



## Operating Conditions

### Access to and use of the building

- a. All members attending FP-ULisboa are responsible for their daily self-monitoring of signs and symptoms and should refrain from entering the premises of IE/FP if they present symptoms compatible with COVID-19. In this case, they should stay at home and contact the competent health authorities and follow the directions they are given;;
- b. Mandatory use of masks to access the premises.
- c. Mandatory hand sanitising with a disinfectant solution at the entrance of the building, services, classrooms and labs and any other common areas;
- d. Whenever the weather conditions permit it, keeping windows open, in working areas and public attendance services, to ensure adequate air flow;
- e. Compliance with the social distancing rules recommended by the health authorities, namely keeping a minimum physical distance of 1 metre between people, in terms of both circulation and use of spaces;
- f. Compliance with the entry, circulation and exit indications established for common areas;
- g. It is recommended that students go to IE-ULisboa only on the days they have on-site teaching activities and that contact with administrative services is preferably done at a distance, namely by using the site, the academic portal, and email and telephone contacts;

### Functioning of the academic services and treasury

- a. Services will attend the public on site, through email and by telephone;
- b. When accessing Academic Services there is a system of tickets so gatherings of more than 2 people are not allowed in the building's atrium.

### Functioning of the library and study rooms

- a. The Library and computer/study rooms – except for the space next to the bar/canteen – are open to students, albeit with limitations;
- b. Access to the Library will be restrained to a small number of users, depending on the need to apply social distancing rules and the hygiene conditions inside, according to indications given at the reception desk;



- c. The number of workstations in the computer/study rooms will be reduced by 50%, in order to safeguard social distancing inside and according to the spaces' conditions of ventilation social;
- d. The bar and the canteen will work every day, in compliance with the measures issued by the relevant authorities for this sector of activity. Their capacity will be cut by around 50%, with specific lanes for entering, circulating and exiting;
- e. Given the limited access and use of the bar and canteen, adjacent external spaces will be created, exclusively for the purpose of eating meals, in compliance with the excepted rules of distancing and hygiene.

### Procedure in the event of identification someone with covid-19 symptoms

- a. In case someone presents signs or symptoms of COVID-19, a space has been set up to receive and isolate them – ROOM 16 –, together with the exclusive use of a bathroom nearby, if needed.
- b. The team responsible for the implementation of the FP/IE-ULisboa Contingency Plan can be contacted in case of need, in the following order:
  - Mr. António Júlio Fornelos (Head of Technical Services / Ext. 13658);
  - Mr. João Costa (Coordinator of the Centre of Graduated Studies / Ext. 13792);
  - Mrs. Telma Vargas (Coordinator of the Human Resources Management Centre / Ext. 13785).
- c. Any member/visitor with COVID-19 symptoms should inform one of the people in charge of the Contingency Plan through the contacts mentioned above and follow the Contingency Plan Flow Chart, shown in the IE-ULisboa site and displayed in several areas of the building.

### Testing for covid-19

With a view to contributing to a safer functioning of on-site activities, COVID-19 testing operations will take place on a regular basis, aimed at the ULisboa community, under the coordination of the ULisboa Rectory.