

CONTINGENCY PLAN

(PREVENTION AND ACTION PLAN)

FOR SARS-COV-2 INFECTION

(COVID-19)

9 September 2020

CONTENTS

1. Introduction	3
2. Objectives	4
3. Responsibilities	4
4. Essential activities	5
5. Symptomatology and transmissibility of covid-19	5
6. Procedures with respect to suspected covid-19 cases	6
7. Procedures for a confirmed covid-19 case	7
8. Procedures for close monitoring	9
9. Isolation area	11
10. Access to NOVA School of Law facilities	12
11. Preventive measures	13

12. Information and dissemination

14

1. INTRODUCTION

NOVA School of Law's Prevention and Action Plan for COVID-19 is a strategic tool that defines measures to prevent and mitigate the risks associated with the spread of the SARS-CoV-2 virus. This Contingency Plan follows the guidelines 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 for Health (DGS).

The current situation regarding the COVID-19 disease was considered by the ECDC to be of high impact and with a likely global spread, leading the WHO to declare a Pandemic situation. Contingency measures were therefore enacted and practices to mitigate the spread of this virus disseminated with a view to minimising the risks of contagion and spread of the COVID-19 disease.

On 2 March 2020, NOVA University of Lisbon unveiled the Contingency Plan vis-à-vis COVID-19, which NOVA School of Law has followed.

In view of the current pandemic situation, the measures and procedures for the operation of teaching and non-teaching activities in the 2020/2021 school year of NOVA School of Law are now established through this Plan.

2. OBJECTIVES

Objectives of the Plan:

- Minimize the impact of COVID-19 on the entire academic and visiting community;
- Implement control, prevention, protection and mitigation measures that reduce the risk level of SARS-CoV-2 infection (COVID-19);
- Ensure timely monitoring of the situation as well as the collection and reporting of information regarding COVID-19;
- Ensure the operation of NOVA School of Law according to the level of risk.

3. RESPONSIBILITIES

The person responsible for the Contingency Plan (Prevention and Action Plan) is the Director of NOVA School of Law, Professor Mariana França Gouveia, assisted by the Executive Administrator, Mafalda Lopes dos Santos.

The NOVA School of Law Contingency Plan provides for regular monitoring and updating in the charge of Quality and Planning through Executive Director - Mafalda Lopes dos Santos, and Head of Planning and Quality Division - Maria Manuela Guerreiro, NOVA School of Law **Focal Point**.

The **Focal Point** is responsible for managing any suspected case of COVID-19. It is to this Focal Point that a student or collaborator with symptoms and epidemiological link compatible with the definition of a possible case of COVID-19 should be reported. Whenever a student or collaborator with symptoms is reported, the Focal Point should inform School management and be responsible for ensuring compliance with the procedures established in this Contingency Plan.

Those responsible will accompany the suspected case to the designated isolation area, provide the necessary support and trigger the contacts established in this Contingency Plan.

4. ESSENTIAL ACTIVITIES

NOVA School of Law will seek to ensure the maintenance and operation of the following activities:

- Government of the institution;
- Teaching activities;
- Service to students and candidates to the various courses;
- Computer support to the community;
- All those necessary for the daily operation of the Institution.

5. SYMPTOMATOLOGY AND TRANSMISSIBILITY OF COVID-19

The signs and symptoms of COVID-19 vary in severity, from absence of symptoms (asymptomatic) to fever (temperature $\geq 38.0^{\circ}\text{C}$), cough, sore throat, muscle fatigue and pain and, in the most severe cases, severe pneumonia, severe acute respiratory syndrome, septicaemia, septic shock and eventual death.

The data show that worsening of the clinical situation can occur rapidly, usually during the second week of the disease.

Recently, anosmia (loss of smell) and in some cases the loss of taste, as a symptom of COVID-19, have also been observed.

COVID-19 is transmitted person-to-person through close contact with persons infected by SARS-CoV-2 (direct transmission), or through contact with contaminated surfaces and objects (indirect transmission).

The transmission by close contact occurs mainly through droplets containing viral particles that are released by the nose or mouth of infected people when they cough or sneeze, and that can reach directly the mouth, nose and eyes of whoever is close.

