

**Higher Institute of Education and  
Sciences**

**ISEC Lisboa**

# **RECALL**

**Student Residence of the Lumiar  
Academic Campus**

**September 2021**

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**Higher Institute of Education and Sciences - ISEC Lisboa**

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**Proposal and validation**

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**Elaboration**

Security and Data Protection Office

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# COVID-19 CONTINGENCY PLAN CORONAVIRUS

## RECALL

### Main References:

- a) Directive No.02/2020, of 25/01/2020, of the Directorate-General of Health, on procedures for prevention, control and monitoring in the organizations that integrate all the branches of activity in the public, private, cooperative or social sectors, in the scope of the worldwide Coronavirus health emergency.
- b) Order No.2836-A/2020, of 2 March, of the Offices of the Ministers for Modernization of the State and Public Administration, of Labour, Solidarity and Social Security, and of Health.
- c) Internal Memo No. 05/2020, of February 28, of the Universitas' Board of Directors.
- d) Order No. 08/2020, of March 10, of the Directorate-General of Health, on measures to prevent and control infection in hotels and accommodations.
- e) ISEC Lisboa's COVID-19 Contingency Plan, 2020 and 2021;
- f) Guidelines for Scientific and Higher Education Institutions to ensure teaching activities and non-teaching activities, Academic Year 2021-2022, issued by the Directorate-General of Health in conjunction with the Directorate-General for Higher Education;
- g) Recommendations for Scientific and Higher Education Institutions for the preparation of the academic year 2020/2021, of August 4, 2020, of the Ministry of Science, Technology and Higher Education;
- h) Bulletin No. 112 - Ministry of Science, Technology and Higher Education, with guidelines on COVID-19, in order to ensure the start of the new academic year 2021-2022, based on teaching and non-teaching activities.

### 1. PLAN FRAMEWORK

#### a. General

In the current context, given the data regarding the pandemic in Portugal, namely in what concerns the evolution of the vaccination process in general (and in the age group most present in higher education institutions), as well as the global context of restrictions applicable to the various educational, social and economic activities, this Plan is reformulated following the guidelines of the DGS/DGES, with a view to guaranteeing safe conditions for the users of the Student Residence of the Academic Campus of Lumiar – RECALL.

## 2. APPLICATION SCOPE OF THE PLAN

- (1) This Plan applies to all RECALL infrastructures and users.
- (2) **This plan is a subsidiary of ISEC Lisboa's Contingency Plan** and of all its stipulations, guidelines and recommendations.
- (3) This Plan is a document for general dissemination and permanent consultation for entities, and is publicly available on ISEC Lisboa's website.

## 3. PURPOSE OF THE PLAN

- (1) Raise awareness and involve the RECALL community to take the necessary prevention and control measures to prevent the spread of COVID-19 infection;
- (2) Provide support to students, teachers or employees who use RECALL;
- (3) Ensure the cleaning and disinfection of RECALL;
- (4) This Plan can be updated at any time, taking into account the evolution of the epidemiological situation of COVID-19;
- (5) The situations not covered by this contingency plan will be assessed on a case-by-case basis.

## 4. PLAN ACTIVATION

This Contingency Plan comes into force as soon as ISEC Lisboa's Contingency Plan comes into force.

## 5. COORDINATION STRUCTURES

The Institutional and Operational Coordination Structures of this Plan are the same as those defined for ISEC Lisboa's Contingency Plan.

## 6. COORDINATION INSTRUCTIONS

- (1) The CPLANRECALL comes into force at the same time as ISEC Lisboa's Contingency Plan;
- (2) In any phase of the Plan, ISEC Lisboa's Board of Directors may decide, in conjunction with the Board of Directors of 'Universitas, CRL', and the Health Authority, the temporary, partial or total shutdown of RECALL.

## 7. ADOPTION OF ESSENTIAL AND PRIORITY MEASURES AT RECALL

### a. ISEC Lisboa adopts the following measures for RECALL and its users:

- (1) The strict compliance with the measures and procedures provided for in ISEC

Lisboa's Contingency Plan.

