulate with the OU / DEP
reporting to the Rectory and the Communication Division, indicating the relevant data
to record the occurrence;

2. The Focal Point, together with the Occupational Health and Safety Management Services,
   informs the health authorities, in order to streamline subsequent actions;

3. The Focal Point must collect all relevant information, supporting health authorities in
   applying appropriate health procedures, including:
   • The attended spaces and the time spent in circulation, based on the entry records in
     the buildings and the records of the attendance of classes in the period indicated by
     the health authorities;
   • Close contacts and listings of other members of the academy who attended the same
     places;

4. For the spaces identified in the previous point, an action plan should be implemented in
   close articulation with the health authorities, including disinfection and / or temporary
   closure, whenever justified;

5. Specific situations of confirmed cases during the stay at the UC facilities:
   • Students in a classroom or laboratory or similar: they must immediately contact the
     teacher, who, in turn, must contact the Focal Point who must inform the Rectory and
     the Communication Division together with the Supervisory Committee on the
     implementation of the COVID-19 Plan Prevention and Action Protocol, continuing
     with the defined procedures of contact with the competent health authorities;
   • Students outside the classroom, workers or visitors: they should contact the Focal
     Point, who must inform the Supervisory Committee of the implementation of the
     COVID-19 Prevention Plan and Protocol of Action;
   • Participants in an event or conference taking place at UC facilities: they must contact
     the event organizer, who must inform the Communication Division and the
     Rectorate, together with the Supervisory Committee of the implementation of the
11. Legal framework

- DGS Rule No. 004/2020, from 03/23-2020, updated on 04/25/2020: COVID-19: Mitigation Phase - Approaching the Patient with Suspicion or Infection by SARS-CoV-2;

- DGS Guideline No. 6, 26-02-2020: SARS-CoV-2 infection (COVID-19) - Prevention, control and surveillance procedures in companies;

- DGS Guideline No. 10, 16-03-2020: Isolation by SARS-COV-2 (COVID-19) - Social Distancing and Isolation;

- DGS Guideline 11, of 17-03-2020: SARS-CoV-2 infection (COVID-19) - Measures to prevent transmission in public service institutions;


- DGS Guideline No. 14, 03/21-2020: SARS-CoV-2 infection (COVID-19) - Cleaning and disinfection of surfaces in public or similar establishments;

- DGS Norm No. 007/2020, of 03/29-2020: SARS-CoV-2 infection (COVID-19) - Personal Protective Equipment (PPE);


- Recommendation and clarification by the Cabinet of the Minister of Science, Technology and Higher Education to scientific and higher education institutions for the elaboration of plans for the progressive lifting of the containment measures motivated by the pandemic COVID-19, April 17, 2020;

- Recommendation of the Cabinet of the Minister of Science, Technology and Higher Education to scientific and higher education institutions regarding the cessation of the state of emergency motivated by the pandemic COVID-19, of April 30, 2020;

• Recommendation by the Cabinet of the Minister of Science, Technology and Higher Education to Scientific and Higher Education Institutions for the preparation of the 2020/2021 academic year, of August 4, 2020;

• Guidance DGES and DGS, from 04-08-2020: Guidelines for Teaching and Non-Teaching Activities in Scientific and Higher Education Institutions Academic Year 2020-2021;

• Resolution of the Council of Ministers no. 63-A / 2020, of 13 August, published in the Diário da República, 1st supplement, 1st series, no. 158, of 14 August 2020: Extends the declaration of the contingency and alert situation, in the context of the COVID-19 disease pandemic;

• Resolution of the Council of Ministers no. 68-A / 2020, of 27 August, published in the Diário da República, 1st supplement, 1st series, no. 168, of 28 August 2020: Extends the declaration of the contingency and alert situation, in the context of the COVID-19 disease pandemic;

## ANNEXES

### Annex I – Contacts of the Supervision Committee / Monitoring Group

<table>
<thead>
<tr>
<th>Members</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Amílcar Falcão</td>
<td>239859810</td>
<td><a href="mailto:gbreitor@uc.pt">gbreitor@uc.pt</a></td>
</tr>
<tr>
<td>Professor Luís Neves</td>
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<td>Professora Matilde Lavouras</td>
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</tr>
<tr>
<td>António Queirós</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Focal Points: Rectory and Communication Division

