In the light of Guideline no. 024/2020 of the Directorate General for Health and the Guidelines for Teaching and Non-teaching activities – for the 2020-2021 academic year, of the Directorate-General for Higher Education and the Directorate General for Health, with due regard to the decisions and guidelines from the Rectory of the University of Coimbra, and in accordance with the COVID-19 Prevention Plan and Action Protocol that lays down the measures and general procedures for the University of Coimbra, the present document provides the Contingency Planning for teaching and non-teaching activities in the first term of 2020-2021 to be implemented in all areas of the University of Coimbra Faculty of Economics (FEUC).

The main challenge this semester is to reorganize the functioning of FEUC in order to guarantee the return to face-to-face classes and the resumption of dynamic academic activity, whilst reducing to a minimum the risk of contagion and spread of the disease. To this end, a number of specific measures have been established. In order to ensure that all students have access to face-to-face lessons, the functioning model of the sessions has been reorganized and standards of access and use of our spaces and equipment have been set.

Given the uncertainty associated with the SARS-CoV-2 pandemic, preventive measures together with specific conditions and procedures for all types of scenarios are paramount. Accordingly, the following rules of conduct and measures for preventing and controlling the spread of COVID-19 reflect the current stage of the pandemic. The need to review such rules and measures, to adjust them and/or to adopt additional measures and procedures may arise. Therefore, you are invited to regularly refer to the FEUC webpage to review potential changes to the organisation and functioning of activities. This information will also be put up in easily visible locations in the buildings and sent by electronic mail.
I. Access to the Faculty facilities

- Body temperature will be screened before entering the faculty buildings. Temperatures must be below the levels established by the DGS (38 degrees Celsius).
- Holders of the UC card will be allowed into UC buildings through automatic validation of the card after monitoring body temperature, and the card will remain active for 24 hours.
- Student temperature is measured face-to-face at one of the UC set locations, including at the entrance of the FEUC Teaching Block.
- Teachers, researchers and non-teaching staff must measure their own body temperature and check in on the UC intranet. Exceptionally, they may require their temperature to be monitored at one of the locations established by the UC.
- Non-holders of UC cards, who often need to enter the buildings (e.g. concessionaires or service providers), may receive temporary cards that grant access to buildings under similar conditions as permanent card holders, given on a case by case basis.
- Card holders who occasionally need to enter the buildings, or members of the UC community who, for justified reasons (e.g. card malfunction) must be granted access, must ask for their temperature to be taken at the entrance of the respective building.
- Only holders of the UC cards which have been activated after body temperature monitoring may enter the buildings through the Teaching Block entrance or the Library. Entry is regulated by turnstile.
- Students must enter the Teaching and Research Blocks via the Teaching Block. For the Research Block, students are required to use the tunnel connecting the Teaching Block to the Research Block.
- Access to the Teaching or Research Blocks shall be granted only to students attending lessons during term time and students who prove they have scheduled appointments with teachers or services and members of Faculty student organisations, who have been duly authorised and whenever the conditions in the different areas permit.
- Students must abide by the prevention rules laid down by Directorate General for Health in the areas intended for their organisations. By the starting date of classes, each student organization (Nucleus of the Student Association and all other organizations whose existence is recognised) must submit to the FEUC Director a list with the names of no more than three people who are allowed in the rooms during school hours. For other situations of use or occupancy of the space allocated to student organizations or other spaces (rooms), prior authorization and reservation must be requested from the FEUC Board; authorisation will be subject to a maximum number of occupants per room.
- Teachers, researchers and non-teaching staff may also enter the Research Block through the door next to the Library after swiping their UC card.
• Only teachers, researchers and non-teaching staff may leave the facilities through the Research Block. All other occupants must exit through the Teaching Building.
• Users entering the library are required to take the same way out, since the connecting door between the Library and the Research Block shall be kept closed.
• Graduate researchers may use the entrance of the Teaching Block to access the room occupied by the PhD students, but access after hours will not be permitted.
• Access to the Limas building is restricted to technical staff, members of the Faculty Board or service providers, and will be granted only to authorised users. Users may access the Coral Room under the same conditions as other student organisations, using solely the door on the side of the Limas building. Users may enter the Limas building provided they had their body temperature measured within 24 hours before entering the building.
• Exceptionally, and in justified situations, other users may enter the Limas Building, always under the responsibility of a member of non-teaching staff or the Faculty Board. Temperatures will be monitored before entering the building.

II. Flows inside the Faculty premises

• Signage inside the Faculty indicate people flows and must be respected by all users. Where there are no signs, always use the right hand side whenever possible.
• The use of masks in all areas of the Faculty is mandatory.
• Users should disinfect hands before entering and when leaving facilities, classrooms and common areas.
• Congregations of people and social gatherings are not allowed. When attending lessons, students must head directly to their respective classrooms and sit in marked places. Whenever they occupy the same classroom for the entire day, they are required to return to the same place after each break. During breaks, students must leave the classroom in an orderly fashion, preferably in a single file.
• Students must maintain the safety distance when waiting in line.

III. The Library

• Occupants may sit only in marked places in the library reading rooms. If all marked places are taken, new occupants will be refused entry.
• Access to books, consultation and borrowing must be requested at the reception desk. It will not be possible to use library computers.
• All books that have been used will be subject to quarantine. This will be reflected in the online catalogue.
IV. **PhD Students room**

- Students may only sit in marked places in the PhD students room. If all marked places are taken, entry will be refused to further students.
- Before leaving, the table that has been occupied should be marked using the available signs. Other users must not sit at that table until it has been sanitised.

