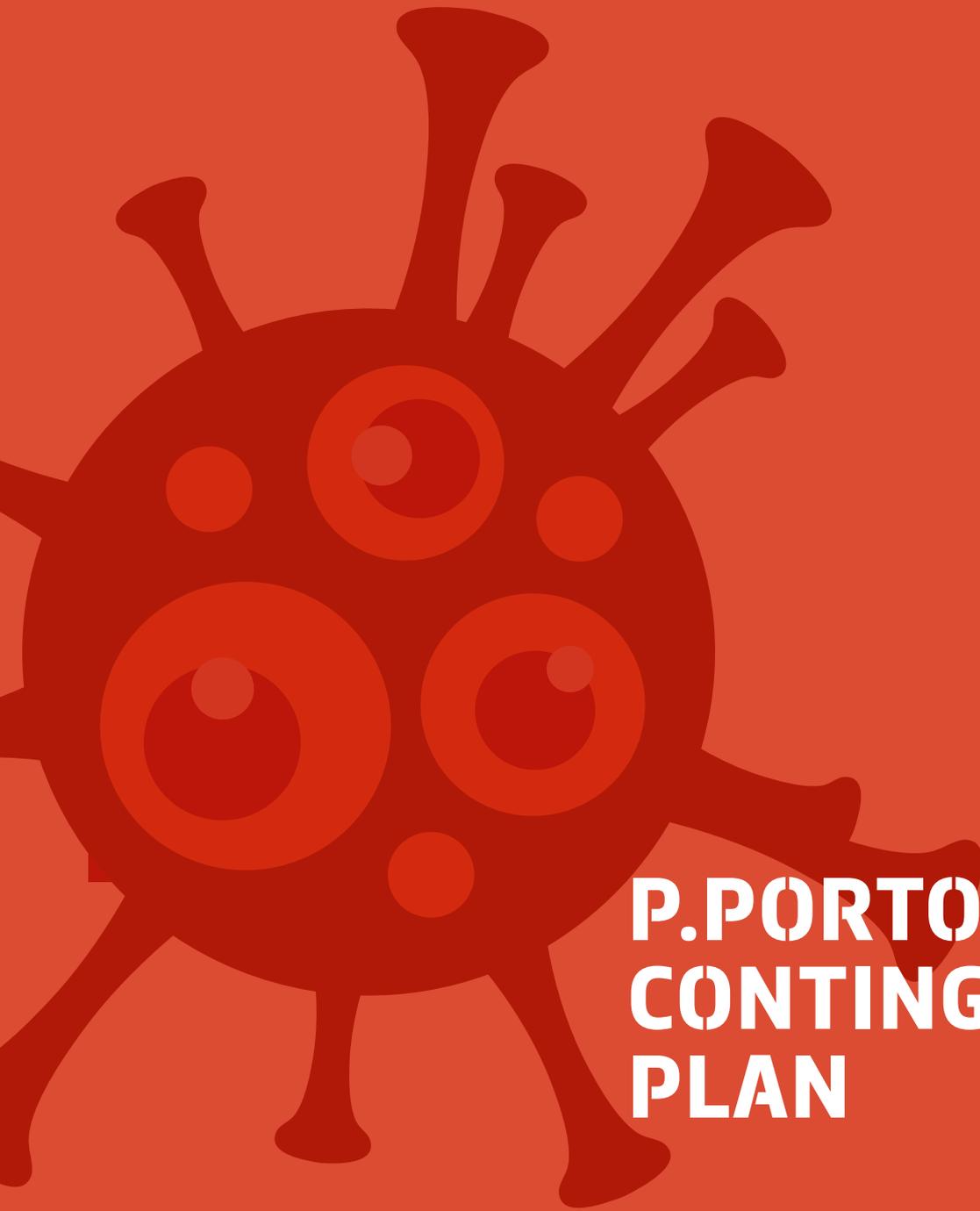


**P.PORTO**



**P.PORTO  
CONTINGENCY  
PLAN**



## CONTACTS

Contacts of the COVID-19 Management Committee - **Rui Macedo**

**T** 225 571 000 or Extension 71415 for the Common Services P.PORTO

**E** covid19@ipp.pt

Contacts of the National Health Service

**T** 808 24 24 24

**SNS24** 808 24 24 24

## MEDIA

View here the promotional materials of the General Directorate of Health

- The New Coronavirus
- Prevention and Protection
- DGS videos COVID-19





## **ACTUATION FLOWCHART FOR A SUSPECTED CASE IN AN ENTITY**



### **A person with:**

Presence of symptoms (fever or cough or difficulty breathing)

+

Travel history for affected areas or contact with confirmed case



### **Must:**

Head to the isolation area

+

Inform (in person or by telephone) the responsible person at the entity



### **In the isolation room:**

Put on mask

+

Contact SNS 24 line **SNS24** (808 24 24 24) and follow guidelines



### **After deciding on the case:**

Cleaning and disinfection of isolation area

+

Replacement of the material used



## PROCEDURE IN A SUSPECTED

Any worker with signs and symptoms of COVID-19 and epidemiological link, or who identifies someone in his or her UO (organic unit) with criteria consistent with the definition of a suspected case, shall inform, preferably by telephone, the management directly.

The direct management must immediately contact the President of the UO and the person responsible who will accompany the worker to the isolation area. The President of the UO must also inform immediately, by telephone, the Pro-President responsible for health and well-being to the number 225 571 000 or the extension 71415.

