

## **Order nº 95 /IPS President/ 2020**

### **Return to face-to-face activities**

#### **Information on the procedures to be followed by Students**

Pedro Miguel de Jesus Calado Dominginhos, as President of the Polytechnic Institute of Setúbal, using his own competence, conferred by the combined provisions of article 25, paragraph 1, e) of the Statutes of the Polytechnic Institute of Setúbal, and considering:

- a. The guidelines for the gradual and progressive return to face-to-face activities at the Polytechnic Institute of Setúbal, as set out in Order No. 78 / President / 2020;
- b. That, the gradual and progressive opening of IPS campuses, starting on June 1 regarding the development of classroom activities, must be established respecting the rules defined in the IPS Contingency Plan, in its latest version, in close articulation with Health Authorities, Schools, Central Services, SAS and AAIPS, safeguarding health and safety conditions and standards
- c. The use of a face mask, hygiene and respiratory etiquette, social distance, regular cleaning and disinfecting of surfaces and symptom monitoring are essential Public Health measures that aim to protect the population by breaking the chain of transmission between individuals, in situations like the one we currently live in.
- d. And that it is up to each and every one to comply with the procedures described in this Order, as well as the recommendations of the Health Authorities.

I determine the application of the following procedures:

## **I. General measures of operation and of individual protection to be followed by all on the return to IPS campuses**

1. The first responsibility of the student is to assess their health condition: if they present symptoms associated with COVID19 (fever and persistent dry cough), or have been in contact with infected patients, do not come to IPS. Contact SNS24 and follow the recommendations;
2. Mandatory use of community masks at IPS facilities by all members of the academic community
  - a. One must enter the Campus with a mask placed over mouth and nose;
  - b. Must use the mask in all common areas and in spaces with more than one person;
  - c. The use of a visor cannot dispense the use of a face mask;
3. Wash your hands frequently with soap and water by rubbing them thoroughly for at least 20 seconds, especially:
  - a. Immediately before leaving home;
  - b. After arriving at the campus and entering your building;
  - c. Whenever you move around spaces other than the one you usually frequent;
  - d. Before meals, after using the bathroom and whenever your hands are dirty;
  - e. Whenever you inevitably have to touch the mask;
  - f. After handling surfaces or material touched by many users (ATM, handles, switches, etc.).
4. Alternatively, use an alcohol-based solution for hand hygiene, whose dispensers are on the premises;

5. Follow the respiratory etiquette rules:
  - a. Use single-use tissue to blow;
  - b. Throw used tissues in a waste bin, then wash your hands;
  - c. Cough or sneeze into a tissue, alternatively to the arm with the elbow flexed, and never to the hands;
  - d. Do not touch your eyes, nose and mouth with dirty or contaminated hands with respiratory secretions;
6. Obligation to maintain the recommended distance of 2m from other people, respecting the signs placed on the buildings of the IPS campus;
7. Respect the displacement circuits indicated on the Campus and inside the buildings;
8. Adopt greetings without physical contact (do not kiss, hug or shake hands);

## **II. Preservation of Work Area Sanitization**

1. Cleaning staff ensures cleaning and sanitization of common areas. As a support measure for the new cleaning procedures, the IPS will count, on a collaborative way, with the contribution of all to keep the work / study areas properly sanitized and safe;
2. Each School will provide disposable materials and a solution for the disinfection of surfaces in order to facilitate the sanitization of these spaces;
3. In classrooms / laboratories in order to prevent contagion, the equipment (table top, chair, keyboard, computer mouse, door handle and others) that you use, must be sanitized before you leave;
4. Ensure that the materials used for sanitization and cleaning are placed in the appropriate places and containers, according to point IV.

