UNIVERSITY OF COIMBRA FACULTY OF LAW

CONTINGENCY PLAN FOR COVID-19

Whereas the Contingency Plan of the University of Coimbra, approved by the Order no. 38/2020 of the Rector of the University of Coimbra,

Whereas Guideline No. 024/2020, of the Directorate-General of Health, as well as the Guidelines for Teaching and Non-Teaching Activities in Scientific and Higher Education Institutions - Academic Year 2020-2021, of the Directorate-General for Higher Education and the Directorate-General of Health,

Whereas the need to develop a Contingency Plan to ensure, under the conditions recommended by the health authorities, the operation of academic and research activities at the Faculty of Law,

The Contingency Plan for COVID-19 of the Faculty of Law of the University of Coimbra is approved, under the following terms:

A) Opening and closing times

1. The facilities of the Faculty of Law (at Paço das Escolas, Palácio dos Melos and Colégio da Trindade) are open from 08:00 to 20:15, from Monday to Saturday.

2. The facilities at Colégio de Jesus are excluded from the ones mentioned above in A) 1.

B) Movement in the Faculty campus

1. Movement or permanence in the Faculty campus entail the use of masks by faculty members, employees, students, researchers and other collaborators.

2. Faculty members, employees, students, researchers and other collaborators must comply with the rules of safety and physical distance of 2 meters

3. Each classroom must ensure space maximization between students and students / teachers allowing for a physical distance of 1.5 to 2 meters. The seats permitted for students are duly marked in each classroom.

3. In order to minimize people’s movement and concentration within the same spaces, the staff turnover is established each month according to the needs of each office, and ensuring a balance between face-to-face work and teleworking.

4. Physical distance during breaks is mandatory.

5. Corridors of entry and exit the facilities are defined in conjunction with the Rectorate of the University of Coimbra.
C) Classes

1. Classes start at 8:15 am and 9:15 am, and end at 7:15 pm and 8:15 pm.

2. The elaboration of each Study Cycle schedule is carried out in order to minimize people’s movement within the School areas, ensuring that students remain in the same classroom as much as possible, and at the same time that the Faculty members remain on campus.

3. Class attendance is on-site or on-line, in accordance with the rules in the Annex I approved by the Pedagogical Council, as an integral part of the Contingency Plan.

4. All classrooms are equipped with computer equipment suitable for the online transmission provided for in paragraph C) 4., namely laptop computers with camera and microphone, tablets, projectors and projection screens.

D) Use of the library and study halls

1. Library of the Faculty of Law of the University of Coimbra services are operating, though still in a conditioned manner. In view of its public service and the need to ensure the protection and safety of users and staff, the rules set out in Annex II are defined as an integral part of the Contingency Plan.

2. Physical distance must be maximized in the library halls.

E) Cleaning and sanitization

1. Reinforced cleaning and sanitization of the School areas and surfaces is ensured by an additional cleaning team that has attended the training provided by the national group of the Program for the Prevention and Control of Infection and Resistance to Antimicrobials (PPCIRA) and by the military forces, within the framework of the disinfection and awareness actions under way regarding the correct use of individual protection equipment and cleaning materials.

2. The cleaning and sanitizing of School areas and surfaces are carried out according to the sanitization plan to be elaborated by the Executive Coordination Office and provided to the staff to be advertised throughout the School facilities; the plan ensures at least the cleaning and sanitizing at the beginning and end of the working day, and after a change of users has taken place.

3. The necessary sanitary conditions to promote good hygiene practices are ensured, namely hand sanitization with water and soap, and drying with paper towels; alcohol-gel equipment is also available in the corridors, classrooms and offices.

4. All posters made available by the health authorities and aimed at the prevention of COVID-19, are displayed on the Faculty's exhibitors, to provide information on the correct washing and sanitizing of hands, breathing etiquette, physical distance, and proper and permanent mask use in enclosed areas.

5. Proper ventilation and frequent air exchange are ensured by opening doors and windows. Where air conditioning is used, it is in extraction mode and never in air recirculation.
mode; inspection and regular maintenance of the equipment are ensured, as well as air renewal in indoor areas through frequent ventilation and/or mechanical ventilation systems.

6. Toilet facilities with water, liquid soap with a dispenser device and single-use paper towels are ensured to promote good hygiene practices, namely hand sanitizing.

7. Close to the classrooms indoor cleaning devices are available, and teachers and students must clean their hands before entering or leaving them.