V. **Coffee bar**

- Users will only be allowed to enter and stay in the bar to buy and consume food and drinks. Consumers may only sit at marked tables, and seating arrangements must not be changed.
- Before leaving, occupied tables must be marked “used” with one of the signs available. Other occupants must not sit at that table until it has been sanitised.
- Coffee bar maximum capacity is 70 customers.

VI. **Student services**

- Whenever possible, administrative services for students will be provided remotely.
- If face-to-face service is required, students are requested to approach the reception on the 2nd floor of the Teaching Building, subject to prior appointment. Except for students’ cards, which must be collected at the Teaching Block entrance.
- Teacher-student meetings shall take place online whenever possible, using whatever means are available (email, telephone, staff room on the UC Teacher/UC Student Platform).
- If the teacher feels it is necessary to meet face-to-face with a student, an appointment will be made on the day and at the time agreed with other office users (if any).

VII. **Lecture periods**

- Whenever possible, face-to-face teaching will be delivered.
- The University of Coimbra COVID-19 Prevention Plan and Action Protocol sets out the situations in which hybrid courses are delivered, alternating between face-to-face and online sessions.
- To ensure compliance with all existing recommendations regarding social distancing and sanitization, face-to-face sessions will be organised using a rotation system that decides which students shall attend face-to-face lessons at any one time. The system is set by the services of the FEUC, which will inform students and teachers of the system.
- Students attending lessons in person must abide by the rules in this plan.
- Students attending online sessions are bound by the same requirements of attitude, attention, discipline, attendance and punctuality as face-to-face lessons.
- Classrooms are fully equipped with the necessary IT equipment for online transmission, namely computer, camera with built-in mic, projector and screen.
- Curricular units taught by teachers who have proven to belong to risk groups must be delivered synchronously on line. In these cases, the lesson will be delivered remotely to
students sitting in a classroom associated with that lesson.

• If the session the student is attending in person does not take place due to unexpected absence of the teacher, the student must leave the FEUC facilities or, alternatively, remain in the classroom where the lesson was supposed to be delivered (e.g. whenever this was not the last session in the period).

• Teaching activities will be organised in such a way that, whenever possible, students will remain in the same classroom for consecutive sessions.

• Students must sit in the marked places in the classroom.

• The teacher’s space will be sanitised each time there is a change of teacher. The whole classroom will be cleaned and disinfected after all students leave.

• Classroom furniture has been placed to accommodate proper social distancing between the students and teacher. Seating arrangements must not be changed.

• It will not be possible to request classrooms or meeting rooms for studying.

• If the teacher of a curricular unit is temporarily prevented from teaching, the Scientific Committee shall assess whether he/she can be replaced. If replacement is not possible, the Scientific Committee will decide whether to reorganise the programmes and contents of the curricular unit in question and the Pedagogical Committee will decide whether it is feasible to assess student knowledge on the basis of contents taught, after consulting the course coordinators.

VIII. Service organisation

• In order to restrict movement and gathering of people in the same area, a rotation plan for employees/non-teaching staff has been set up, according to the needs of the services. Staff will alternate between telework and face-to-face work on a rotating basis, without prejudice to normal functioning of the Faculty and support to teaching and non-teaching activities.

IX. Standard procedure if COVID-19 infection is suspected

• When someone is suspected of being infected on the school premises, the case must be immediately reported to the Faculty Focal Point, who will take the suspected case to the previously reserved isolation area, on Floor 1 of the Limas Building.

• The Executive Coordinator, Ana Isabel Santos, shall act as the FEUC Focal Point. Should it be necessary to change the Focal Point, his/her name must be updated on the website at http://www.uc.pt/feuc/covid19. The Focal Point can be contacted at the following number 969 686 451 or by email sent to pontofocal@fe.uc.pt.

• The SNS24 hotline (808 242424) or other lines set up for this specific purpose must be contacted, and it is important to follow the indications provided.

• The Focal Point shall communicate the case to the Board of the Faculty and take the necessary measures to ensure the areas used are cleaned and disinfected.

X. Steps to take if case of COVID-19 is confirmed

• Should a case of COVID-19 be confirmed, after being on the premises during the transmission risk period, such case must be communicated to the Focal Point who, in conjunction with the Services for Health and Safety Management at Work, shall
immediately inform the health authorities.

- The Focal Point shall collect all necessary information to support the health authorities in implementing the appropriate health measures, namely areas used and duration of stay or movements, list of other members of the academy, or external people, who also used the same area and were in close contact.

- An action plan will be implemented for disinfecting and/or, where justified, temporarily closing down those areas.

XI. Self-monitoring

- It is essential that everyone entering the institution monitor their own signs and symptoms on a daily basis. If symptoms consistent with COVID-19 are detected, contact SNS 24 immediately, or any other dedicated line, in accordance with the rules and guidelines of the Directorate General for Health.

XII. General provisions

- The present plan is contingent on the implementation of the COVID-19 Prevention Plan and Action Protocol of the University of Coimbra. If there is any contradiction between the two, the latter shall prevail.

Coimbra, 21 September 2020

The Director of the Faculty of Economics of the University of Coimbra

Álvaro Garrido