When possible, there must be ensured a safety distance (over 1 metre) from the patient. The patient's companion should wear a disposable surgical mask and gloves just before starting the assistance, in addition to the fulfilment of basic infection control (PBCI) precautions for hand hygiene after contact with the patient.

The patient (suspected case of COVID-19) already in the "isolation" area, contacts SNS 24 (808 24 24) and must put on the surgical mask if his clinical condition permits.

The mask should be put by the patient himself. It should be checked that the mask is well adjusted (i.e., adjustment of the mask to the face to allow complete occlusion of the nose, mouth and lateral areas of the face. In men with a beard, an adaptation can be made - surgical mask complemented with a tissue paper). Whenever the mask is damp, it should be replaced by another.

After evaluation, the SNS 24 informs the patient:

- **If this is not** a suspected case of COVID-19: they define the procedures appropriate to the patient's clinical situation;
- In the case of a suspected case of COVID-19: SNS 24 contacts the Medical Support Line (LAM) of the Direção Geral da Saúde (Health Directorate General) for the validation of suspicion.



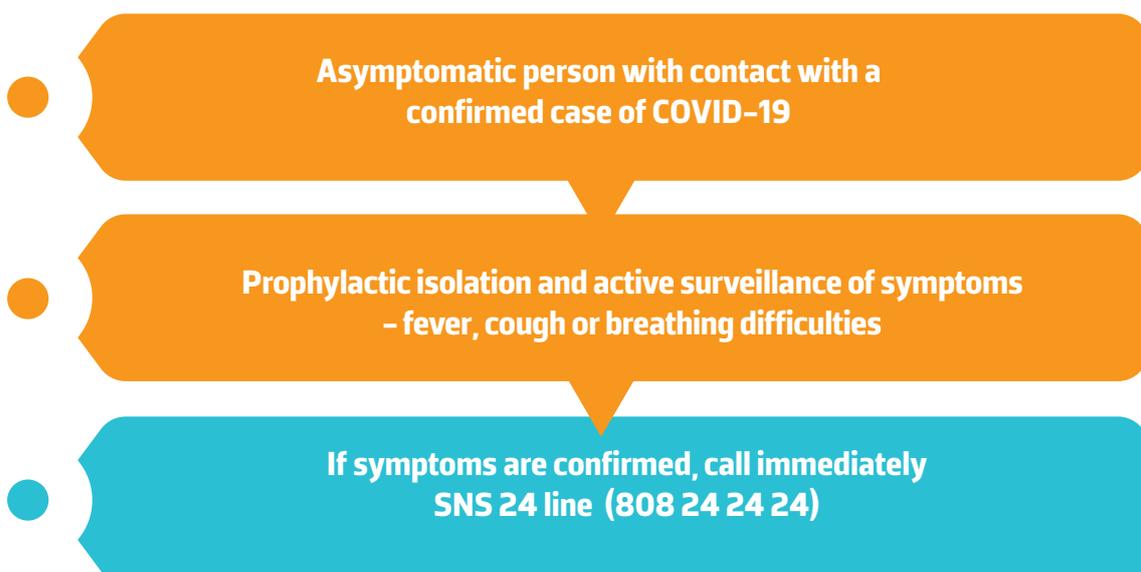
## **ACTUATION FLOWCHART FOR AN ASYMPTOMATIC PERSON THAT RETURNED FROM AN AREA WITH ACTIVE COMMUNITY TRANSMISSION**