8. Bars serving at the Faculty of Law facilities must comply with all indications issued by the health authorities for the catering sector, and ensure that the following cleaning protocols in particular are implemented:
   a) Compliance with the rules of physical distance between all users and the mandatory use of masks (except during meal time);
   b) The posting of signs indicating a distance of at least 2 meters in the queues leading to the meal service and counters;
   c) The disposition of the dining halls with an empty seat between users;
   d) Encourage the extension of meal time and greater working hour flexibility, whenever possible crossing extended meal time with regular academic activity taking place on-campus, in order to prevent high concentration of people in the dining halls and at the entrance and exit to them;
   e) Use of the dining halls restricted for meals or cafeteria, and not for other purposes, like socials or any other academic gatherings;
   f) Users’ proper hand sanitizing (prior to and after meals) and an adequate cleaning and disinfection of the surfaces, in accordance with the rules and guidelines of the Directorate-General of Health (DGS);
   g) Enhanced and adequate use of cleaning and disinfection protocols, including disinfection with the appropriate detergents, at least twice a day, of each frequent contact area (e.g. service areas, counters, etc.), as well as the table sanitizing with the recommended products after each use, and removal of decorative items from the tables;
   h) Abolition of objects and equipment for community use, including water jars, among others.

F) Procedures regarding a suspected case of COVID-19

1. Upon a suspected case has been detected on-campus, s/he must go or be referred to the pre-established isolation area, using the routes defined in the Contingency Plan of the University of Coimbra (see Annex 2 - Polo 1).

2. The SNS24 Line (808 242424) or other telephone lines established for this specific purpose must be contacted, and follow the instructions provided.

3. The local Health Authority must be immediately informed of the suspected case, and the personal data (name, date of birth, phone contact) from those in the suspected case’s
group(s) (students, teaching staff and other personnel) must be collected in order to facilitate the implementation of public health measures to high-risk contacts.

4. Surfaces most often used by the suspected case and the isolation area are provided with reinforced cleaning and disinfection.

5. The waste produced by the suspected case must be packed in a plastic, resistant double bag.

G) Provision of information

All students, faculty members, staff, researchers and other collaborators must be made aware of the rules of conduct concerning the areas and the measures to prevent and control the transmission of COVID-19. The information is displayed in visible spots around the venues and/or sent electronically. Everybody must also be made aware of any changes relating to how the activities are organized and run.

H) Self-monitoring

Anyone coming to the institution must perform self-monitoring of signs and symptoms in a daily basis and refrain from coming to the institution if symptoms match COVID-19. According to the rules and guidelines of the DGS, the SNS 24 or other lines created for the purpose should be contacted for these cases.

I) Holding of Events

Colloquia, meetings, conferences and events held at the Faculty of Law must comply with the rules and guidelines of the DGS as well as the legislation in force.

Faculty of Law of the University of Coimbra, September 1, 2020
Annex I

Rules regarding classes during the 1st semester of the academic year 2020/2021
in Study Cycles of the Faculty of Law of the University of Coimbra

Article 1 (Scope)

1 - The present rules apply to the curricular units of the Graduate Degree, Master's and PhD programmes offered at the Faculty of Law of the University of Coimbra.

2 - The present rules derogate from provisions otherwise included into the regulations approved by the Faculty.

3 - The present rules are in force as long as it is not considered defeated by the competent health authorities, the Covid-19 pandemic caused by the SARS-CoV-2 virus.

Article 2 (Class attendance in the Graduate Degree in Law and the Master's in Legal and Forensic Science)

1 - Class attendance is not mandatory for Students evaluated under the final exam evaluation system.

2 - Students evaluated under the continuous assessment system must attend the respective lectures, tutorials, or lecture-tutorial classes.

3 - In the split evaluation system, the Professor may require that a class attendance minimum be met in his lectures, tutorials or lecture-tutorial classes.

4 - Students’ class attendance is recorded by each Professor at the Infordocente platform.

5 - Failure to attend classes can only be justified under the terms and on the grounds provided for in the Regulation of Special Rights for University of Coimbra Students.

Article 3 (Class attendance in the Public and Private Administration Degree, in the Master's in Law and in Public and Private Administration, and in the PhD in Law)

1 – Students must attend lecture-tutorial as well as seminar classes, as the case may be.

2 – Students’ class attendance is recorded by each Professor at the Infordocente platform.

3 - Absences can only be justified under the terms and on the grounds provided for in the Regulation of Special Rights for University of Coimbra Students.

Article 4 (Mixed system)

1 - All course units are offered by means of face-to-face classes.

2 - Without prejudice to the provision of paragraph 1, all course units are offered by means of a mixed class attendance system.
3 - The mixed system referred to in paragraph 2 implies that, simultaneous to face-to-face classes, the respective online transmission in streaming is provided to students unable to attend them.

4 - Face-to-face teaching is carried out in compliance with guidelines issued by the health authorities, e.g. social distancing and sanitizing rules, space-use restrictions and mandatory mask use.

