



**ISCAP Operations and Teaching Activity for
Winter Semester 2020/2021**

Exceptional and Temporary Plan

October 2020

ISCAP INTERNATIONAL OFFICE

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SCOPE

This document presents a set of information and rules for the operation of teaching and non-teaching activities, aiming at reducing the risk of contamination and allowing in-presence class activities, for as long as possible, while the regime of exceptional and temporary measures to respond to the SARS-CoV-2 pandemic and COVID-19 disease is in place, in compliance with the guidelines issued by Directorate-General of Health (DGS) and the Guidelines for teaching and non-teaching activities in Scientific and Higher Education Institutions for the academic year 2020-2021.

This information and guidelines will be reviewed regularly, depending on the situation of dissemination of COVID-19 in the region and, specifically, at ISCAP facilities.

We count on your commitment in following all guidelines and safe behaviours so that you and the rest of the community can have a safe stay and semester.

GUIDELINES

I. Access to ISCAP

1. All students, staff and faculty members, as well as external elements that have been duly authorized are allowed to access to the facilities. However, they must stay in the facilities exclusively as long as their professional and/or teaching activities take place.

Those infected with COVID-19 are not allowed to enter the facilities unless they have already recovered and have at least one negative test and/or taken any other procedure recommended by the DGS. Moreover, they are requested to communicate their health situation to the Communication&Public Relations Office (gcrp@iscap.ipp.pt or 229050019);

2. Access to ISCAP's facilities must follow the pre-defined routes;

3. Access to and permanence at ISCAP's facilities is conditioned to the fulfilment of the security rules and hygiene etiquette, namely:

a) The use of **protective face masks is mandatory** at all times at all premises. **The student is requested to bring his/her mask.** We suggest you bring two masks, in case one gets damaged;

b) There are several disinfectant dispensers available in the building and regular hand disinfection is recommended.

Hand hygiene is mandatory at the entrance of the building;

c) **Physical distancing and regular hand hygiene** must be respected whenever possible;

d) It is forbidden to gather in the corridors, bars and gardens, according to the indications given by the authorities;

e) Whenever needed, and with your consent, there may be temperature checks.

Nevertheless, you should check your body temperature before coming to classes and at the end of the day;

5. ISCAP's opening hours will be between 07h30 and 24h00, from Monday to Friday, and from 8 am to 2 pm on Saturday. Only duly authorized persons may remain on the premises out of these hours, according to the regulations in force;

6. Practices and other meetings of ISCAP academic groups on the premises are not allowed until decided otherwise;

7. Study rooms are closed until decided otherwise;

II. Circulating and remaining at ISCAP facilities

1. Circulation in the building must follow the marked routes

You are requested to respect the signs displayed on the floors and walls, as well as the indications given by the security team;

2. It is recommended to use the stairs. The use of elevators is restricted to special situations such as persons with reduced mobility and transportation of goods and materials. In this case, only 1 person is allowed to use it at a time.

NOTE: Any situation which is not in compliance with these rules should be immediately reported to the safety team.

III. Access to the Library and Copy Shop

Library

Access to the library is made by appointment to biblioteca@iscap.ipp.pt.

1. **Loans:**

a) Before accessing the library, all users should search for the books on ISCAP's Library online catalogue and see if they are available:

<http://ipac.ipp.pt/ipac20/ipac.jsp?profile=iscap#focus>.

b) Appointments for loans are only accepted when the books are available. If a work is on loan, a reservation must be made online in the reader's area.

c) Loans will be made by appointment and should always contain the following information: full name, student/teacher number and the reference (title/author/date of publication/ quota) of the work.

2. Returns:

Returns are also by appointment. In the case of non-respect of the return deadline, article 56 of the Service Regulation for Documentation and Information Center (CDI) will be applied.

Copy Shop

In case you need to make copies, you should book an appointment with the Copy Shop using the e-mail reprografia@iscap.ipp.pt.