\* Areas with active community transmission at the date of the writing of this plan:

Asia China, South Korea, Japan, Singapore Middle East Iran Europe Regions of Italy: Emilia Romagna, Lombardy, Piedmont, Veneto



## **FLOWCHART OF ACTION BEFORE AN ASYMPTOMATIC PERSON WITH CONTACT WITH CONFIRMED CASE**





## **P.PORTO CONTINGENCY PLAN**

The Contingency Plan of the P.PORTO is drawn up in response to the Order no. 2836-A/2020 of 2 March, which orders public employers to draw up a contingency plan in line with the guidelines issued by the Direção Geral da Saúde (Directorate General of Health), within the scope of the prevention and control of infection by new Coronavirus (COVID-19).

This plan aims at anticipating and managing the impact of the current outbreak of Coronavirus SARS-CoV-2 disease in the internal community of P.PORTO, but also for the external community.

It applies to workers and students of all Organic Units (UO) of P.PORTO on its premises or outside, on mission, mobility and internships, as well as on returning from holidays. It also applies to employees of companies operating on P.PORTO premises.

The main steps that the UO should consider, as well as the procedures to be adopted before a Worker / Employee / Student with symptoms of this infection.

## **PLAN OBJECTIVES**

- Define the coordination structure of P.PORTO;

- Prepare the response to minimize the propagation conditions of COVID-19; Monitor the situation daily;
- Ensure timely collection and reporting of information;
- To ensure the regular functioning of the organs and services of the SC and UO minimizing the impact on students, and workers of the P.PORTO;
- Prepare response to the communication needs for the interior and exterior of the P.PORTO;
- Involve official entities that can guarantee support in case of Pandemic.

## **PLAN MANAGEMENT STRUCTURE**

The management of the possible pandemic situation justifies the creation of the Covid-19 Management Committee in P.PORTO (CGC19), constituted by the President, the Administrator and the Pro-President for health and welfare issues, the Administrator of SAS and the President of the Academic Federation of Porto. It is the responsibility of this committee:

- Create and disseminate the Contingency Plan to the entire P.PORTO community;
- Keeping continuously informed of developments;
- Coordinate the activities in the UO and monitor compliance with the Contingency Plan;



- Decide on strategic management in the light of the changing epidemiological situation;
- Manage the internal and external communication process;
- Inform the health authorities.

