



CONTINGENCY PLAN AGAINST COVID-19

September 1, 2020 release

1. FRAMEWORK

On March 9, 2020, Paula Frassinetti Higher School of Education (ESEPF) published its first Contingency Plan to face the emergence of the Covid-19 epidemic. After almost six months on the events and the necessary government and institutional decisions were applied, this higher education institution (HEI) is preparing to resume the activity of the new academic year 2020-2021. This HEI exercising the legal responsibility to ensure the safety and health conditions of its members (RJPSST - Law n.º 102/2009, of 10 September), and taking into account the current coronavirus propagation trends and the most recent measures taken by health competent entities for its containment, the ESEPF Contingency Plan is hereby updated. This Contingency Plan can be reviewed at any time considering the evolution of the situation and the guidelines public by the health entities. An integral part of this Plan is the duty of the entire academic community be informed about the coronavirus by accessing the website of the Directorate-General for Health.

2. CONTINGENCY PLAN

Following the decisions of the Council of Ministers known on July 16, 2020, the Ministry of Science, Technology and Higher Education (MCTES) published, on August 4, the document Recommendation to scientific and higher education institutions for the preparation of the 2020/2021 academic year. On the same day, Directorate-General for Health (DGS) makes public the Guidelines for Teaching and Non-Teaching Activities in Scientific and Higher Education Institutions Academic Year 2020-2021, which serve as a guide to health rules and safe behaviour in the ESEPF facilities covered by this Contingency Plan. ESEPF's preventive actions include providing the academic community with a "Guide to welcome to the 2020/21 school year" with frequently asked questions regarding hygiene rules and safe behaviour at the School and the regular sending of updated information and recommendations from DGS on the forms of transmission and protection of the coronavirus.

Contingency Plan Components

This plan contains five components: (2.1.) Coordination of the plan and actions, (2.2.) Prevention and control of transmission, (2.3.) reaction in case of suspected infection and isolation, (2.4.) action in case of isolation preventive action by a member of the educational community and (2.5.) action in the absence of a significant number of teaching and/or non-teaching staff.



2.1. Coordination of the plan and actions

- a) The coordination of the contingency plan is the responsibility of Elisabete Melo, responsible for ESEPF Human Resources, who can be contacted at any time by calling 225 573 427 and the e-mail covid19@esepf.pt
- b) Any action under the plan must be promptly communicated to the coordinator who is responsible for articulation that is shown to be necessary with the Board of Directors, health authorities and the academic community.
- c) Any doubt about the contingency plan by any member of the academic community report should be clarified with the coordinator.
- d) The coordinator is supported in her duties by Ana Paula Alves, responsible for first aid at the ESEPF and enabled by Civil Protection.
- e) Each service manager must ensure that people on his team comply with preventive measures hygiene and others defined in the plan.

2.2. Transmission prevention and control

- a) Before going to the School, each member of the academic community must make sure that they do not have fever, cough or other symptoms that may indicate you are infected with the new Coronavirus (SARS-Cov2). Therefore, any member of the academic community will not be allowed to enter the ESEPF or visitor who shows symptoms of fever, cough or difficulty breathing.
- b) In case of presenting symptoms, the academic community member is obliged to resort to a consultation through the SNS 24 line (808 24 24 24). Only with the authorization of this entity should make the decision to go to the educational establishment. At that time, the member of the academic community must inform ESEPF what happened through the email covid19@esepf.pt. ESEPF will maintain the anonymity of the informants, being this information accessible to health authorities for possible screening of the disease spread chain.
- c) It is mandatory for all members of the academic community and ESEPF visitors:
 - i. wear a mask permanently in all ESEPF spaces;
 - ii. maintaining physical distance and not sharing personal objects or food that you have touched;
 - iii. wash and sanitize your hands correctly and frequently;
 - iv. use respiratory etiquette: cover your nose and mouth when sneezing or coughing, with a tissue paper or with the forearm, never with the hands, and always throw the tissue in the trash;
 - v. consult and observe what is stipulated in the «Reception guide to the academic year 2020/21»;
 - vi. contact Ana Paula Alves immediately if you have a fever, cough or difficulty breathing.



- d) As measures to prevent and control the transmission of Covid-19 in a teaching environment:
 - i. Adopt the foreseen measures in the “Recommendation to scientific and higher education institutions for the preparation of the academic year 2020/2021” of the MCTES;
 - ii. Organize the teaching component in accordance with the guidelines approved by the Technical-Scientific Council of ESEPF, in July 2020.
- e) As cleaning and hygiene measures promoting the transmission control of Covid-19 on the premises ESEPF, it is considered mandatory for all ESEPF members and services to apply the measures contained in the “Guidelines for Teaching and Non-Teaching Activities in Scientific and Teaching Institutions Higher Academic Year 2020-2021” from the Directorate-General for Health (DGS).
- f) As protection and safety measures for members of the academic community, the “ESEPF Guidelines for the international mobility of students and teachers, in the modalities of incoming and outgoing, to be carried out during the academic year 2020/2021”, approved in July 2020, by the Technical-Scientific Council.
- g) It is also determined that supervisors of internships must observe the rules expressed in the Contingency Plans of cooperating institutions during their teaching activity at these institutions.