The droplets can deposit themselves on objects or surfaces surrounding the infected person and thus infect other people when they touch these objects or

surfaces with their hands, and then touch their eyes, nose or mouth. There is also evidence suggesting that transmission can occur from an infected person about two days before they manifest symptoms.

Currently, the incubation period of the disease (time from exposure to the virus until symptoms appear) is estimated to be between 1 and 14 days.

6. PROCEDURES WITH RESPECT TO SUSPECTED COVID-19 CASES

Anyone who is on the premises of the NOVA School of Law presenting with symptoms compatible with the definition of a suspected case of COVID-19 (described in point 5) or who identifies someone in these circumstances should contact the **Focal Point**: Maria Manuela Guerreiro - (213847420 or 966845545).

All necessary assistance should be provided to the student or employee. The Focal Point should accompany the suspected case to the isolation area. Whenever possible, the safe distance (more than 1 meter) from the patient should be ensured. The established route to the isolation area should avoid the use of lifts in order to avoid surface contamination. Stairs should preferably be used and handrails should ideally not be used as a support.

The Focal Point who accompanies and assists the student or co-worker with symptoms should put on a surgical mask and disposable gloves before starting this assistance, in addition to complying with basic hand hygiene control precautions after contact with the suspected case.

Within the isolation area, the suspected case of COVID-19 or the Focal Point should contact the SNS 24 Line (808 24 24 24).

The suspected case should wear a surgical mask if their clinical condition allows. The mask should be put on by the person themselves and they should check that the mask is properly adjusted (i.e.: adjustment of the mask to the face in order to provide complete occlusion of the nose, mouth and side areas of the face).

After evaluation, the SNS 24 Line informs the suspected case or Focal Point:

- a) If it is **not** in fact a suspected case of COVID-19: the SNS 24 Line defines the procedures appropriate to the clinical situation of the student or collaborator;
- b) If it is in **fact** a suspected case of COVID-19: the SNS 24 Line contacts the Medical Helpline (LAM) of the Directorate General for Health (DGS) for validation of the suspected case.

From this validation the result could be:

- i. **Negative diagnosis:** case is closed to COVID-19. The NHS 24 defines the usual procedures appropriate to the clinical situation of the student or collaborator. The student or employee informs the Focal Point of the confirmed negative diagnosis, and the latter must inform School Management.
- ii. **Positive diagnosis: The** DGS activates INEM, INSA and the Regional Health Authority, starting epidemiological investigation and contact management. The Focal Point informs School Management of the existence in the institution of a confirmed COVID-19 case.

7. PROCEDURES FOR A CONFIRMED COVID-19 CASE

If there is a confirmed case of a person who was on the premises of the NOVA School of Law up to 14 days before the confirmation was obtained, the Focal Point contacted should:

1. Inform the board of NOVA School of Law;
2. Inform the Rector of NOVA University of Lisbon (represented by the Vice-Rector José Fragata) through the e-mail provided for that purpose;
3. Implement a cleaning and disinfection process for the affected NOVA School of Law facilities;
4. Normal functioning of classes is maintained, according to the pedagogical model adopted, with the necessary adaptations, to be defined by School Management, unless the conditions determine the need to evolve towards a totally remote model of classes. In this case, the decision will have to be coordinated between the Board of NOVA School of Law, the Rectorate of UNL and the Local Health Authority. The Students Association of NOVA School of

Law should be consulted in this process.

If the confirmed case of COVID-19 does not correspond to someone who has been present in class, or who has well-defined access to NOVA School of Law facilities:

1. The Focal Point initiates the procedure for close contacts;
2. If it is possible to identify the spaces in which the confirmed case has had contact (provided they are well defined), these will be closed and subject to total cleaning and disinfection;
3. Operation of the spaces occupied by the person with COVID-19:
 - i. During the period when the spaces are closed, activities will be transferred to teleworking or carried out in an alternative physical space, if possible;
 - ii. Services that have not had contact with the confirmed case may continue their normal activity, but taking into account access restrictions to the spaces identified above and the adaptations as determined by the Board of NOVA School of Law.

If a case of contagion is reported in concessionary spaces, the contingency plan of each of the corresponding entities will apply, but the steps mentioned here must also be taken, where applicable.