## **COVID-19 | CORONAVIRUS**

### **What is COVID-19?**

Coronaviruses are a family of viruses known to cause disease in humans. The infection can be like a common flu or present itself as a more serious illness, such as pneumonia. (source: [dgs.pt](https://dgs.pt))

### **Do I present a suspect case?**

The definition presented is based on the information available to date at the European Centre for the Prevention and Control of Transmissible Diseases (ECDC) and has been defined by the Direção Geral de Saúde (Directorate General for Health) as that which should be adopted by the institutions:

- Clinical criteria: Acute respiratory infection (fever or cough or difficulty breathing) requiring or not hospitalization;
- Epidemiological criteria: Travel history to areas with active community transmission in the 14 days prior to the onset of symptoms or contact with a confirmed or likely case of infection by COVID-19, in the 14 days prior to the onset of symptoms or if you have been

in a health care institution where patients with COVID-19 are treated.

### **How is COVID-19 transmitted?**

It is considered that COVID-19 can be transmitted:

- By respiratory droplets (particles larger than 5 microns);
- By direct contact with infectious secretions;
- By aerosols in therapeutic proceedings that produce them (less than 1 micron).

Transmission from person to person has been confirmed and is thought to occur during a close exposure to a person with COVID-19, through the spread of respiratory droplets produced when an infected person coughs, sneezes or talks, which can be inhaled or landed in the mouth, nose or eyes of people who are close by.

Contact of the hands with a surface or object with COVID-19 and then contact with the oral, nasal or ocular mucous membranes (mouth, nose or eyes) may lead to transmission of the infection.

### **Can I travel?**

The DGS reinforces the recommendations of the following hygiene measures and respiratory etiquette for travellers:

- Follow the recommendations of the country's health authorities;



- Wash your hands frequently, especially after direct contact with sick people, with soap and water, rubbing them well for at least 20 seconds;
- Reinforce hand washing before and after food preparation, after using the toilet and whenever hands look dirty; Alternatively, an alcohol-based solution can also be used;
- Avoid close contact with people with signs and symptoms of acute respiratory infections;
- Wash your hands frequently, especially after direct contact with sick people;
- Avoid contact with animals;
- Adopt respiratory etiquette measures:
  - Cough or sneeze into your arm with your elbow flexed, not into your hands;
  - Use (single use) tissues to blow;
  - Wash your hands whenever you blow, sneeze or cough.

Avoid touching the eyes, nose and mouth with hands dirty or contaminated with respiratory secretions. People returning from China or an affected area should be aware of the emergence of fever, cough and possible respiratory difficulty.

If these symptoms occur, you should not go to the health services, but call SNS24 – 808 24 24 24, and follow the advice given by them. As a rule, no isolation of people without symptoms is recommended. (source: dgs.pt)

### **Is there a vaccine or treatment?**

There's no vaccine. Since it is a newly identified virus, investigations are in progress to develop it. Treatment for infection by this new coronavirus is directed at the signs and symptoms presented. (source: dgs.pt)

### **5 of March 2020– 10:07AM – Public health unit update**

- We send an update from the Public Health Unit of Porto Oriental, about the outbreak of pneumonia by new Coronavirus (COVID-19).

Update of the Informative Newsletter, drawing attention to the current level of risk in Portugal, following the new confirmed cases and the flowchart of action before an asymptomatic person who has returned from affected areas.

"Model 3A – Temperature recording back affected areas" to record the temperature of people with indication to do active self-surveillance.

### **9 of March 2020 – 3:59PM – Video Conferencing Service**

The teachers of the Polytechnic of Porto, have access to the videoconference service provided by the Colibri System through the ZOOM app: <https://video-conf-colibri.zoom.us/>

Colibri is a web collaboration service that provides an environment suitable for holding classes and meetings at a distance. The platform is a central point of collaboration that allows videoconference sessions with participants from multiple institutions.

Access via desktop or mobile devices requires the installation of an app - the

ZOOM. You will be automatically directed to an installation page when using this service.

FCCN provides a set of tutorials available here: <https://videoconf-colibri.fccn.pt/-doc/tutorials>

The e-Learning and Pedagogical Innovation Unit team of P.PORTO is available for further information at [e-ipp@sc.ipp.pt](mailto:e-ipp@sc.ipp.pt)