- (2) All procedures resulting from this CONPLA must be ensured, namely, in what concerns the mandatory use of masks (the exception being the inside of the rooms), respiratory etiquette, regular hand washing, cleaning of common use areas or shared equipment.
- (3) The access may be subject to the requirement of the European Union's Digital Covid Certificate, or the proof of a negative COVID test result.
- (4) There are four types of tests accepted: PCR test performed in a laboratory within 72 hours prior to submission; antigen test, with laboratory report, performed within 48 hours prior to submission; rapid antigen test (self-test) performed within 24 hours prior to submission; or rapid antigen test (self-test) performed right before entering the establishment, as long as it is verified by the people responsible for these spaces.
- (5) In view of the probability or possibility of Covid-19 cases, the contingency plan or protocols should be followed, and you must contact the National Health Service phone number (808 24 24 24) and comply with the instructions received.
- (6) The obligation to ensure a minimum lateral physical distance of 2 meters between beds in rooms with more than one student (the use of bunk beds or similar furniture/arrangement, as well as the common use of wardrobes, cupboards, shelves, desks or equivalents, is NOT recommended).
- (7) The shared use of sanitary facilities must be accompanied by the reinforcement of their hygiene with the use and availability of adequate disinfectant solutions.
- (8) The use of common areas, including the kitchen area, must comply with a rotation regime, to be established and agreed between the users and the space's management, ensuring that the simultaneous presence allows the physical distance, in accordance with the current regulations and with the consequent cleaning and disinfection.
- (9) Leisure areas for common use, including living rooms or similar, should be resized regarding their maximum capacity, and the surrounding furniture should be regularly cleaned.
- (10) The guarantee that RECALL users are duly informed of the vulnerabilities and dangers arising from the activities carried out, either individually or collectively, as well as of the preventive measures provided for and the procedures to reduce the danger of infection.

## **8. PROTECTION OF THE PROFESSIONALS RESPONSIBLE FOR MAINTAINING THE ACCOMMODATION OF RECALL USERS:**

- a. The people who take care of the room's cleaning, as long as they comply with the recommended protection measures and ensure the control of the exposure to the transmission risk, are not at great risk. However, the risk of transmission can nevertheless be real in the event of an accident or if the recommended protective measures are not fully complied with. Therefore, we highlight the importance of all

professionals to have knowledge on the prevention and self-protection measures, and to protect themselves with the adequate PPE.

- b. At the prospect of a suspected case of COVID-19, the teams in charge of housekeeping are more exposed to the risk of aerosol transmission, which is why they should protect themselves, especially with the adequate personal protective equipment (PPE) - mask, goggles, and disposable gloves.

## 9. **BED LINEN, SURFACES AND FURNITURE CLEANING**

A stock of single-use cleaning supplies must be acquired, especially cleaning cloths, single-use cleaning wipes dampened with disinfectant, bleach and ethanol 70%, as well as the placement of alcohol-based antiseptic solution (or alcohol-based solution) dispensers, one for each floor or area with a different access.

### a. **Change of bed linen**

- (1) Since the bed linen change process generates aerosols, it is advisable to separate the two processes (cleaning, and changing the bed linen) and to allow a waiting period between these two tasks (at least 2-3 hours between removing the bed linen, and cleaning the floors and surfaces).
- (2) When removing bed linen and towels:
  - (a) Do not shake the bed linen;
  - (b) Remove it without shaking it, folding it from the inside to the outside, making a “wrap”;
  - (c) Do not let the bed linen touch any part of your body other than your glove-covered hands;
  - (d) Move the bed linen and place them directly in the washing machine.
- (3) The bed linen must be washed at the highest temperature it can withstand (depending on the thermal resistance) - disinfection through heat (at least 60°C during 30 minutes, or between 80-90°C during 10 minutes).
- (4) If the bed linen cannot be washed in hot water, it must be machine-washed at a temperature between 30-40°C followed by a final disinfection cycle, with a proper disinfectant suitable for this type of laundry and machine compatibility.
  
