



# CONTINGENCY PLAN CORONAVIRUS/COVID-19

**Version 2.0**  
**08 March 2020**

Changes to version 1.0 highlighted in green

**University of the Azores**  
**Reitoria**

**Azores Health Number**  
**808 24 60 24**

**UAc Emergency Numbers**  
**(+351) 967150109 / 967149951**



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### ATTACHEMENT I – STRUCTURE OF UNIVERSITY COORDINATION



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## 1. SITUATION

The new Coronavirus, designated 2019-nCoV (COVID-19), initially detected in China, in the city of Wuhan, is spreading throughout the world, including Europe, with the World Health Organization declaring an epidemic situation, with potential to evolve into a pandemic.

The Autonomous Region of the Azores, where tourism has shown a remarkable growth rate, and the University of the Azores (UAç), due to the fact that it promotes several international programs and projects that involve the departure and entry of students, technicians, researchers and teachers, they are, naturally, vulnerable to the action of Coronavirus / COVID-19.

In several countries around the world, including mainland Portugal, several public and private institutions are closing for reasons related to the existence of suspected or confirmed cases.

## 2. CORONAVIRUS

Coronaviruses are a family of viruses known to cause disease in humans. The origin of Coronavirus / COVID-19 is still being investigated and, although it has only now been identified in human beings, its transmission from person to person has been confirmed, although the way in which this happens is not yet well known. There are cases in which the virus has been detected again in patients considered cured and its presence in domestic animals has already been confirmed.

The WHO has already reported that Coronavirus / COVID-19 is not a common virus, nor is it similar to flu. Its transmission between humans is different and mortality rate is 20 times higher.

## 3. SYMPTOMS AND CONSEQUENCES

Infected people may experience signs and symptoms similar to a common flu, including fever, dry cough, tiredness and difficulty breathing. Some people may still feel pain, congestion and / or runny nose, sore throat or diarrhea. In more severe cases, the situations can progress to pneumonia with acute respiratory failure, kidney and other organ failure, and eventual death.

## 4. GENERAL PREVENTION MEASURES RECOMMENDED BY HEALTH ORGANIZATIONS

- Wash your hands frequently with soap and water, especially whenever you blow, sneeze or cough and after direct contact with sick people;
- Avoid bringing your hands to your mouth, nose or eyes, as your hands can be routes of transmission of the virus;



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- Keep a minimum of 1 meter away from anyone who shows flu-like symptoms;
- Avoid close contact with people with respiratory infections and, if you have one, use a mask, gloves and gown;
- Avoid typical socializing greetings;
- Avoid unprotected contact with wild or farm animals;
- Adopt respiratory etiquette measures, such as covering your nose and mouth when you sneeze or cough with a tissue or your arm (never with your hands), and throw the tissue in the trash immediately after use, washing your hands. then;
- If you have fever, coughing, sneezing and breathing difficulties, immediately call the Azores Health Line (808 24 60 24), staying at your residence;
- All travellers returning from affected areas for less than two weeks who show symptoms suggestive of respiratory disease, during or after the trip, must stay at home and call the Azores Health Line, informing about their health condition and health history. travel, and following the guidelines that may be indicated;
- In the 14 days following their arrival from outside the Autonomous Region of the Azores, travellers should assess their body temperature twice a day and, in case of fever, inform the Azores Health Line, staying at their residence.

### 5. IMPLEMENTATION OF THE CONTINGENCY PLAN

#### 5.1 Activation and coordination

The Coronavirus / COVID-19 Contingency Plan of the University of the Azores, hereinafter referred to simply as the Contingency Plan, is prepared by the rectory in Portuguese and English.

The activation / deactivation of the Contingency Plan is declared by the Rector. Once activated, members of the academic community are obliged to comply strictly, carrying out the measures contained therein with awareness and responsibility, respecting the guidelines given to them and adopting individual behaviours that do not jeopardize their own health or that of others. the 3rd.

The activation of the Contingency Plan has the immediate consequence of activating the so-called UAc EMERGENCY RESPONSE CENTER (CRE), coordinated by the rector and which works in the Rector's Office, in Ponta Delgada. Direct contact with CRE is made through the UAc Emergency Lines (+351) 967150109 and (+351) 967149951 and the e-mail address [reitoria.cre@uac.pt](mailto:reitoria.cre@uac.pt).

