



CONTINGENCY PLAN CORONAVIRUS / COVID-19

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**University of the Azores
Rector's Office**

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1. SITUATION

The new Coronavirus, designated as SARS-COV-2, was detected at the end of 2019 in the city of Wuhan, China and spread around the world, leading the World Health Organization to declare a pandemic. This has led countries, regions, institutions, and citizens to adopt rigorous preventive and protective measures, which have been revised according to the evolution of the outbreak.

The first Contingency Plan of the University of the Azores (UAc) came into force on February 29, 2020 and has been continuously revised and updated according to the circumstances of the pandemic in line with the decisions and recommendations put forth by the governing bodies and health authorities. The fifth version of the Contingency Plan, which is hereby activated, sets the guidelines to be considered at the start of the new academic year. Although the most significant changes compared to the previous version of the Contingency Plan can be found in the sections highlighted in green, the thorough reading of this document remains of the utmost importance.

2. CORONAVIRUS

The coronaviruses are a virus family known for causing disease in humans and the spread of SARS-COV-2 is fast and silent, even amongst humans.

According to the health authorities and based on current scientific evidence, this virus is mainly transmitted by:

- a) Direct contact- spread of respiratory droplets produced when an infected person coughs, sneezes or speaks, which can be inhaled or can land on the mouth, nose or eyes of people who are nearby (within 2 metres, or even within longer distances when conditions allow it);
- b) Indirect contact- hand contact with a contaminated surface or object with SARS-CoV-2 that are then in contact with the mouth, nose or eyes.

3. SYMPTOMS AND CONSEQUENCES

Although the reasons are unknown, many people, though infected by the virus, are asymptomatic. Others may present other signs or symptoms similar to the common flu, including fever, cough, tiredness and difficulty breathing. Others have also experienced other symptoms, such as pain, congestion and/or runny nose, sore throat, loss of smell and taste, or diarrhoea. In the most serious cases, conditions may evolve into pneumonia with acute respiratory failure, kidney and other organ failure, which may lead to death.

4. RISK GROUPS

According to the health authorities, namely, the World Health Organization, the Centre for Disease Control and Prevention and the General Health Directorate, the following belong to risk groups and thus require special protection:

- Those above the age of 60 (over 65 years of age for the National Health Service)
- Those with pre-existing chronic diseases, such as cardiovascular diseases (for example, coronary arterial diseases, such as angina and heart attack, cerebral-vascular accidents-CVA, cardiac arrhythmia), diabetes, chronic respiratory illnesses, high blood pressure and cancer;
- Weak immune system.

In case they haven't already done so, members of the academic community who belong to any of these risk groups should fill out the form available on the UAc services web portal. Furthermore, if

they wish to be given specific protective measures, due to the seriousness of their condition and in the case of exposure to the virus, they must submit a legally updated and current medical doctor's letter to the Emergency Response Centre (CRE). Submission of a medical doctor's letter will lead to the adoption of measures that will allow, if possible, employees and collaborators of the University of the Azores to perform their work activities online while students may benefit from distance-learning, even if on campus.

Due to their greater risk of exposure, special attention should be given to those who are engaged in activities of risk in the health service (i.e. doctors, nurses and aids) or in long-term care institutions, as well as to their cohabitants.

5. IMPLEMENTATION OF THE CONTINGENCY PLAN

5.1. Activation and Coordination

The **Coronavirus/COVID-19 Contingency Plan of the University of the Azores**, hereinafter designated as Contingency Plan, has been written in both Portuguese and English by the Rector's Office.

The activation of the Contingency Plan has been declared by the Rector, and members of the academic community are compelled to strictly comply with it, follow its measures consciously and responsibly as well as respect the guidelines that are given and adopt individual behaviours that do not put their own health at risk or that of others.

The implementation of the Contingency Plan immediately activates the **Emergency Response Centre (CRE)** of the UAc, which is coordinated by the Rector and is based in the Rector's Office, in Ponta Delgada, or online, if the specific circumstances of the outbreak so justify it. Notwithstanding, the **CRE** can be directly contacted by phone at the **UAc Emergency Line** (+351) **967150109** and (+351) **967149951** and by email at reitoria.cre@uac.pt.