- (5) In the absence of a washing machine, pack them and put them in a waterproof bag, seal it tightly and take it to the laundry and put the bed linen directly into the machine.
- (6) The residues collected in the room must be put in a first well-closed bag, that later is put in a second bag. The second bag must be identified as biological waste and treated through incineration or autoclaving.

### b. **Maintenance and cleaning of surfaces**

- (1) Wet cleaning is always preferable to dry cleaning.
- (2) Do not use a vacuum cleaner to clean floors.

- (3) The use of a vacuum cleaner is not suitable, as they move the air and the droplets in which the virus may be contained, transforming them into aerosols.
- (4) Comply with the following for the double cleaning of floors and surfaces:
  - (a) Clean the surfaces from top to bottom, and from the cleanest areas to the dirtiest ones;
  - (b) Use single-use, different and exclusive cleaning cloths for the bedroom area and for the bathrooms.
  - (c) The bathroom bucket and mop must be different from the bucket and mop used in the bedroom;
  - (d) To clean surfaces: common everyday regular-use detergents can be used.

#### **c. Disinfection of surfaces and areas**

- (1) If there is blood, respiratory secretions or other bodily fluids, absorb the liquids with absorbent paper; apply the bleach diluted in water in the proportion of one measure of bleach, to 9 equal measures of water; leave it for 10 minutes; wash it with water and detergent; rinse only with hot water and let it dry; use a mask when diluting and applying the bleach; open the windows to ventilate the space.
- (2) For surface disinfection, it is recommended to use bleach (sodium hypochlorite solution) in a concentration of at least 5% free chlorine, and alcohol 70%, for metallic or other surfaces that are not compatible with bleach, so as to prevent corrosion or damage. However, there are several products on the market for cleaning and disinfecting surfaces with virucidal action that can be used, namely: chlorine tablets to dilute in the water at the time of use; detergent solutions with disinfectant in its composition (2 in 1 effect), either in spray, liquid or other form; or wipes dampened with disinfectant for the quick cleaning of some surfaces that are frequently touched.
- (3) The bathrooms must be cleaned and disinfected with a mixed cleaning product that simultaneously contains detergent and disinfectant in its composition, as it is easier to apply and faster to act.

#### **d. Cleaning the bedroom furniture**

- (1) Clean and disinfect cabinets, wardrobes, countertops, tables and chairs, not forgetting to disinfect the cabinet and door handles; then clean and disinfect the faucet, sink and drain.
- (2) Clean the walls up to arm's height.
- (3) Remove the curtains and send them to wash, including the bathroom curtain.
- (4) Clean the furniture. Furniture and some equipment can be disinfected after cleaning with wipes dampened with disinfectant or alcohol 70%.
- (5) Clean the bathroom, starting with the faucets, sinks and drains, then move on to the furniture, followed by the bathtub or shower, toilet and bidet.
- (6) The same procedure is repeated for the shower, not forgetting to clean the shower thoroughly, unscrew the shower head and clean and disinfect it.
- (7) Toilet: apply the product that has the function of detergent and disinfectant

simultaneously, inside and outside the toilet. Leave it for 10 minutes so that it has the desired effect, scrub it well inside with the toilet brush, and flush the water with the toilet brush still inside the toilet so that it also stays clean. Leave the toilet brush to drain; clean and disinfect the toilet brush holder.

- (8) With another single-use clean cloth, clean the outside of the toilet, starting with the cover (the least dirty), followed by the top part of the toilet and all the outer parts with the same disinfectant/detergent; rinse it with hot water and let it dry.
- (9) Clean the facilities' floors;
- (10) Open the windows and let it naturally dry.

## 10. ASSESSMENT

The assessment of the efficiency of the measures defined in this Contingency Plan will take place whenever deemed convenient.

**ISEC Lisboa, September 17, 2021**

**The President of UNIVERSITAS' Board of Directors**

**Pedro Brás PhD**

### **DISTRIBUTION LIST**

- Ministry of Science, Technology and Higher Education
- Ministry for Home Affairs
- Agency for Assessment and Accreditation of Higher Education
- DGS - Directorate-General of Health
- National Institute of Medical Emergency (INEM)
- National Civil Protection Authority
- President of UNIVERSITAS' Board of Directors
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