In the direct dependence of CRE, the vice-rector for Communication, External Relations and Internationalization, Susana Mira Leal, in Ponta Delgada, Paulo Fialho, the Pro-rector for the



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Angra do Heroísmo Campus, at Angra do Heroísmo, and departmental coordinator Mário Rui Pinho, at the Horta act as campus coordinators (see Attachment I).

On the hierarchy of coordination follow those responsible for university structures, namely, the vice-rectors and pro-rectors, the presidents / vice-presidents of colleges and schools, the directors / sub-directors of the institutes, the administrator, the service directors, the director of the institution. Library, Archive and Museum and the director of School Social Action Services (cf. Attachment I).

### 5.2. Coordination tasks and actions

#### a) CRE's tasks:

- Manage the funds granted to respond to urgent situations;
- Coordinate the implementation of the Contingency Plan at the UAc in coordination with the pole coordinators, assess its adequacy, promote its review, and proceed with its dissemination;
- Ensure contact with health authorities;
- Define, at each moment, the Alert Level regarding the situation in each university centre;
- Send, to the official email address of the members of the academic community, information, communications, notices or alerts;
- Maintain an updated travelling list of the members of the academic community and guests, and transmit any procedures to be adopted;
- Notify the centre coordinators and those responsible for university structures whenever they become aware of the existence of a suspicious case of contamination, and support them in decision making;
- Maintain permanent contact with anyone who is quarantined in the temporary isolation room and provide them with food or other necessities;
- Keep campus coordinators informed about the evolution of suspected or confirmed cases of contamination;
- Decide on temporary, partial or total closure of facilities for cleaning / decontamination purposes by a specialized company, or for other reasons of protection and prevention.

#### b) Tasks of Campus' coordinators:

- Manage the funds granted to respond to urgent situations;
- Guarantee the good conditions of the quarantine rooms;



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- Ensure the purchase of protective equipment and arranging for its distribution to university structures;
- Identify the way and place of quarantine rooms;
- Establish, with those responsible for the university structures, the specific protection measures appropriate to respond to any situation communicated by CRE;
- Ensure cleaning / decontamination of the quarantine spaces before and after use.

### c) Tasks of those responsible for university structures:

- Ensure the implementation of the Contingency Plan in the structure under his/her coordination;
- Post the Contingency Plan, and other information made available, in public places of their facilities;
- Develop awareness actions among the members of their service/school;
- Provide any clarifications on the Contingency Plan requested by the members of their service/school;
- Establish complementary measures to respond to the specificities of its service/school;
- Guarantee the implementation of specific protection measures in their service/school agreed with the campus coordinator to respond to any suspicious or confirmed case of contamination;
- Supervise cleaning / decontamination of its service /school facilities, if necessary.

## 6. SPECIFIC MEASURES FOR THE UNIVERSITY OF THE AZORES

### 6.1 Quarantine rooms

a) While adaptation works in other areas are taking place, the following spaces are reserved in the UAc for temporary isolation situations of any member of the university community or visiting staff or student who show suspicious symptoms:

Ponta Delgada

University campus - Hall and room next to Amphitheatre VII

University Residence at Laranjeiras - Service Pavilion (Titanic space)

Angra do Heroísmo

University campus - Building A (former Reflection Room)

University Residence at Morrão - Room 117

Horta

University campus - DOP-TERRA - Hub of the central wing of the Ground Floor



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University campus - DOP-MAR - Room next to the old Library  
Archipelago Ship - Meeting room next to the command

- b) In quarantine rooms there are masks, gloves, tissues, hand sanitizer gel, thermometer and other equipment that is useful to minimize the risk of contamination. The spaces are equipped with telephone, Internet access and other goods or means that are necessary.
- c) The location of quarantine rooms is indicated.
- d) At the entrance of university facilities (campi and student residences) and at the secretariats of university structures, there are masks, gloves, tissues, sanitizer gel and other equipment that may be used to minimize the risk of contamination. The equipment is intended for people who show symptoms or those who may have got in touch with them.

