

## ORDER

Considering:

- Current epidemic crisis caused by the coronavirus outbreak in Portugal, Europe and worldwide which has already been classified as pandemic by the World Health Organisation;
- The need to mitigate the risk of COVID-19 propagation among the academic community of IPT;
- That this need requires that measures be taken to actively contain, prevent and control COVID-19;
- The contingency plan approved by IPT on 9 March provides for the possibility of adopting exceptional measures aiming at containing, preventing and controlling the virus;
- Portugal is undergoing a stage that can be considered level-two risk defined by the European Centre for Disease Prevention and Control (ECDC) which corresponds to a situation with an increase in imported cases and localised transmission with more than two clusters of cases with epidemiological connection;
- That it is appropriate that national efforts are made to prevent further contagion calling the community's attention for responsible behaviour that contributes to face current challenge for society;

After consulting the Monitoring Team of the “Contingency Plan for COVID-19”, the School Directors and the local health authorities, I order that the following exceptional measures be adopted:

- 1** – Face-to-face classes and all other programme activities that require the physical presence of students in the IPT facilities, IPT schools and training centres shall be cancelled for all programmes and levels of study.
- 2** – Face-to-face classes should, where possible, be replaced by alternative teaching/learning media resorting to e-learning and tutorial support. Components that cannot be delivered through these media such as practical classes and lab sessions will be resumed as soon as possible.
- 3** – Between Monday and Friday from 9am to 10pm IPT students who remain on the Tomar or Abrantes (ESTA) campuses will be able to use the following classrooms with the following limitations:
  - a) Masters room at the IPT Library in Tomar limited to 6 students at a time;

- b) Room O102 at the IPT campus (equipped with computers and only to attend online classes) limited to 10 students at a time;
- c) Room O104 at the IPT campus limited to 15 students at a time;
- d) Room O105 at the IPT campus limited to 15 students at a time;
- e) Room O219 at the IPT campus limited to 40 students at a time;
- f) Room 1 in ESTA's Main Building limited to 20 students at a time
- g) The rooms will be cleaned three times a day – early in the morning,
- h) The students in the rooms should observe social distancing and stay 2m from others.

**4** – Any duty travel both in the country and abroad including under the Erasmus mobility programme or any other mobility programmes (outgoing) are not allowed and all those that have already been authorised shall be cancelled.

**5** – Financial implications arising from the postponing or cancellation of duty or mobility trips, both in Portugal and abroad shall be subject to a case-by-case analysis and decision taking into account the legal framework and the recommendations of the funding bodies, if applicable.

**6** – For meetings video conferencing or other means of online communication should be used where possible.

**7** – All planned trips from countries or regions with community transmission of COVID-19 should be cancelled.

**8** – In the event a person on mobility (incoming) travelling from a country or region affected by COVID-19 is expected to arrive at IPT, and that trip cannot be postponed or cancelled, that person is responsible for checking whether the country or the region of origin became part of the list of countries with active virus transmission and, if so, should voluntarily pursue social isolation for 14 days (estimated incubation period for the COVID-19 virus). Should the previous situation occur, he/she should observe social isolation if any of the symptoms occur (cough, fever, breathing difficulties, muscle pain or extreme fatigue) or the person in question has been in close contact with confirmed cases of COVID-19.

**9** – All meetings requiring the contribution of external partners for activities such as forming part of committees established to recruit or decide on progression of academic or staff members, to assess internship reports, master's theses and others, shall only be allowed with express consent and only if they are vital and urgent. Even so, at this stage these meetings should preferably be carried out online using video conferencing or other electronic means where possible.

**10** – All scheduled events shall be cancelled (including conferences, seminars, receptions, sports events, open lectures, field trips and similar events), both internal and external.

**11** – The following IPT facilities at Tomar and Abrantes shall be closed:

- i) All rooms used for teaching/learning and laboratories;
- j) Libraries;
- k) Canteens and cafeterias without prejudice to the following paragraph;
- l) Sports facilities.

**12** – The canteens and cafeterias in the IPT and ESTA campuses will continue operating and users are advised to keep social distancing. A take-away service will also be made available.

**13** – Face-to-face services will cease in IPT and its schools in Tomar and Abrantes as follows:

- SPOC - Students Point of Contact in Tomar;
- Face-to-face services at ESTA in Abrantes;
- The accounting, treasury and financial services in Tomar
- The academic services in Tomar;
- The human resources services in Tomar;
- The international relations office in Tomar;
- The student support services in Tomar and Abrantes;

**14** – Except for exceptional circumstances, all interactions between and with IPT services shall be via email, telephone or the Microsoft Teams platform.

**15** – Biometric attendance monitoring associated with the Wintime platform will cease and that monitoring will be done online on the same platform, or where not possible, attendance will be validated by the respective hierarchical superior.

**16** - Until otherwise directed, only online, ATM, bank transfer or money order payments will be allowed.

**17** – Any postal fees arising from the suspension of face-to-face services shall not be charged.

**18** – Any visits to students in the residence halls will cease except if they result from an exceptional circumstance and with specific express consent and access to the residence halls by anyone other than resident students or other than SAS staff will be prohibited.

**19** - Resident students who do not need to stay in the IPT residence halls should return to their homes in order to minimize staff support and maintenance.

**20** – All measures described herein shall take effect from the date of publication until at least March 29, and this date may be adjusted or extended as a function of how the situation evolves and the ongoing assessment of the adequacy of the measures now adopted for the purpose of containing, preventing and controlling COVID-19.

**21** – For the purpose of the provisions in the previous paragraph, daily information will be published on the IPT dedicated webpage on the coronavirus and social media.

**22** – Finally, the IPT academic community (students, staff and academics) should be aware that the exceptional measures period is not a holiday period or an opportunity to socialize or have fun with friends but should rather have a responsible attitude towards the situation.

Tomar, 12 March 2020.

The President of the IPT

**Note: For any doubts arising from this document please go to:**

General doubts: email [covid19@ipt.pt](mailto:covid19@ipt.pt)

Academic issues: [spoc@ipt.pt](mailto:spoc@ipt.pt) or WhatsApp (0351 913 950 802)

International students: [gri@ipt.pt](mailto:gri@ipt.pt)