The coordinators of the **CRE** are: the Vice-Rector for Communications, External Relations and Internationalization of the Ponta Delgada campus, the Pro-Rector for the Angra do Heroísmo campus and the Representative of the Rector in the Horta campus (see Appendix 1).

In line with the hierarchical coordination, those responsible for the university's facilities and units are: the members of the Rector's Office, the presidents/vice-presidents of faculties and schools, the Directors and Assistant Directors of the institutes, the Administrator, The Director of Services, the Library, Archives and Museum Director and the Head of the Social Action Services (see Appendix 1).

5.2. Responsibilities and Coordination

a) The CRE is responsible for:

- Managing the working capital that has been granted to deal with emergency scenarios;
- Coordinating the implementation of the Contingency Plan at the UAc in agreement with the campus coordinators, assessing its suitability, promoting its revision, and proceeding to its dissemination;
- Ensuring the contact with the health authorities;
- Defining, at any time, the **Alert Level** regarding the situation on each university campus;
- Forwarding information, communication, warnings and alerts to the official email address of members of the academic community;
- Maintaining an updated list of travel by the members of the academic community and others, and informing them of possible procedures to be adopted;

- Warning the coordinators of the campus and those responsible for the university facilities whenever there is a suspected case of contamination in their facilities, and supporting them in decision-making;
- Maintaining permanent contact with anyone who is in quarantine in a temporary isolation room and providing them with food supplies and other needs;
- Keeping the coordinators of the campuses informed regarding the development of suspected or confirmed cases of infection;
- Deciding on the temporary, partial or total closure of facilities for protective and preventive reason, including for cleaning/decontamination.

b) The campus coordinator is responsible for:

- Managing the working capital that has been granted to respond to emergency situations;
- Ensuring the working conditions of the isolation areas in a timely manner;
- Ensuring the purchasing of protective equipment and providing its distribution to the university facilities;
- Providing the relevant signposting for the implementation of safety procedures in the facilities of the UAc, including the signage for the isolation areas;
- Establishing, in conjunction with those responsible for the facilities, the specific protective measures adequate to respond to any situation that may be communicated by the **CRE**.
- Ensuring the disinfection of isolation areas before and after their use, as well as that of common areas.

c) Those in charge of the university's facilities are responsible for:

- Ensuring the implementation of the Contingency Plan in the facilities they coordinate;
- Posting the Contingency Plan and other available information in their facilities' public areas;
- Developing awareness campaigns in conjunction with the members of the academic community;
- Providing clarifications requested about the Contingency Plan;
- Establishing complementary protective measures that respond to the specificities of their facilities;
- Ensuring the implementation of specific protective measures established in collaboration with the campus coordinator to respond to any suspected or confirmed case of contamination;
- Supervising the cleaning/decontamination services of the facilities, when applicable.

6. INDIVIDUAL PROTECTIVE MEASURES

6.1. Hand Hygiene

Frequent hand-washing with water and soap or the use of disinfectant gel, especially every time you blow your nose, sneeze or cough, and especially after direct contact with people who are sick or suspected of being sick, or with surfaces with potential contamination.

The UAc has hand sanitizer dispensers for public use in strategic places and it is recommended that each person carry their own personal kit.

6.2. Respiratory Etiquette Procedures

Cover your nose and mouth with a disposable tissue or with your arm (never with your hands) whenever you need to cough or sneeze, and dispose of the tissue paper in the trash bin immediately after its use, washing your hands afterwards.

6.3. Masks

Wearing facial protection masks is **mandatory** in all closed spaces of the UAc. Those who belong to the risk groups as defined by the health authorities should wear surgical masks; all others should wear certified social masks.

The only exception for closed spaces where individual protection masks are not mandatory is in canteens, snack bars and bars when people are sitting at the table during a meal.

Wearing masks is **recommended** in the outdoor spaces of the UAc, particularly when the social distance of 2 metres cannot be guaranteed.

Within its means, the UAc provides a set of surgical masks to members of the academic community who belong to risk groups and at least one social mask per member.