### 6.2. Travelling to and from other regions

- a) All members of the academic community who are outside the Autonomous Region of the Azores (RAA), or on an island with confirmed cases of Coronavirus/COVID-19, when returning to the RAA and/or to the island of origin must get in touch with CRE before entering the UAc's facilities.
- b) Members of the academic community are not recommended to travel to countries/regions with confirmed cases of Coronavirus/COVID-19, including mainland Portugal; If it happens, each member must previously inform CRE.
- c) All travelling authorizations granted prior to the Contingency Plan on 29 February are revoked.
- d) All members of the academic community travelling on duty to the mainland or overseas, will only be authorized if:
- they volunteer to fulfil a quarantine period of 14 days upon returning and authorize that their displacement be notified to the Regional Health Service;
  - The person in charge of the university structure substantiate that this is an essential and urgent trip, and the service is not affected if the person has to comply with a 14th day quarantine period.
- e) All members of the academic community who travel under subparagraphs b) and d) must voluntarily complete a 14 day quarantine period, or continue working on a remote regime as foreseen in point 6.4, and must contact CRE for previous authorization.



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- f) CRE will maintain an updated list of the members of the academic community returning to the Azores from other countries/regions/islands, including name, travel route, estimated date of arrival and phone number; this information may be shared with the Regional Health Service.
- g) All structures of the university that have planned to receive at the UAc visitors from other countries / regions should discourage all travelling, and, if unable to avoid it, must:
- send CRE, in advance, the information indicated in subparagraph f) about each visitor;
  - inform travellers that they will be subject to a 14 day quarantine period before entering the facilities of the UAc.
- h) In case of travellers under mobility programs coordinated by the rectory (ERASMUS, etc.), the actions provided for in the previous paragraph are of the responsibility of the External Relations Office, including sending the necessary information to CRE.
- i) The entrance on the university residences, of any student or other person who travels to the Azores coming from other countries/regions, including mainland Portugal, is not allowed before 14 days after arrival; the situation will be monitored by the Social Services.

### 6.3. Events and public exams

- a) All congresses, workshops, seminars or other public scientific or cultural events in the facilities of the UAc, including those organized by student groups, tunas, or external organizations, are indefinitely postponed or cancelled.
- b) The Office of Public Relations and Communication and those responsible for the university structures promoting the events shall inform all organizers of postponements and cancellations.
- c) Only local events scheduled for March 9, whose cancellation cannot be possible for logistical reasons, may take place, as long as they do not include participants from countries with confirmed cases of Coronavirus / COVID-19, including Portugal mainland.
- d) Public exams to obtain academic degrees whose juries include external members, these members must participate by videoconference, unless otherwise authorized.





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### 6.4. Remote work

a) The rector is organizing a complementary action plan to adopt remote work measures in the various university structures.

b) All university structures are being contacted to identify staff who should have access to remote work, so that services can operate from home.

e) Each worker authorized to do remote work:

- will have remote access to the technological platforms of the University of the Azores, through the installation of a VPN on each worker's computer by the Information and Communication Technologies Service;
- are authorized to take home computers and other materials relevant to accomplish his/her tasks;
- must prepare a list of material essential to perform remote work (personal checklist), to prevent forgetting relevant material;
- must send a copy of the list to his/her chief, who will send it to the UAc's Administrator.

d) Those responsible for university structures must identify aspects that may jeopardize transition to remote work.

e) Staff, teachers and researchers, must install digital signature and/or digital mobile key to sign documents.

f) Remote work at all UAc transversal services will be tested and after extended to the secretariats of all schools and institutes.

g) The Information and Communication Technologies Service is testing the use of a Moodle functionality for distance learning activities with Civil Protection and Risk Management students.

h) If the system works, it will be extended to other courses, in articulation with schools; training and testing activities will be supervised by the Information and Communication Technologies Service and/or the rector.

i) Any teacher, researcher or other UAc worker with medically proven risk factors, or other reasons of force majeure, that advise the use of remote work, must report this to CRE for the assessment of the situation.



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### 7. ATTENDANCE CONTROL

For the sake of prevention, and considering the possibility of remote work, biometric control of work attendance is suspended; attendance must be controlled by those responsible for each structure.

### 8. INDIVIDUAL PROCEDURES IN CASE OF SYMPTOMS

Anyone in UAc facilities who suspects of symptoms of Coronavirus / COVID-19 should avoid any contact with other people and:

- Go to the quarantine room;
- Contact the Azores Health Line;
- Contact CRE via UAc Emergency numbers;
- Follow any provided instructions.