### III. In Classroom / Laboratory context and Evaluations

#### Classroom / Laboratory

1. All classroom activities that take place in the classroom and / or laboratories must guarantee a minimum distance of 2 meters between those present, and respect the reference values for occupancy of the classrooms (information on the maximum number of people per room, posted in each room);
2. In the classroom / laboratory students must respect the sign plates on the tables in order to ensure social distance;
3. In some face-to-face practical classes, in which, due to the specifications of the activity, the distance of 2 m cannot be respected, it may be necessary to use other personal protective equipment. The Professor will be responsible for guiding and monitoring the use of such equipment;
4. In addition to the above, **students** must also:
  - a. Wash hands before entering the classroom;
  - b. Sanitize hands at regular intervals;
  - c. Cooperate in sanitizing the used equipment before leaving the room (70º alcoholic solution);
  - d. After cleaning the classroom / laboratory dispose the waste residues in the appropriate places, according to the following point;
  - e. And wash hands at the end.

#### During Evaluation /Written Exam

1. Students must sit following the sign plates on the tables in order to ensure social distance;
2. At the end, deposit the test/exam sheets in the box made available for this purpose.

#### **IV. Waste Management**

1. In terms of public health, the way we dispose of Personal Protective Equipment (PPE) and the materials used is very important, and it is unacceptable its deposition outside the appropriate places for the purpose.
2. Used disposable PPE and cleaning material, as well as any organic / undifferentiated waste (e.g. food scraps), must be deposited in containers with a pedal-driven lid, available in common areas and properly identified;
3. The deposition of this waste in other bins (paper bins) inside or outside buildings (e.g. corridors) is prohibited.

#### **V. Precautions when using face masks**

1. In order to avoid contagion, masks must not be touched by itself on its outer face nor temporary placed on the neck or head.
2. The use of a face mask and its washing is the responsibility of the owner.

##### **Putting on the mask:**

- a. Before putting on the mask, wash your hands with soap and water or an alcohol-based solution;
- b. Put the mask in the correct position;
- c. Hold the mask by the support/elastic bands and adapt to each ear;
- d. Adjust the mask by the nose and chin, without touching the outer face of the mask.

##### **Removing the mask**

- a. Wash your hands with soap and water or with an alcohol-based solution;
- b. Remove the mask just by holding the support/elastic bands;
- c. Keep the mask away from your face and clothing to avoid touching potentially contaminated surfaces of the mask;
- d. Always place the mask in a suitable container: if disposable, in a container with lid and pedal; if reusable, in a plastic bag until it is washed;

e. And wash your hands again.

## **VI. Symptom Monitoring**

1. Any student who shows symptoms of SARS-Cov2 infection or who has been in contact with infected patients, should not attend the face-to-face activities and should notify the course coordinator, without prejudice to contacting the SNS24 and taking the communicated measures;
2. In the current context of COVID-19, and exclusively for reasons of protection of the health of oneself and third parties, body temperature measurements can be performed;
3. This situation is without prejudice to the right to individual data protection, and the registration of body temperature associated with the identity of the person is expressly prohibited, except with the express permission of the same person;
4. If there are temperature measurements above normal body temperature (37.50C), the measures referred to in the Contingency Plan are adopted.

## **VII. All contagion-enhancing activities are prohibited, namely:**

- a. Use of internal air recirculating appliances in the rooms (air conditioning without air renewal);
- b. Sharing of materials and / or equipment without proper cleaning between continuous uses;
- c. Sharing mobile phones, tablets, computers, headphones, keyboards and personal items. If this is not possible, disinfect the equipment before and after each use;
- d. Indoor socializing activities with groups of more than 5 people who do not maintain adequate physical distance;
- e. Groups of more than ten people in outdoor spaces;
- f. Not keeping the safety distance in outdoor and indoor spaces.

Failure to comply with this point shall be reported to COVID19 IPS line - 265 709 308

### **VIII. COVID19 IPS KIT distribution procedures for students**

1. IPS prepared a Kit to be delivered to each student, which contains 2 community masks, reusable for up to 15 washes, according to the CITEVE technical form and based on report No. 4832 / 2020-1
2. Each School Board will define and communicate how to distribute these Kits to students

Setúbal, IPS, May 26th 2020.

The President,

Pedro Miguel de Jesus Calado Dominginhos.