6.4. Face Shields

In addition to masks, wearing face shields is **mandatory** for people who perform attendance functions (entrances, receptions, secretariats, treasuries, dining halls, snack bars, bars, offices, and others), unless they are protected by glass or acrylic screens. The wearing face shields is also mandatory in laboratories and in gardening and maintenance activities of buildings and infrastructure whenever it is not possible to guarantee the recommended physical distance.

Face shields should be disinfected by their users regularly throughout the day with appropriate spray.

The UAc will provide face shields, which will preferably be produced in the institution's laboratories that have laser printers, to the university facilities that need them.

6.5. Physical Distance

Physical distance of at least 2 meters from other people should be maintained, as recommended by health authorities.

6.6. Measuring Body Temperature

In compliance with the legislation in force, particularly with regard to the protection of personal data, the UAc measures the body temperatures of its members and employees, individually or collectively, inside some of its facilities.

It is **recommended** that all members of the academic community measure their body temperature on a daily basis before leaving their residence, following the norms of the health authorities.

6.7. Payment Procedures

To avoid physical proximity and contagion through the exchange of money or the use of keyboards, payments should preferably be made by bank transfer or equivalent. When they have to take place in person, such as in bars, they must be made in such a way that there is no contact between the parties involved, and the use of contactless technology is recommended whenever possible.

7. WORKING ARRANGEMENTS

7.1. Regimes

As long as the risk of infection by the new coronavirus remains in the region, which may jeopardize the health of members of the academic community and the functioning of the university, and as long as there is no effective treatment for COVID-19, or a vaccine is not discovered and made available, the UAc, depending on the circumstances at any given time, may operate totally or partially in an in-person, hybrid, or remote basis, in compliance with the legal provisions in force. Thus, and despite the resumption of in-person activities now determined by the authorities, within the framework of university autonomy, all UAc structures and services should maintain their own plans to implement hybrid or remote work regimes in the shortest possible time if so determined by higher authorities.

7.2. In-person Work

With the entry into force of this Contingency Plan, and if the vacation period is concluded, by 7 September all UAc workers and collaborators will resume their activities in person, with access control to university campuses, including parking lots and buildings, guaranteed through the use of their personal and non-transferable magnetic card.

In accordance with the legislation in force, workers must remain in telework if they present to Human Resources Service:

- a) A medical declaration proving their status as a person belonging to a group at risk for COVID-19;
- b) Another document certifying that they are under general or specific legislation for the pandemic situation.

7.3. Hybrid Regime

If higher authorities determine that any structure or service work be in a hybrid regime, it must be organized based on the establishment of rotations. From this point of view, university structures and/or services must adopt mirror operations, alternating the teams that carry out in-person activities with those in telework, weekly or biweekly, and the schedules within the same team may be differentiated for entries, exits, breaks, and meals. Workers whose functions cannot be performed in a telework regime must do so in person.

7.4. Teleworking

For teleworking activities, members of the academic community:

- will have remote access to UAc's technology platforms, which will be guaranteed by the Information and Communication Technology Service through the installation of a VPN on their work computer;
- can transport to their home computer equipment and other assets that are essential to the performance of their duties.

It is the responsibility of the person in charge of the university structure to which the member is assigned to verify, list, and authorize the mobilization of computer equipment and/or other assets that the member requires for the performance of his/her duties, as well as to guarantee their return when the teleworking for which they were assigned ceases. The list of mobilized material must be updated monthly and sent to the administrator by the 5th day of the month following the one to

which it refers.

7.5. Attendance Control

For the sake of prevention, and in line with the possibility of resorting to telework, attendance control through biometric systems remains suspended, and the same is guaranteed by the employee's hierarchical superior under the terms s/he deems most appropriate for each situation.

8. IN-PERSON ACTIVITIES

On the date this Contingency Plan goes into effect, the UAc, along with the management, social, and technical support services of the faculty and research units, allows the following in-person activities unless otherwise specified by higher authorities:

a) teaching, provided that the Rector's Office guarantees the sanitary conditions recommended by the competent authorities, and in compliance with the terms established in the academic calendars, schedules, and distribution of teaching services;

b) research, including work related to the development of doctoral theses, master's degree dissertations, R&D services and R&D projects, as long as the sanitary conditions recommended by the competent authorities are guaranteed by the head of the respective university structure and the interested parties have authorization to access the facilities, either through the use of their magnetic card, or because they are on a special list of authorized accesses.