### 9. ALERT CODE

The following Alert Code is created to permanently disclose the situation in the UAc regarding Coronavirus / COVID-19. It will be updated by CRE:

<b>UAc - Coronavirus / COVID-19</b> (Level 0)	There is no confirmed or suspicious case of contamination on the UAc facilities
<b>UAc - Coronavirus / COVID-19</b> (Level 1)	There is at least one suspicious case of contamination (campus / facility)
<b>UAc - Coronavirus / COVID-19</b> (Level 2)	There is at least one confirmed case of contamination (campus/ facility)
<b>UAc - Coronavirus / COVID-19</b> (Level 3)	There is a suspected or confirmed outbreak of contamination (campus / facility)

### 10. AFFILIATED ENTITIES

a) Affiliated entities of the UAc installed in UAc facilities answer directly to CRE and must prepare their own contingency plans in accordance with the provisions of the UAc Contingency Plan, or adopt this plan with the necessary adaptations.

b) Affiliated entities must inform CRE of their own Contingency Plans or specific measures.

c) Affiliated entities must provide CRE, on advance, an updated list of people not belonging to the university community who travel to the Azores from other regions,



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including name, country and city of origin, estimated date of arrival in the Azores and telephone contact. Such information Will be notified to the Regional Health Service.

### 11. PLAN REVIEW

The present plan is dynamic and will be updated whenever the situation advises. Each version will have its own number and changes from the previous version will always be underlined in green.

### 12. SOURCES OF PERMANENT INFORMATION

- Regional Direction of Health  
[http://www.azores.gov.pt/Portal/pt/entidades/srs-drs/;](http://www.azores.gov.pt/Portal/pt/entidades/srs-drs/)
- National Direction of Health  
<https://www.dgs.pt/>
- World Health Organization;  
<http://www.who.int/en/>
- European Centre for Disease Prevention and Control  
[https://europa.eu/european-union/index\\_pt](https://europa.eu/european-union/index_pt)
- Coronavirus COVID-19 Global Cases by Johns Hopkins CSSE  
<http://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>



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## ATTACHMENT I STRUCTURE OF UNIVERSITY COORDINATION

University structures	Function	Name	Contact
<b>University Coordination</b>	<b>Rector</b>	<b>João Luís Gaspar</b>	<b>967149951</b>
Emergency Response Centre (CRE)		Beatriz Estrela Rego	<b>967150109</b>
<b>Campus of Ponta Delgada - Coordination</b>	<b>Vice-rector</b>	<b>Susana Mira Leal</b>	<b>919812154</b>
Administration	Administrator	Nuno Pimentel	
Library	Director	Rolando Lalandá Gonçalves	
School of Health	President	Carmen Andrade	
School of Technologies	President	Maria José Bicudo	
School of Science and Technology	President	Helena Calado	
School of Social Sciences and Humanities	President	Ana Gil	
School of Business and Economics	President	Francisco Silva	
External Relations Office	Coordination	Esperança Alves	
Research Institute for Volcanology and Risk Assessment	Director	José Pacheco	
Student Residence at Laranjeiras	Director	Ana Homem de Gouveia	
Rector's office	Director	Beatriz Estrela Rego	
Social Services	Director	Ana Homem de Gouveia	
Science and Technology Services / UAc Incubator	Director	Célia Amaral	
Academic Services	Director	Marta Mota	
Financial Management Services	Director	Francisco Franco	
Human Resources Services	Director	Ana Paula Travassos	
Information and Communication Technologies Services	Director	Rui Amaral	
CIVISA	President	Rui Marques	
Gaspar Frutuoso Foundation	President	Paulo Meneses	
<b>Campus of Angra do Heroísmo - Coordination</b>	<b>Pro-rector</b>	<b>Paulo Fialho</b>	<b>918461265</b>
School of Health	Vice-president	Rosa Pinto	
School of Agrarian and Environmental Sciences	President	Alfredo Borba	
Research Institute for Agrarian and Environmental Technologies	Director	João Madruga	
Student Residence at Morrão	Director	Ana Homem de Gouveia	
CHEGALVORADA	President	Alfredo Borba	
<b>campus of Horta - Coordination</b>	<b>Representative</b>	<b>Mário Rui Pinho</b>	<b>967174246</b>
Institute of Ocean Sciences – Okeanos	Director	João Gonçalves	
Student Residence at Horta	Representative	Mário Rui Pinho	
IMAR	President	Mário Rui Pinho	