

Contingency Plan

Prevention and Action Plan for COVID-19 Coronavirus

Introduction

ISEG – Lisbon School of Economics and Management has prepared a short and succinct Prevention and Action Plan with the objective to prevent and control cases of infection with COVID-19 Coronavirus in our School and to establish the operating procedures of all those involved with the School in the event of an outbreak of COVID-19 Coronavirus.

The following procedures apply to visitors, students, staff, and faculty, and must be respected and followed by everyone.

The plan was prepared in February in conjunction with ISEG's doctor, Dr. Francisco Machado, taking into account the instructions issued by the Directorate-General of Health.

Objectives of the Plan

1. Minimise the impact on the School's students, staff, and faculty.
2. Monitor the situation daily.
3. Ensure the timely reception and communication of information.
4. Ensure the regular functioning of the School.

Action Plan

1. Identification of the members of a Working Group at ISEG.
2. Verification of absenteeism caused by COVID-19 Coronavirus and preparation of a daily register.
3. Daily monitoring of the situation.
4. Identification of essential and priority activities.
5. Dissemination of the relevant contacts at the School.
6. Implementation of measures for the Prevention and Control of COVID-19 Coronavirus.
7. Implementation of quarantine measures for cases identified within the School.
8. Communication of the Plan and its measures.

Working and Coordination Group

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Implemented procedures

1. Display of posters from the Directorate-General of Health.
2. Reinforcement of hygiene measures.
3. Reinforcement of cleaning procedures for the most-frequented areas of the campus.
4. For those who manifest symptoms of COVID-19 Coronavirus within ISEG:

To adopt the following procedures in the case of an acute respiratory infection (fever or a cough, or difficulty in breathing):

- a) Provide a mask;
- b) Communicate the occurrence to the Working Group using the telephone number: **925 664 827**;
- c) The Working Group will send the person to the Quarantine Unit (a room prepared for this purpose in the Old Canteen), accompanied by a member of the security team;
- d) Contact the 24 hour Health Line (*Linha de Saúde 24*): **808 24 24 24** or **INEM (112)**;
- e) Follow the instructions of *Linha de Saúde 24*;
- f) Contact the immediate family;
- g) Wash/Disinfect one's hands.

5. Those who manifest the above-mentioned symptoms of COVID-19 Coronavirus who are not physically at ISEG, should adopt the following procedures:

- i) Contact *Linha Saúde 24*: **808 24 24 24** and follow the procedures/instructions;
- ii) Remain where you are - you should only go to work or frequent lectures/study areas if you receive instructions to this effect from the National Health Service;
- iii) Inform the ISEG Working Group immediately, on 925 664 827, or by e-mail: gabineteadministrador@iseg.ulisboa.pt

Those who have travelled to countries where the Covid-19 virus is active during 14 days immediately before the onset of symptoms are advised by the DGH to:

- Keep alert for the onset of a fever, cough or difficulty in breathing;
- Measure your body temperature twice a day and record the values;
- Verify whether any of those with whom you live/have close contact have developed the symptoms (fever, cough, or difficulty in breathing);
- If any of the above-mentioned symptoms are manifested (for you, or a member of your immediate family), do not go immediately to the health services;
- Instead, call SNS24 (800 24 24 24);
- Follow the instructions of SNS24.

The following is also recommended:

- Wash your hands frequently, with soap and water, and rub them together well for at least 20 seconds;
- Reinforce the habit of washing your hands before and after preparing food or meals, and after using the bathroom, or whenever your hands are dirty;
- Alternatively, use an alcohol-based gel for hand hygiene;
- Use tissue paper (single use) to blow your nose;
- Throw away used tissues in a waste bin and wash your hands immediately;
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.

- Avoid touching your eyes, nose, and mouth if your hands are dirty or are contaminated with respiratory secretions;
- Avoid staying in closed and crowded places for 14 days after returning from a country where the Covid-19 virus is active;
- Avoid physical contact with other people for 14 days after returning from a country where the Covid-19 virus is active;
- Avoid unnecessary travel;
- Maintain a distance of 2 metres from interlocutors;
- If you have returned from a country where the Covid-19 virus is active (China, South Korea, Japan, Singapore, Iran, certain regions of Italy: Emilia-Romagna, Lombardia, Piemonte, Veneto), then we suggest that in the interest of everybody's safety, that you subject yourself to a voluntary quarantine period of 14 days' isolation.

6. Distribution of Individual Protection kits by the Services and Departments in situations of emergency.

These kits consist of:

1. Masks;
2. Disposable gloves.

Distribution of hand-washing dispensers (of an alcohol-based disinfectant) in Critical Areas

Hand-washing dispensers of an alcohol-based disinfectant for hand-washing have been installed in areas considered to be critical. These

devices should be used as an alternative to hand washing in the bathrooms.

Rules for prevention:

- Wash your hands frequently with soap and water, scrubbing them well for at least 20 seconds and wash your hands much more often before and after preparing food or meals, after using the bathroom, and also whenever your hands are dirty;
- Alternatively, use an alcohol-based disinfectant for hand hygiene and use paper tissues (for single use) to blow your nose and then throw away the used tissues in a waste bin and wash your hands afterwards;
- Avoid touching your eyes, nose, and mouth with hands which are dirty or are contaminated with respiratory secretions, keep away from closed and highly frequented places during 14 days after returning from a country where the Covid-19 virus is active, and also avoiding physical contact with other people.