Contingency Plan

THE DEFINITION – A Contingency Plan is a set of actions aimed at helping institutions to effectively react to an eventual Covid-19 outbreak.


THE POLICY – Countries and institutions should follow the governmental contingency plan, when available, and create their own plans, according to the appropriate law.

THE PROCESS – A COVID-19 system / management team is essential to the management of emergency cases.

The Process at the University of Coimbra (UC + SASUC)

➢ Define a Supervising Committee responsible for giving the answers:

At the UC, the Supervising Committee is constituted by:

1. Amílcar Falcão
2. José Pedro Figueiredo
3. Carlos Robalo Codeiro
4. Luís Neves
5. Cristina Albuquerque
6. Alfredo Dias
7. Matilde Lavouras
8. Nuno Correia
9. António Queirós

➢ Nominate a responsible person to guarantee the appropriate coordination and management of the related reaction activities:

At the UC, this responsible person is the Director of the Organic Unit and the responsible persons of the central units and services (UECAFs – Units of Cultural Extension and Learning Support; Administration; Social Services Administration and the Services of Direct Support to the Governance Bodies) in coordination with the above-mentioned Supervising Committee.

➢ In order to guarantee an effective and efficient management in case of a COVID-19 outbreak, one must, in advance, consult the main internal and external documents related to COVID-19:
At the UC, it is recommended to consult the website of the DGS - General Health Authority – Direção Geral de Saúde (https://www.dgs.pt/corona-virus) and the documents issued by the Rectory.

➢ **Determine the institution capacity, considering the following actions:**

Calculate the maximum capacity of the institution and the availability of human resources, the adaptability of isolation spaces and the maintenance or suspension of non-essential activities, as well as evaluate the availability of other resources; non-essential additional services should be evaluated and/or cancelled when necessary.

At the UC, those decisions will result from the coordination of the Directors of the Organic Units and the responsible persons of the central units and services (UECAFs; Administration; SASUC Administration and the Services of Direct Support to the Governance Bodies), in coordination to the above-mentioned Supervising Committee.

➢ **Infection prevention and control – in order to minimize the transmission risk of COVID-19 to workers, students and visitors the following measures shall be taken:**

Guarantee that the workers, students and visitors are aware of hand and respiratory hygiene measures, as well as infection prevention measures by distributing information posters and pamphlets or by consulting the DGS website. Make sure that all documents, policies and relevant procedures are available to the university community:

At UC, these measures can be checked in the websites of UC and DGS, as well as in the last page of this Contingency Plan.

➢ **Ensure access to wash basins and alcohol-based hand rub in all the main areas of access to the university buildings:**

At UC, these measures are implemented by the services of each education and research unit, as well as by the services of the units and central services (UECAFs, Administration, SASUC Administration and Support Services of the Governance Bodies) in coordination with the above-mentioned Supervising Committee.

➢ **Make sure that all members of the institution are trained and informed about the procedures that have to be followed when in direct contact with individuals that are infected or are suspected of being infected with COVID-19:**
At UC, individuals that are suspected of being infected with COVID-19 shall be confined to pre-defined individual rooms adequately equipped in each Campus (see the annex), while they wait for the guidelines of the SNS24. When there are no individual rooms, individuals that are suspected of being infected with COVID-19 shall be together in the same rooms. Avoid mixing groups of confirmed and non-confirmed cases.

At UC, whenever possible, people shall keep one metre distance, in spite of any COVID-19 infection suspicion.

At UC, surfaces shall be frequently cleaned and disinfected.

At UC, the objects in waiting and public access rooms shall be reduced to the essential ones. All materials that can be shared must be removed and any waste left in these rooms carefully eliminated.

➢ **Management of suspect cases: it is necessary to implement a precise screening system and a strategy of patient management. The following actions shall be taken:**

Develop mechanisms to implement screening, early detection and control of the source (isolating patients that are suspected of being infected with COVID-19), in pre-defined spaces in each UC Campus:

At UC, all university students and staff are instructed to contact the health line SNS24 – 808 24 24 24, whenever they witness acute breathing symptoms in persons who have been in outbreak epicentre regions or in contact with individuals that are infected or are suspected of being infected with COVID-19.

➢ **Ensure that all staff are trained and informed about the following topics, according to their professional category:**

At UC, we recommend:

- Wash your hands frequently with water and soap or alcohol. Avoid touching your mouth, nose and eyes before washing hands;
- Cover your mouth and nose with a paper tissue when sneezing or coughing and wash your hands as soon as you can; if you do not have tissues, use your shirt sleeve or your bent elbow instead of the palms of your hands;
- Put down the toilet lid after use and wash your hands immediately;
- Do not share towels;
- Always clean and disinfect the surfaces that are frequently touched at home and work;
- Use gloves to clean objects or places contaminated with fluids or excretions;
- Avoid overcrowded places, especially if you have low immunity;
- Avoid close contact with patients with fever or breathing problem symptoms;
- Keep a minimum distance of more than one metre when meeting people personally;
- Do not use physical contact in greetings.