9. GENERAL MEASURES CONCERNING FACILITIES AND THEIR OPERATION

9.1. Access to facilities

a) Access to university campuses

The access to the interior of the university campuses, namely parking lots and gardens, is exclusively through entrances/gates with a security guard, and during the normal working hours of the UAc. Exceptions are members of the rectoral team, administrators, presidents of the faculty, directors, surveillance services, cleaning and disinfection services, and emergency response services, which have access to the campuses 24 hours a day.

During the validity of this Contingency Plan, access to university campuses is restricted to members of the academic community, as well as to contracted external entities. The campus coordinators may grant occasional authorizations to persons outside the UAc, which must be included in a list of special authorizations that is kept up to date in the respective entry points.

In this context, and until the installation of other controlled access points, as of September 7:

- access to the university campus of Ponta Delgada is through the gates of Rua de S. Gonçalo (parking lots D, E, and F) and Rua Mãe de Deus (parking lots A, B, and C);
- access to the university campuses of Angra do Heroísmo and Horta is through the respective main gates.

b) Access to buildings

The access of UAc workers and collaborators to the buildings of the university campuses where they carry out activities, as well as of workers with ties to external entities based at the UAc, is made

through the use of the respective magnetic card.

It is up to the presidents and directors of the faculty and the service directors to grant access authorizations to the facilities that are related to them and to guarantee compliance with the provisions of the present Contingency Plan or other norms that may be established.

Students are authorized to access the buildings/floors destined for their activities, namely classrooms, dining halls, bars, and libraries, in compliance with the sanitary rules implemented in each space.

Members of the academic community who do not have a card with access permission, and other users, are subject to identification, access authorization, and registration at the entrances of the buildings to which they wish to access.

9.2. Cleaning, Disinfection and Ventilation of Spaces and Surfaces

The cleaning and disinfection of spaces and surfaces must comply with the provisions of Guideline No. 14/2020, dated 21 March, of the Directorate-General for Health.

The Human Resources Service (SRH), through the cleaning staff, will ensure the cleaning and disinfection of common spaces (halls, hallways and stairs), bathroom facilities, auditoriums and classrooms in all UAc facilities, paying special attention to all surfaces that are used by several people, such as door and window handles, table tops, chairs, handrails, switches, elevator buttons, ATM keys and vending machines, among others. It is **mandatory** to disinfect all rooms, including tables, chairs and other objects used or on display, whenever a group of students of a given course/year finishes its classes.

In spaces granted to companies, such as canteens, bars and others, and in areas related to external autonomous entities, cleaning and disinfection is the responsibility of these entities.

The spaces that are used by each service/department and that, for this reason, require cleaning will be marked by the users through the placement of a specific marker on the outer door handle. Without prejudice to the regular cleaning of the secretariats, offices and (didactic and/or research) laboratories being guaranteed by the cleaning staff, the disinfection of these spaces and their equipment is the responsibility of the services/departments that they are part of and, in particular, of their users. Disinfection must take place whenever the use of a space and/or equipment by the same group of users ends.

The UAc will provide the necessary products for cleaning and disinfection, in particular for the areas of common use and classrooms, with research services/departments ensuring the purchase of products and materials necessary for this purpose within the scope of the projects and services that they carry out.

All closed spaces should be naturally ventilated about 6 times an hour by the respective users, as recommended by the Directorate-General for Health.

9.3. Isolation Spaces

The following spaces are reserved on each campus of the UAc for the temporary isolation of any member of the academic community or visitor displaying any symptoms of the new coronavirus:

Ponta Delgada

University Campus – space adjacent to the Information and Communication Technologies Service
Laranjeiras Student Residence – ground floor of Building 2

Angra do Heroísmo

University Campus – Building A (old Reflection Room)
Morrão Student Residence – Room 117

Horta

DOP-TERRA University Campus – cube of the central wing of the ground floor
DOP-MAR University Campus – room next to the old library
Archipelago Ship – meeting room adjacent to the command bridge

In the temporary isolation spaces, there are masks, gloves, tissues, hand sanitizer, a thermometer and other equipment that is useful to minimize the risk of contamination.