<table>
<thead>
<tr>
<th>Permanent Contacts (24h)</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reictory – Rui Miguel Rodrigues Moreira Claro (Advisor to the Dean)</td>
<td>932010521</td>
<td><a href="mailto:rui.claro@uc.pt">rui.claro@uc.pt</a></td>
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<tr>
<td>Communication Division – Joana Maria dos Santos Silva Tereso (Head of Division)</td>
<td>932031527</td>
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</tr>
</tbody>
</table>
Annex II – Focal Points OU/DEP responsible for the procedures of suspect or confirmed case

<table>
<thead>
<tr>
<th>Organic Unit / Department</th>
<th>Focal Point</th>
<th>Alternate focal point</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Arts and Humanities</td>
<td>Pedro Carvalho</td>
<td>Silvio Santos</td>
<td>239 410 090 / 239 410 012</td>
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<td>Department of Philosophy, Communication and Information</td>
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<tr>
<td>Department of Geography and Tourism</td>
<td>Pedro Carvalho</td>
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<td>Faculty of Medicine– Campus I</td>
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<td>Maria de Fátima Martins</td>
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<tr>
<td>Faculty of Medicine– Campus III</td>
<td>Maria Filomena Botelho</td>
<td>Isabel Maria Carreira</td>
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<tr>
<td>Faculty of Medicine – Dental Medicine</td>
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<td>Ana Luisa Costa</td>
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<tr>
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<td>José Miguel Brás</td>
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<tr>
<td>Department of Architecture</td>
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<td>Sérgio Medina</td>
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<tr>
<td>Department of Earth Sciences</td>
<td>Carminda Neves</td>
<td>José Miguel Brás</td>
<td>239 860 500</td>
</tr>
<tr>
<td>Department of Life Sciences</td>
<td>Cristina Pereira</td>
<td>José Augusto Reis</td>
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<tr>
<td>Department of Civil Engineering</td>
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<td>Ricardo Oliveira</td>
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<tr>
<td>Department of Electrical and Computer Engineering</td>
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<tr>
<td>Department of Informatics Engineering</td>
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<td>Edmundo Monteiro</td>
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<td>Department of Mechanical Engineering</td>
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<td>Amílcar Ramalho</td>
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Annex III – Flowcharts

Flowchart 1 – Suspect case procedure

Suspect Case

- **Suspected Case**
  - Focal Point
    - INFORMS
  - UO/UECAF Department
  - PERSON REFERRED TO
    - CONTACTS
  - Isolation Room
  - SNS24
    - NO COVID19 SUSPECT
      - INEM (AMBULANCE)
        - COVID19 SUSPECT
          - COVID AREAS COMMUNITY
            - SELF CARE
          - COVID AREAS EMERGENCY ROOM
            - PERSONAL VEHICLE TRANSPORTATION

* SUSPECTED CASE IN UC FACILITIES
Flowchart 2 – Confirmed case procedure

**Confirmed Case**

- **CONFIRMED CASE**
  - PERSON REFERRED TO
  - CONTACTS
  - FOCAL POINT
    - !
      - IN COORDINATION WITH HEALTH AUTHORITIES
    - UO/UECAF DEPARTMENT
      - ✔
      - INFORMS DCOM RECTORY
      - ✔
  - IN COORDINATION WITH HEALTH AUTHORITIES
    - IDENTIFIES AND COLLECTS POTENTIAL CONTACTS DATA
      - ✔
      - INFORMS THE LOCAL COMMUNITY
      - ✔
    - ISOLATES DISINFECTS RISK SPACES
      - ✔
    - PERSONAL VEHICLE TRANSPORTATION
      - ✔
  - FOLLOWING HEALTH AUTHORITIES INSTRUCTIONS
    - ISOLATION ROOM
      - ✔
    - INEM (AMBULANCE)
      - +

* IF HE/SHE IS IN ANY UC FACILITY
Flowchart 3 – Validation Procedure of access to buildings

Access Validation

1. HAS UC CARD
   - YES
   - TEACHER/TECHNICIAN RESEARCHER
   - NO

2. PUNCTUAL CONTROL IN THE INDICATED ACCESSSES OF THE BUILDING WITH TEMPERATURE MEASUREMENT
   - NO
   - ?

3. SELF-MEASUREMENT OR DEFINED CONTROL POINTS
   - ?

4. ESTABLISHED CONTROL POINTS
   - YES
   - TEMPERATURE EQUAL OR HIGHER THAN 38°C
   - NO

5. Valuated card with access to buildings in the established
   - YES
   - CONTACTS SNS24
   - NO

6. Valuated card with access to buildings
   - YES
Flowchart 4– Decision procedure on synchronous classes stream

SYNCHRONOUS STREAMING OF CLASSES

* ACCORDING TO THE RULES DEFINED BY THE UC FOLLOWING DGS GUIDELINES.