IV. Access to the canteen, bars and restaurant

1. Whenever the canteen, bars and restaurant are in operation, face-to-face service is allowed (ex: having a meal).
2. There will also be takeaway meals available, so they can be consumed in other places (whenever possible, the outdoors of the building).
Physical distance and cleaning/hygiene of the place used must always be guaranteed.
3. The tables can only be occupied while having the meal/ snack/ coffee, in order to accommodate as many users as possible.
4. It is forbidden to gather in bars, canteen or restaurant;
5. Services and users must comply with the rules issued by the DGS regarding distance and sanitization.

V. Teaching Activities

1. The semester starts on October 6. During this first class week, all teaching activities will be online. You can check the links for the online lecturers at the Schedule, available at the [online Infokit](#).

Some of the links are missing, but you have the email of the lecturer and you can contact her/ him directly to ask for the URL.

Although you have the Orientation Week, which is very important, we advise you to attend at least one of the 2 classes of the week to know the lecturer and the way classes will be run during the semester.

2. From this week onwards, classes will be in-presence as long as possible. However, in case a class does not offer conditions for the desired physical distance, it may be divided into 2 shifts. Part of the class will come to ISCAP during a whole week and then work from home in the following week. Please check with your lecturers how it is going to work in each class.

2. If the scheduled class does not take place due to the teacher's unforeseen absence, students must leave ISCAP facilities (if you have no following classes) or remain in the room where the class would take place. You can only leave the room at the time of the regular end of the class.
3. UC classes taught by teachers who, according to the law, are proven to belong to risk groups, must be ensured remotely and synchronously. In these cases, students who are attending classes shall remain in the room and attend the remote class using their personal equipments.

VI. Appointments at the International Office

The International Office is running with telework, meaning that face-to-face service is subject to prior appointment, and contact through digital means should be preferred whenever possible.

How should you contact us?

1. *To send documents, long enquiries or schedule an appointment (in-presence or virtual):*
 - a. EMAIL: gri3@iscap.ipp.pt
2. *For quick enquiries:*
 - a. Skype for Business (download it from your Office 365 account, using your ISCAP Student email account) and look for GRI-ISCAP | Incoming);
 - b. Phone: +351 22 905 00 50
3. *Virtual appointments:*
 - a. Mondays, 15h00-16h30 [in this link](#):
4. *In-presence appointments at the Office (pre-booked by email):*

Tuesdays: 14h30-16h00
Fridays: 10h30-12h00

Contingency Plan

Procedures to be adopted in case staff or faculty members, students or other users of the facilities, show symptoms of infection:

1. Workers and students with an epidemiological connection to and symptoms compatible with a possible COVID-19 infection who detect these symptoms while outside ISCAP's facilities should not come to the School and should follow the DGS' recommendations

for these situations, which means to call the SNS 24 helpline (808 24 24 24) and comply with the given instructions, and then inform ISCAP of the situation: gcrp@iscap.ipp.pt or +351 229050019;

2. If, under the same conditions, an employee, student or another user of these facilities detects these symptoms while inside ISCAP, the following procedures should be followed:
 - a) depending on the case, immediately inform the teacher, the head of the service or the other users of the office in which you are located, and leave that space, towards the Isolation Room (located on floor 0 next to the entrance to the Main Auditorium / Canteen), taking the shortest route possible, avoiding contact with other people and following all hygiene procedures;
 - b) before entering the Isolation Room, you must put on the disposable mask and gloves, which are next to the entrance door;
 - c) you must then contact the SNS 24 helpline, through +351 808 24 24 24, and follow the instructions given;
 - d) then, using the telephone available in that room, you must contact the Communication&Public Relations Office (gcrp@iscap.ipp.pt or +351 229050019) and report on the received DGS instructions.
 - e) Whenever the alert is given in a classroom, office, or service or other enclosed spaces, the Security Service will inform the Board of ISCAP.
 - f) The members of the Security Service team who assist people in the aforementioned situations must put on the disposable mask and gloves before going to the place where their intervention is required. After providing support, said workers must follow basic hand hygiene instructions.
 - g) After use, protective masks and gloves should be discarded by the wearer exclusively in the containers provided for this purpose.

In case of high temperature or another symptom for COVID-19, do not come to ISCAP, contact the SNS24 line (+351 808 24 24 24) and immediately inform ISCAP through gcrp@iscap.ipp.pt.