The location and paths to the temporary isolation spaces are marked by appropriate signs.

9.4. Interaction with the Public

Wherever appropriate, the University will place acrylic screens or other protective barriers in the spaces where there is interaction with the public, namely, entry points, reception desks, general offices and payment areas, as well as markings on the floor to ensure physical distancing wherever lines are formed.

Those who wish to hand in documents should be instructed to send them digitally, whenever possible. Anyone who handles physical documents and parcels must immediately disinfect their hands. After each interaction with the public in these spaces, workers are responsible for disinfecting exposed surfaces, namely acrylic screens and table and counter tops.

9.5. Canteens, Snack Bars, Bars, Snack Areas and Microwaves

The canteen of the Ponta Delgada campus will operate daily during three periods:

- 12:00 PM to 12:45 PM for students taking in-person classes in the afternoon
- 1:15 PM to 2:00 PM for students taking in-person classes in the morning
- 6:00 PM to 8:00 PM

The canteen of the Angra do Heroísmo campus will operate daily during two periods:

- 12:00 PM to 12:45 PM for students taking in-person classes in the afternoon
- 1:15 PM to 2:00 PM for students taking in-person classes in the morning

Depending on the needs that the SASE [social support service] may identify, the canteens may offer an additional takeaway service for orders placed until 12 noon on the previous day, using the appropriate form available on the services web portal.

The snack bar on the Ponta Delgada campus will be reopening offering a reduced menu. It will only serve those who have previously made their reservation by phone (Extension 5405) for the following hours:

- 12:00 PM

- 1:00 PM
- 2:00 PM

The bars on the Ponta Delgada campus will be open during the following hours and for the following members of the academic community:

- Central Bar – 8:00 AM to 8:00 PM – for the whole academic community
- ESS [Higher School of Health] Bar – 8:00 AM to 5:00 PM – for the ESS academic community
- Complexo Científico [Science Building] Bar – 8:00 AM to 6:00 PM – for the FCT [Faculty of Science and Technology] and IVAR [Institute of Volcanology and Risk Assessment] academic communities

The bar on the Angra do Heroísmo campus will be open during the following hours and for the following members of the academic community:

- Central Bar – 8:00 AM to 6:00 PM – for the whole academic community

The snack areas of the different departments and services may be used with the authorization of the person in charge of those departments and services and provided that they ensure that all the health and safety requirements listed in this Contingency Plan and by the health authorities are met.

The maximum number of people who can be simultaneously in the canteens, snack bars, bars and snack areas will be posted at their entrance, and the tables in those spaces can only be used for eating meal and in the time strictly necessary for this purpose. The shared use of microwaves remains prohibited in canteens, bars and snack bars.

The preparation of meals and the sale of food products should be planned in a way that preferably chooses regional products to boost the local economy.

The procedures to be followed in each service will be posted at the entrance to the different spaces and must adhere to the guidelines of the health authorities, namely, Guideline No. 23, dated May 8, of the Directorate-General for Health, with the appropriate adaptations.

9.6. Bathroom Facilities

When using bathroom facilities, users must handle taps, door handles or other utensils with clean paper that then must be disposed of in the trash.

The UAc will work towards installing fixed soap and / or hand sanitizer dispensers in all bathroom facilities and replacing taps and other hand-operated devices with sensor, pressure or pedal devices.

9.7. Auditoriums, Classrooms, Laboratories and Offices

The maximum number of people who can be in an auditorium, classroom, laboratory or office at the same time is displayed on the door of each space. Whenever any legal provision stipulates a number lower than the one displayed, the latter will prevail over the former. All spaces that do not have such an indication on the door can only be occupied by a single person at a time.

The maximum number of people in the same space at the same time will have to meet the requirements defined by the health authorities. Whenever possible, the recommended physical distance between people in classrooms, auditoriums or other reserved spaces should be at least 2 metres, and everyone should take into account that people move more frequently in laboratories. As a rule of thumb, we recommend that, whenever possible, there should be a maximum of 1 person

per 4 square metres, tripling this area in the case of laboratories.

The specific safety procedures to be followed in the operation of the spaces in question will be posted inside such spaces.