5 - For the purposes of class attendance control, online class attendance is equivalent to face-to-face attendance.

**Article 5 (Face-to-face classes in the Graduate Degree in Law and the Master’s in Forensic and Legal Science)**

1 - Students willing to attend face-to-face classes must express their interest within the deadline and calendar provided by the Office of the Dean.

2 - The expression of interest referred to in paragraph 1 is made by completing the form available at the Faculty of Law website.

3 - Students are allowed to attend only face-to-face classes of the course units they are validly enrolled in, and the Class to which they belong.

4 - Face-to-face class attendance complies with the principle of equal opportunities for all students, while also ensuring the turnover of face-to-face attendance.

**Article 6 (Face-to-face classes in the Public and Private Administration Degree, in the Master’s in Law and in Public and Private Administration, and in the PhD in Law)**

1 - Attendance to face-to-face classes is determined each month by the Dean of Students Office.

2 - Attendance to face-to-face classes complies with the principle of equal opportunities for all Students, while also ensuring the turnover of face-to-face attendance.

**Article 7 (Inability to attend face-to-face classes)**

1 - The inability to attend the face-to-face classes referred to in paragraph 3 of article 4th includes all situations in which a Student is justifiably unable to come to the Faculty of Law to attend classes.

2 - The following situations are included in the justification provided for in the paragraph 1, in addition to those in the Regulation of the University of Coimbra Students’ Special Rights, namely:

   a) Belonging to a risk group;

   b) inability or great difficulty of traveling;

   c) Lack of classroom space to include all Students, due to compliance with the rules of safe distance and space-use restrictions.
Article 8 (Online classes *modus operandi*)

1 - Online classes are provided through the Zoom platform.

2 – The Dean of Students Office and the Computer Service Staff will coordinate efforts so that, by the end of each week, the link to access the following week’s classes is ready and available to Teachers and Students.

3 – The running of online classes is ensured by the technical equipment available in the classrooms.

Article 9 (Doubts and omissions)

Doubts and situations not provided for in these rules are resolved by the Dean of the Faculty of Law of the University of Coimbra.

(Rules unanimously approved at the July 16 session of the Pedagogical Council of the Faculty of Law of the University of Coimbra)
Annex II

Rules regarding the Library and Study Halls

1. The Library is open from Monday to Friday between 9 am - 12:30 pm and 2 pm - 5:30 pm. This timetable applies to the Catalog Room, Institutes Hall, Reading Hall and Periodicals Hall.

2. The maximum occupancy per each area will be as follows: Catalog Room, 2 readers; Institutes Hall, 8 readers; Reading Hall, 20; Magazine Room, 8 readers.

3. The maximum length of stay in each Library hall is 3.30 hours per day.

4. The seats available in each Library hall must be booked two days in advance the day and the shift intended, at https://www.uc.pt/fduc/covid19/salas_estudo.

5. The services providing the searching and lending remain available, as well as remote access to databases via VPN (access available at the computer services website of the Faculty). The search service is provided by the online catalog available at http://webopac.sib.uc.pt/search~S20.

6. Book requests are made by e-mail the day before; BOOK requests for home or on-campus study are sent to catalogo@fd.uc.pt, and to magazines@fd.uc.pt for PERIODICAL requests. For either case, the bibliographic reference, location code, and the registration number (for monographs) or the volume of the periodical, year and pages must be referred, enabling the sources to be collected in a timely manner for the scheduled day and time. The user’s full name and the student’s ID number must also be referred.

7. Digitalization requests must be sent to biblioteca-eib@fd.uc.pt, referring the user’s full name, the student’s ID number, the bibliographic reference of the monograph chapter or the journal article, the location code of the periodical or monograph (for the latter the registration number must be referred) and the pages to be copied.

8. Free access to shelved books is not permitted. Requests for consultation or requests for monographs or magazines must be addressed to the reference desk at the halls of the Institutes and the Periodicals.

9. After being used, books and periodicals must be put in the appropriate place at each of the halls, as indicated by the Reference Desk attendant. Books and periodicals returned by users will be left in quarantine for 9 days and can only be requested after this isolation period.

10. To avoid unnecessary movement of people and harmful health effects, users are requested to avoid frequent entrance or exit at the reading halls.

11. Users who live far away from the city of Coimbra can return the requested sources, properly packed, by registered mail to the address indicated at the Library of the Faculty of Law of the University of Coimbra website.

12. When entering the Library halls, users must have a mask already on and sanitize their hands with the disinfectant available at the entrance door. They must also keep a safe distance from other users and staff as provided for by the Directorate-General of Health.
13. The Library continues to promote training on bibliographic resources through the Nónio - Inforestudante platform and Facebook. Likewise, it will continue to send information about accessible and / or free electronic resources.