8. PROCEDURES FOR CLOSE MONITORING

Close contact is considered to be that of a person who does not show symptoms at present, but has had or may have had contact with a confirmed case of COVID-19 or has returned in the last 14 days from an area with active community transmission.

The type of exposure of close contact will determine the type of surveillance to be adopted.

Close contact with confirmed case of COVID-19 can be of:

a) High risk of exposure:

- Student in the same class or working group as the confirmed case;
- Employee working in physical proximity (office, room, section, with a distance of less than two metres) to the confirmed case;
- Pupil or employee who has been face-to-face with the confirmed case or with them in an enclosed space.

b) Low risk of (casual) exposure:

- A student or employee who has had sporadic (momentary) contact with the confirmed case (i.e. in motion/circulation and during which there was exposure to droplets/respiratory secretions through a face-to-face conversation lasting more than 15 minutes, coughing or sneezing);
- Pupils or co-workers who have provided assistance in the confirmed case, provided that they have followed the prevention measures (i.e. proper use of mask and gloves, respiratory tag, hand cleaning).

In addition to the above, in the event of a confirmed case of COVID-19, the procedures for active surveillance of close contacts in relation to the initiation of symptoms should be activated.

For the purposes of contact management, the Local Health Authority, in close liaison with NOVA School of Law, should:

- Identify, list and rank close contacts (including casual ones);
- Follow up on close contacts (telephone daily, inform, advise and refer if necessary).

As the estimated incubation period of COVID-19 is 2 to 14 days, and as a precautionary measure, active surveillance of close contacts takes place for 14 days from the date of the last confirmed case exposure.

Surveillance of close contacts should, in addition to basic hygiene measures, be as follows:

HIGH RISK OF EXPOSURE	LOW RISK OF EXPOSURE
<ul style="list-style-type: none"> • Active monitoring by the local health authority for 14 days since the last exposure; • Daily monitoring of COVID-19 symptoms, including fever, cough or difficulty breathing by yourself; • Restrict physical contact to what is indispensable; • Avoid travelling; • Be contactable for active monitoring for 14 days from the date of exposure. 	<ul style="list-style-type: none"> • Daily monitoring by himself of the symptoms of COVID-19, including fever, cough or difficulty breathing; • Monitoring of the situation by the occupational doctor (if employee).

The concrete measures to be taken in each case will always be validated by the Board of NOVA School of Law, in line with the procedures defined at each time by the Public Health Authorities and the Rectorate of the UNL.

9. ISOLATION AREA

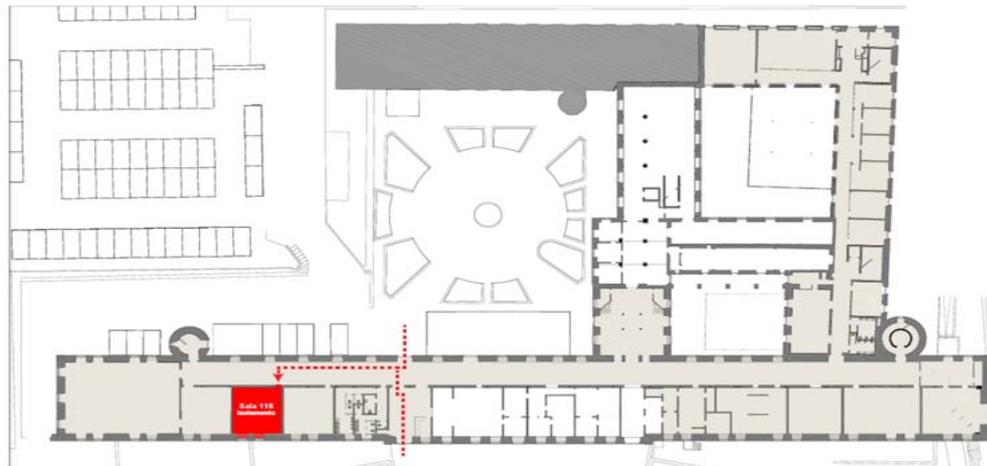
In order to prevent and restrict direct contact of the individual with symptoms of COVID-19 with the rest of the Academic Community, an isolation area has been created in **room 118 of the Colégio Almada Negreiros**, located on the **floor 0** of that building.