9.8. Libraries

Access to the libraries on the Ponta Delgada and Angra do Heroísmo campuses is subject to the existence of space available.

The maximum number of people who can simultaneously be in the physical space of the libraries corresponds to 1/3 of the number of seats available. People must be seated in a way that ensures the minimum physical distance of 2 metres. The allocation of seats is the responsibility of the library services.

Requests of books or other documents must be made electronically, at least, 24 hours in advance, and such books or documents must be picked up at the service desk of the library in question at a time and date to be scheduled with the service. Library users are prohibited from accessing bookshelves and displays, and books and documents for home loans or local consultation are handled exclusively by UAc workers. The books and documents consulted in any of these situations are mandatorily subject to the hygiene rules after each use.

The specific security procedures to be followed in the operation of the libraries are posted inside each building.

9.9. Sports Facilities

The practice of sports remains prohibited at all UAc facilities both indoors and outdoors.

9.10. Student Residences

Except in extraordinary situations, in the current academic year, double rooms will not be available. The number of beds to be occupied will correspond to the number of existing rooms, not counting the rooms intended for isolation or quarantine nor those that are deemed to be necessary to ensure buffer areas. In order to supplement any needs resulting from such limitations, the School Social Support Services (SASE) must rent additional facilities, namely, rental properties, thus contributing to boost the local economy.

Student residences must reserve areas to be primarily used by students who are having remote learning classes or taking tests or written or oral exams.

The SASE will continue to improve:

- Internet access in the study rooms
- The system that controls entrances and exits

9.11. Parking Lots

Access to the UAc parking lots will return to normal on 1 September. The payment system that existed when the pandemic started will be resumed. As determined by the University, the amount already paid for the months of March to August will be deducted in future payments.

10. SPECIFIC MEASURES FOR THE USE OF OFFICIAL VEHICLES

Whenever possible, official vehicles should be assigned to a single driver. The seat next to the driver has to be empty at all times. The number of passengers cannot exceed two, and there must be an empty seat between them in the rear, keeping the car windows open in order to improve ventilation.

The driver of the vehicle, as well as any passengers, are required to wear a protective mask. The vehicle must be disinfected by the driver whenever there is any change to its occupants.

11. SPECIFIC MEASURES FOR AIR OR SEA TRAVEL

11.1. Work-related Travel by Members of the Academic Community

Work-related travel by members of the academic community to countries, regions or islands of the archipelago with positive COVID-19 cases must be requested in advance by filling in the appropriate form available on the services web portal and will only be authorized if all of these conditions are met:

- a) Travellers must ensure that they will not return to UAc facilities without **CRE** authorization, which will only be granted once travellers demonstrate that they have followed all the guidelines issued by the Regional Health Authority or other guidelines that may be determined by the **CRE** before they leave, including a period of 14 days of preventive quarantine if considered prudent.
- b) The person in charge of the university unit must demonstrate that it is an indispensable and pressing trip and that the respective unit will not be impacted if the traveller cannot get back to work immediately after their return.

11.2. Private Travel by Members of the Academic Community

Members of the academic community who travel privately by air or sea, between the islands or outsider of the Region, including students enrolled in the UAc, are required to notify the CRE, via e-mail, of the date of their return, and must not re-enter the UAc installations without the authorisation of the CRE. That authorisation will be granted on condition that proof is given of compliance with the guidelines for travellers issued by the regional health authority, or others that may be defined by the CRE, including a 14-day preventative quarantine period, if deemed to be prudent.

11.3. Travel by New Students

Travel by students entering the UAc for the first time, coming from countries, regions or islands within the archipelago with positive cases of COVID-19, must give advance notice to the CRE. These students must not enter the UAc installations without authorisation, which will be granted on condition that proof is given of having complied with the guidelines issued by the regional health authority, or others that may be defined by the CRE, including a 14-day preventative quarantine period, if deemed to be prudent.

11.4. Travel by Visitors or Guests from Outside of the Region

During the term of the current Contingency Plan, no travel arrangements should be made for visitors or guests from partner institutions, or others, from countries, regions or islands within the archipelago with positive cases of COVID-19. Should a visit be considered indispensable and pressing, the visitor must request authorisation from the CRE to access the UAc installations, which will be granted on condition that proof is given of having complied with the guidelines issued by the regional health authority, or others that may be defined by the CRE, including a 14 day preventative

quarantine period, if deemed to be prudent.