➢ **For each activity sector, the person in charge should identify the minimum number of employees needed to assure the normal operation of the Unit or service and nominate possible substitutes for director and focal points to assure the continuity of decision-making and resource management in any situation:**

At the University of Coimbra, that decision belongs to the Directors of the Education and Research Units, to the Central Services (UECAFs, Administration, SASUC Administration and Support Services of the Governance Bodies), in coordination to the Supervising Committee.

➢ **Ensure that all decisions on control and prevention measures and policies related to the outbreak will be communicated to all the University community:**

At the UC, that mission is under the responsibility of the Communication Division, of the Supervising Committee, and of the Rectory.

➢ **Appoint a public information spokesperson to coordinate the communication with the public, the media and health authorities:**

At the UC, that mission is under the responsibility of the Health Pro-Rector, of the Communication Division, of the Supervising Committee and of the Rectory.
ANNEX 1

Information about Coronavirus SARS-CoV-2, responsible for COVID-19

➢ What is a coronavirus?

Coronaviruses (CoV) are a large family of viruses that cause illness in animals or humans. In humans, it is known that several coronaviruses cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).

What is COVID-19?

COVID-19 is an infectious disease caused by the Coronavirus more recently discovered. This new virus and disease were unknown before the outbreak in Wuhan, China, in December, 2019.

What are the symptoms of COVID-19?

The most common symptoms of COVID-19 are fever, tiredness and dry cough. Some patients may feel pain, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are light and start gradually. Some people are infected, but do not present symptoms and do not feel bad. Most of the people recover from the disease without need of a special treatment. One in six infected people with COVID-19 gets seriously ill and develops breathing difficulties. Elderly people and people with chronic diseases such as hypertension, heart problems, diabetes and chronic kidney disease are more likely to develop severe diseases. People with fever, cough and breathing difficulties should look for a doctor.

How COVID-19 spreads?

People can be contaminated with COVID-19 through others who have the virus. The disease can be spread from person to person throughout small droplets from nose or mouth that spreads when a person with COVID-19 coughs or sneezes. These droplets land in objects and surfaces around the person. Others might be contaminated with COVID-19 when they touch those objects or surfaces and afterwards touch their eyes, nose or mouth. You can also be infected with COVID-19 if you breathe droplets of someone with COVID-19 that coughs or expires droplets.
What can you do to protect yourself and prevent the dissemination of diseases?

➢ Pay attention to the latest information on the outbreak of COVID-19.
➢ Take care of your health and protect others, doing the following:

Wash your hands frequently during at least 20 seconds with soap and water or with an alcohol-based solution and always:

- After coughing
- After sneezing
- After blowing your nose (throw away the handkerchief or paper used immediately)
- After touching your nose or mouth
- Before and after each meal
- After using the sanitary facilities
- When visibly dirty

➢ If you have a fever, cough and/or difficulty in breathing, and if you have returned from the epicenter of the outbreak or have contacted with an infected patient or with a suspect, contact the SNS24 line – call 808 24 24 24; don’t go to any health institution, hospital or health center.

➢ Stay informed about the latest developments on the COVID-19. Follow the advices given by the national and local public health authorities, on how to protect yourself and others from COVID-19. This will also help to prevent the possible spread of COVID-19 or other viruses.

All above information is in accordance with the evidence available at this time.

Eventually, these guidelines may change and in that case, additional information will be provided immediately.
ATTACHMENT 2

Isolation spaces available at UC, equipped according to the instructions of the General Health Authority – Direção Geral de Saúde (DGS):

➢ **Campus I (Polo I)** – Office RC.069 located at the ground floor – South Wing of the building of the Faculty of Medicine

➢ **Campus II (Polo II)** – Room SH 3.5 located at the Department of Civil Engineering

➢ **Campus III (Polo III)** – Room 1.A.01 located at the 1st floor of the Faculty of Pharmacy

➢ **FEUC (Faculty of Economics)** – Room CCL.11 located at the Palácio dos Limas

➢ **FCDEF (Faculty of Sports and Physical Education) /University’s Stadium** – Stadium’s Meeting room located on the 1st floor of the Stadium’s Administrative Building.
Campus I (Polo I)

Office RC.069 Ground Floor – South wing of the Building of the Faculty of Medicine

Plan 1
Campus II (Polo II)

Room SH 3.5 of the Department of Civil Engineering

Plan 2
Campus III (POLO III)

Room 1.A.01 floor 1 of the Building of the Faculty of Pharmacy

Plan 3
FEUC (Faculty of Economics)

Room CCL.11 in Palácio dos Limas

Plan 4
FCDEF (Faculty of Sports and Physical Education) /University’s Stadium

Stadium meeting room, floor 1 of the Stadium Administrative Building

Plan 5