The isolation area is equipped with: telephone, chair or couch, kit with water and some non-perishable food, waste container (with non-manual opening and plastic bag), antiseptic alcohol-based solution - SABA (available inside and at the entrance of this area); surgical masks and disposable gloves, paper towels, thermometer and cleaning equipment.

Next to this area there is a properly equipped toilet, with soap dispenser and paper towels, for the exclusive use of the suspected case.

Identification plan of the isolation room

Colégio Almada Negreiros - Piso 0



10. ACCESS TO NOVA SCHOOL OF LAW FACILITIES

Access to and use of the facilities and services of NOVA School of Law requires compliance with the following guidelines:

- Masks must be worn to gain access to or remain on the premises of NOVA School of Law;

- Everyone should disinfect their hands with alcohol gel at the entrance of the premises and several times a day where appropriate;
- During breaks, students can sit in their seats within the class if they prefer, as long as they do not have to change class for the next class;
- Assemblies in the corridor or other locations within the premises are not permitted;
- Within the facilities students have to respect the physical distance of 2 meters and can only stay inside for circulation, access to classrooms, toilets or services;
- Classroom seating must be respected by the respective marking of the symbols glued to the tables "*please sit here*";
- Students are only allowed to attend classes regularly; students will only be allowed to enter after the start of the class if the security officer confirms a vacancy in the class allowing the student to enter, so before entering the class permission must be requested at Reception;
- Requisition and face-to-face consultation of books in the Library are available in accordance with the specific rules issued by the respective services;
- Attendance is provided in person, by email or by telephone during the hours of the services, which can be consulted at <https://novalaw.unl.pt/contactos-e-localizacao/>.

11. PREVENTIVE MEASURES

Preventive measures, respiratory etiquette and hygiene aim to reduce the exposure and transmission of the disease and include:

- **Mandatory use of mask;**
- **Respiratory measures:** you should cover your nose and mouth when sneezing or coughing with a tissue or forearm, never with your hands, and always dispose of the tissue in the trash;
- **Wash hands frequently:** wash your hands whenever you blow your nose, sneeze, cough or after direct contact with sick people. The wash should last

at least 20 seconds with soap and water or with a 70% alcohol-based solution;

- Avoid close contact with people with respiratory infection;
- Avoid touching face with hands;
- Avoid sharing personal items or food you have touched;
- Avoid greetings with physical contact;
- NOVA School of Law face-to-face service stations are equipped with a physical protection barrier. Everyone should sanitize their hands with soap and water or alcohol solution when entering the premises;
- Respect physical distance, particularly by not staying in very crowded and enclosed places unless absolutely necessary;
- NOVA School of Law offers products suitable for washing, disinfecting and drying hands;
- Ventilation conditions of the premises and of the air conditioners will be regularly checked to ensure aeration of the premises;
- Cleaning of surfaces will be carried out with an appropriate disinfectant product to include equipment and objects commonly in use, namely: door handles and knobs on both sides; table tops; pens and erasers existing in classrooms; stair handrails; switches; interior and exterior surfaces of lifts (buttons); keyboards of computers, ATM terminals and time clock; arms and back of chairs; telephones in common use; reception counter; physical barriers of service stations; photocopiers in public use; vending machines;
- Cleaning and disinfection of sanitary facilities is carried out in accordance with the procedures in force;
- Cleaning of desks and computers (monitors, keyboards, mice) of work, study and library rooms;
- Within the scope of the cleaning and security services of the premises, the person in charge of the Supply area should contact the companies supplying those services in order to comply with all the measures of this Plan, namely those relating to the sanitization of the premises, the Insulation Room, and others defined in the Plan and Procedures for the Sanitization and Disinfection of the Spaces.

12. INFORMATION AND DISSEMINATION

Information posters are available on the premises of NOVA School of Law in clearly visible places, namely at the entrances to the premises, on television screens, in the lifts, corridors, library, classrooms in common use, and in the toilet facilities;

Information concerning COVID-19 will be published on the website (www.novalaw.unl.pt).

DGS information on Coronavirus Prevention (COVID-2019) and the Contingency Plan can also be sent by email.

Any queries should be sent to the following email address: mmg@novalaw.unl.pt
Emergency contacts of NOVA School of Law: 21 3847420/966845545.

NOVA School of Law - Planning and Quality/Set2020