11.5. Travel under the Ambit of Incoming Mobility Programmes

Travel within the ambit of incoming mobility programmes coordinated by the Rectory (ERASMUS, etc.), the External Relations Office is to obtain proof of compliance with requirements from respective candidates, which is submitted to the CRE for authorisation.

11.6. List of Access to UAc Installations Following Air or Sea Travel

The CRE will maintain an updated list of the members of the academic community, new students, visitors, guests or others who, in accordance with the aforementioned points, travel between the islands of the Azores, or from other countries or regions, including their name, travel route, estimated date of arrival and contact information.

12. SPECIFIC MEASURES FOR UNIVERSITY MEETINGS

Meetings of organs of the UAc, as well as other meetings relating to activities of the institution, will be held by video or teleconference; in-person meetings are authorised provided that the number of participants in the same space does not exceed 10 persons.

13. SPECIFIC MEASURES FOR PUBLIC OR PRIVATE EXAMS OR SELECTION BOARDS

In accordance with current legislation, public examinations for academic degrees and meetings of selection boards for teaching and research careers will be held by videoconference.

Without prejudice to the previous paragraph, and provided that the necessary safety conditions are safeguarded, public examinations for masters and doctoral degrees, and for the title of senior professor, as well as selection boards for the admission of technical career staff and also local student entrance examinations to the UAc may be authorised to be held in person.

Public examinations are publicised on the UAc webpage, and potential candidates can apply by completing the respective application form.

14. SPECIFIC MEASURES FOR EVENTS

Unless there is an order from the rector to the contrary, in-person congresses, workshops, seminars or other public scientific or cultural events on the UAc premises, including events organised by student associations, tunas and student nuclei, as well as events promoted by outside bodies, shall be suspended until the end of 2020.

15. INDIVIDUAL PROCEDURE IN THE EVENT OF SYMPTOMS

Any person who suspects that they may have symptoms of contamination by the Coronavirus / COVID-19:

- a) Should not go to the UAc, but should immediately contact the **Azores Health Line (+351 808 24 60 24)** and inform the CRE of their specific situation;
- b) In the event that the person is on the UAc premises, they should avoid contact with other people and proceed as follows:

- Go straight to the temporary isolation unit;
- Contact the **Azores Health Line (+351 808 24 60 24)**;
- Contact the CRE via the **UAc Emergency Line (+351 967150109)**;
- Follow the instructions that are provided.

16. UNIVERSITY WARNING CODE

The UAc has a Warning Code to provide information on the current situation at the UAc regarding the Coronavirus/COVID-19, which is constantly updated by the CRE in accordance with the situation at the UAc:

UAc - Coronavirus / COVID-19 (Level 0)	There are no suspected or confirmed cases on the University premises
UAc - Coronavirus / COVID-19 (Level 1)	There is at least one suspected case of contamination (campus/premises to be identified)
UAc - Coronavirus / COVID-19 (Level 2)	There is at least one confirmed case of contamination (campus/premises to be identified)
UAc - Coronavirus / COVID-19 (Level 3)	There is a suspected or confirmed outbreak (campus/premises to be identified)

17. AFFILIATED ENTITIES

Affiliated entities of the UAc installed on the premises must answer directly to the **CRE** and should prepare their own contingency plans in compliance with the UAc Contingency Plan or should adopt the current plan with any necessary adaptations.

Each affiliated entity should inform the **CRE** of any decisions taken regarding the respective Contingency Plan.

The aforementioned affiliated entities should provide the **CRE**, with due advance notice, an updated list of the persons who, not being members of the university community, travel from other islands or regions, including their name, country and city of origin, estimated date of arrival in the Azores and telephone contact, and should inform them of the 14-day quarantine requirement before they can access any of the UAc premises.

18. COLLABORATIVE ACTIVITIES FOR RISK MITIGATION

The UAc, within the framework of its technical and scientific powers, collaborates with the health authorities and other public or private entities or organisations, in the mitigation of public health, social and economic risks, among others, resulting from the present pandemic situation. All activities that are promoted within this context are articulated with the Rector's office, whose duty it is to guarantee that the respective divulgation and to inform the Ministry of Science, Technology and Higher Education.