2.3. Reaction in case of suspected infection and isolation

- a) In case of suspected infection or contact with an infected person, all members of the academic community have the duty to immediately contact Ana Paula Alves from the academic services by calling 225 573 427 or e-mail covid19@esepf.pt or, in her absence, the contingency plan coordinator Elisabete Melo.
- b) Reporting the episode by Ana Paula Alves to the plan coordinator, and the coordinator deciding on the relevance of the suspicion, the person will be directed to the duly identified isolation room located on the 3rd floor of building B, a duly identified room at the end of the corridor.
- c) When going to the isolation room, the person must not touch any surfaces or interact with others.
- d) Access to the isolation room is forbidden to all other people, as well as the male toilet on the 3rd floor, which is intended for people with suspected infection.
- e) Once inside the room, the person must call the SNS 24 line (808 24 24 24). After this communication, he/she must inform Ana Paula Alves of the result and she, in turn, communicates it to the coordinator of the plan.
- f) If necessary, the plan coordinator immediately communicates the case to the health authorities, thereafter, following the instructions given by them.



- g) To ensure the serenity of the academic community, should the suspicion mechanism be activated, the plan coordinator will inform if the case was confirmed or not confirmed after receiving this information from health authorities.
- h) If confirmed, ESEPF will develop the hygiene and disinfection measures defined by the health authorities and will seek to define which circuits and interactions of the infected person while in ESEPF will begin a period of active surveillance of close contacts. According to DGS (guidance 006/2020 of 02/26/2020), the estimated incubation period for SARS-Cov2 is 2 to 12 days. As a precautionary measure, active surveillance of close contacts takes place for 14 days from the date of the last exposure to the confirmed case.

2.4. Action in case of preventive isolation of any member of the educational community

- a) In the case of preventive isolation of a teacher, the way of monitoring his students determined by the Board of Directors, after hearing the directors of the study cycles in which the teaches, applying current labour legislation foreseen in these cases.
- b) In the case of preventive isolation of a non-teaching employee, an assessment of the possibility that their services can be carried out remotely by electronic means; otherwise, the person in charge will redistribute the service and will apply current labour legislation foreseen in these cases.
- c) In the case of preventive isolation of a student, his absence from the school until 14 days will not compromise the continuous assessment regime either (i) in duly proven cases of contagion by health authorities through a specific form certifying that the student must stay at home in prophylactic isolation for “reason of danger of contagion”; in this case, the student sends the form for ESEPF by e-mail covid19@esepef.pt ; or (ii) in cases not yet certified but in which the student decides for voluntary social isolation because it meets the 2 cumulative criteria (clinical and epidemiological), by sending, via e-mail covid19@esepef.pt, a request in this regard; in this case, the student is required to either send a subsequent medical certificate or to, 14 days after the request, return to school activity; (iii) in both cases, the student will be assured, both as possible, the monitoring of teaching activities through digital platforms and support from teachers for the home period.

2.5. Action in the absence of a significant number of teaching staff and/or not teachers or eventual temporary closure of ESEPF

- a) Checking the appearance duly confirmed by the health authorities of any member of the academic community infected with SARS-Cov2, the ESEPF



Board of Directors reserves the right to take a set of collective health protection measures that can range from identification to prophylactic isolation from members of the academic community who have been in contact with the person with the coronavirus, the partial reduction or suspension of classroom activities or, even, their temporary substitution for classes in the Distance Learning modality, the adoption of teleworking administrative services or, at the limit, and through sustained technical information and prior authorization from its founding board, decree the temporary closure of the establishment (Decree-Law no. 135/2013, of 4 October).

- b) In case of prolonged impediment to work by a large number of teachers or other professionals, the minimum conditions for the ESEPF to remain in operation are determined by the Board of Directors, after hearing the Presidents of the Technical-Scientific Council and the Pedagogical Council.
- c) If there be a need to decree the temporary closure of the educational establishment by determination of the competent public authority, teaching activity and administrative services are, as far as possible, provided at a distance, as determined by the document with the Principles supervisors of the academic activity for the academic year 2020/21 at Escola Superior de Educação de Paula Frassinetti (ESEPF).
- d) In this case, the Board of Directors will send regular information to the entire academic community on the closure period and the surveillance measures to be taken. This communication will be made by e-mail.
- e) To minimize the negative impact on students' academic path resulting from this eventual temporary closure, the following procedures will take place:
 - i. of the total 100% of contact hours in each curricular unit, and except for the UC of PES, IPP and Internship classes, face-to-face classes become synchronous classes that will be adapted to the Distance Learning modality [EaD] with the methodological consequences considered more appropriated by teachers;
 - ii. the evaluation products previously agreed with the students in each UC will not suffer any changes regarding face-to-face classes;
 - iii. in PES, IPP and Internship curricular units, study cycle directors will be consulted and coordinating departments to find pedagogically viable and legal solutions supported and submit them for approval by government agencies;
 - iv. essential administrative and financial services will be maintained through the academic portal.

Porto, September 1, 2020
The Board of Directors