Within this context are the following initiatives relating to:

- a) The production of visors for individual protection;
- b) The provision of surgical masks and gloves for individual protection to the Regional Health System;
- c) Support for distance teaching and the production of content, namely, for tele-schooling in the Azores;
- d) Support for the COVID-19 Azores Psychological Support Line;

- e) The installation and running of laboratories for conducting COVID-19 diagnostic tests on the islands of São Miguel, Terceira and Faial, in collaboration with the Regional Government of the Azores;
- f) Support to Azorean students enrolled in higher education institutions outside the Azores, allowing them to sit examinations on UAc premises provided that the respective safety conditions are guaranteed.

19. REVIEW OF THE PLAN

The Contingency Plan is dynamic and will be updated whenever deemed advisable by the situation, indicating the major alterations by highlighting them in green.

20. PERMANENT SOURCES OF INFORMATION

- Direção Regional da Saúde [Regional Directorate for Health] (DRS)
<http://www.azores.gov.pt/Portal/pt/entidades/srs-drs/>
<https://covid19.azores.gov.pt/>
- Direção Geral da Saúde [General Directorate for Health] (DGS)
<https://www.dgs.pt/>
- World Health Organization (WHO)
<http://www.who.int/en/>
- European Centre for Disease Prevention and Control (ECDC)
https://europa.eu/european-union/index_en
- Coronavirus COVID-19 Global Cases by Johns Hopkins (CSSE)
<http://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>
- Coronavirus COVID-19 Portugal Cases by ESRI
<https://esriportugal.maps.arcgis.com/apps/opsdashboard/index.html?fbclid=IwAR1qqZEMB1IFPHochwDfyKnpXBdkcd7AQGS2sPWvQXFQN0kq18L9bbiFJ3k#/acf023da9a0b4f9dbb2332c13f6358290>

APPENDIX I
STRUCTURE OF UNIVERSITY COORDINATION

University Structure	Position	Name	Contact
University Coordination	Rector	João Luís Gaspar	967149951
Emergency Response Centre (CRE)		Beatriz Estrela Rego	967150109
Ponta Delgada Campus - Coordination	Vice-rector	Susana Mira Leal	919812154
Administration	Administrator	Nuno Pimentel	
Library, Archive and Museum	Director	Rolando Lalanda Gonçalves	
School of Health	President	Carmen Andrade	
School of Technology	President	Maria José Bicudo	
Faculty of Science and Technology	President	Helena Calado	
Faculty of Social and Human Sciences	President	Ana Gil	
Faculty of Economics and Management	President	Francisco Silva	
Office for External Relations	Coordination	Esperança Alves	
Research Institute for Volcanology and Risk Assessment	Director	José Pacheco	
Laranjeiras Student Residence	Executive Director	Ana Homem de Gouveia	
Rector's Office	Director of Services	Beatriz Estrela Rego	
Social Services	Executive Director	Ana Homem de Gouveia	
Science and Technology Services/ UAc Incubator	Director of Services	Célia Amaral	
Academic Services	Director of Services	Marta Mota	
Financial Services	Director of Services	Francisco Franco	
Human Resources	Director of Services	Ana Paula Travassos	
Information Technology Communication Services	Director of Services	Rui Amaral	
CIVISA	President	Rui Marques	
Gaspar Frutuoso Foundation	President	Paulo Meneses	
Polo de Angra do Heroísmo - Coordination	Pro-rector	Paulo Fialho	918461265
School of Health	Vice-president	Rosa Pinto	
Faculty of Agrarian and Environmental Sciences	President	Alfredo Borba	
Research Institute for Agrarian and Environmental Technologies	Director	João Madruga	
Morrão Student Residence	Executive Director	Ana Homem de Gouveia	
CHEGALVORADA	President	Alfredo Borba	
Polo da Horta - Coordination	Representative of the Rector	João Gonçalves	962407716
Institute of Marine Sciences – Okeanos	Director	João Gonçalves	
Horta Student Residences	Representative	Mário Rui Pinho	
IMAR	President	Mário Rui Pinho	