

Considering:

- The extremely serious situation due to COVID-19 pandemic in Portugal;
- The need, in view of the current circumstances, to adopt more restrictive measures in order to avoid risk of continuing the spread of the virus among the academic community of the IPT, in particular and in the wider civilian community;

After consultation with the Monitoring Team of the "COVID19 Contingency Plan", after consultation with the School Heads and with the local health authorities, I hereby order the adoption of the following exceptional measures:

1 - All classroom activities and any other related activities are suspended from tomorrow, January 22, of all higher education cycles (CTeSp, Bachelor's and Master's Degrees and Postgraduate programmes) and other training courses and activities which usually require the participation and face-to-face interaction with students as well as their stay in the IPT's premises.

2 - a) Face-to-face classes should be replaced by alternative distance learning options;

b) Teaching components which cannot be taught by these means, in particular practical classes and laboratory classes, shall be resumed as soon as possible;

3 - The performance of any missions, both on national and foreign territory, including travel under the Erasmus mobility programme or under any other mobility programme (Outgoing), shall also be suspended, including those which may have been previously authorised.

4 - If a mobility student (incoming) is about to arrive and be accommodated in the IPT residence halls and if such travel cannot be postponed or cancelled, that person must, before entering the student residence, perform rapid antigen test for COVID-19 and, if positive, remain in prophylactic isolation as defined by the competent health authority that will be notified of the positive result.

5 - The effects, in particular of a financial nature, of postponement or cancellation of missions or mobility, whether in Portugal or abroad, shall be examined and decided on a case-by-case basis, considering the legal framework and recommendations of the funding organisations where appropriate.

6 - In conducting internal meetings, the use of video conferencing systems or other electronic means shall be preferred.

7 - All meetings with entities outside the IPT, in particular, in the context of procedures for the recruitment of teaching or non-teaching staff, procedures for the award of a title of specialist, oral examination of internship reports, Master's theses and other theses of a similar nature may only be performed in a non-face-to-face manner, using video conferencing systems or other electronic resources.

8 - All scheduled events such as conferences, seminars, ceremonies, cultural and sporting events, open classes, field trips and similar events, whether internal or external, shall be suspended.

9 - The following IPT facilities shall close in Tomar and Abrantes campi:

- a) Classrooms and laboratories;
- b) Libraries;
- c) Cafeterias and Bars;
- d) Sports facilities.

10 - IPT and ESTA cafeterias and snack bars will remain in operation but with a restricted capacity of 1/3 and with a minimum physical separation of 2 metres between users. The take-away option for users who prefer it, which is the most advisable solution, shall be maintained.

11 - IPT's general services, including those of support to students and the academic community in general, will continue to operate but in compliance with the rules laid down in this Order, in particular as regards services that require face-to-face interaction.

12 – a) In the case of non-teaching staff, teleworking will be preferred where the duties carried out so permit and where the staff have the necessary resources. Where the duties require the work to be carried out in person and the services have more than one staff member, the presence of the whole body of staff should be scheduled in a rotational way, alternating face-to-face work with teleworking, and avoiding, if possible, the presence of more than one person per room or, when the size of the room allows it and more than one person is required, ensuring a minimum physical distance of 2 metres between staff members.

b) It will be up to the head of each IPT service to determine the organisation of the rotation provided for in the previous paragraph by proposing it to the IPT Administrator who will decide accordingly;

c) Time and attendance control through fingerprint reading or code insertion in the device available on campus is suspended for all non-teaching staff members who can register their attendance in the WintimeOnline platform.

d) Except in exceptional situations, all interactions between and with IPT services must be carried out via e-mail, telephone or Microsoft Teams Office 365 platform available for this purpose.

13 - All IPT face-to-face services in Tomar and Abrantes campuses are suspended, and students and other IPT users must contact the services by telephone or electronic means. In exceptional and duly justified cases, face-to-face contact may be allowed, but always by prior appointment.

14 -Unless otherwise instructed, only payments by ATM reference, postal order or bank transfer will be accepted.

15 -The application of the emoluments due for the expedition of any document is suspended when such expedition results from the suspension of the face-to-face service.

16 – a) All visits to students staying in the Student Residence are suspended unless they result from an exceptional situation and after specific express authorisation, and the entry into the residence of any person who is not a resident student or who is not part of the SAS.IPT services is forbidden;

b) Students staying in the Student Residences who do not need to remain in their accommodation have to return to their usual residences, but minimum services necessary to ensure support to those who remain will be maintained.

c) Students staying in the IPT Campus residences must remain confined and may only leave the building to:

- i. Move around the IPT campus premises;
- ii. Carry out professional activities or similar;
- iii. Buy food or medicines in the nearest establishments;
- iv. Practise physical activity and individual outdoor sports;
- v. Other exceptional situations duly authorised.

d) New students may enter the residence or may be allowed to return after an absence of more than 24 hours only if a negative result has been obtained from a rapid test for COVID-19.

17 - a) It should be noted that all teaching and non-teaching staff members, students and any other persons who in any circumstance are justified to enter or remain in the IPT premises, must wear a mask both in outdoor and indoor areas and at the same time maintain a minimum physical distance of 2 metres;

b) Failure or refusal to wear a mask is grounds for preventing any person from entering or remaining in the IPT premises;

c) Transparent acrylic separators shall be installed in the workstations to separate staff from the academic community and, where appropriate, between workstations that do not observe the minimum appropriate distance. The use of this equipment does not exempt from the wearing of masks.

d) Once again it is advised that each member of the teaching and non-teaching staff of the IPT provide and ensure the hygiene of their own workstation and frequently handled objects (desk surface, computer keyboard, mouse, telephone, mobile phone, door handle, etc.) using, for this purpose, in accordance with the guidelines of the General Directorate of Health (Guideline nº 014/2020 of 21/03/2020), a basic disinfectant detergent to achieve a faster procedure, i.e. a product containing in its composition detergent and disinfectant simultaneously (2in1) which are already abundantly available on the market.

18 – a) For the purpose of controlling the spread of the pandemic, body temperature measurements may be carried out at the IPT and rapid COVID-19 tests may be administered to members of the academic community and people wishing to enter and remain at the IPT premises;

b) Body temperature measurements will be carried out by non-invasive means and without any physical contact with the person (with digital thermometer) at the access to the campi, workplaces, teaching facilities or student residences;

c) Access to IPT facilities when performing body temperature measurements shall be forbidden whenever the person concerned refuses to take the body temperature measurement or presents a result higher than the normal body temperature, ie 38°C or higher as defined by the Directorate General of Health;

d) Testing for COVID-19 may be determined individually for members of the academic community as a preventive measure or because there is a possibility of being infected with COVID-19 or preventively for groups of members of the academic community or that may be considered at risk for exposure to COVID-19 infection in a clinical analysis laboratory with which IPT has an agreement.

e) Access to IPT facilities will be denied if the person or persons concerned refuse to perform the test or present a positive result for COVID-19;

f) In cases where the result of the tests carried out under the previous paragraphs makes it impossible for teaching or non-teaching staff to access their place of work without the possibility of teleworking, their absences shall be considered justified.

19 – a) All the measures described in this order apply from the date of this order until February 14 and may be adjusted or extended according to the evolution of the situation and the evaluation that, at each moment, is made of the suitability of the measures now adopted for the purpose of containment, prevention and control of COVID-19;

b) During the period of enforcement of this order, any person who does not have an objective reason based on the need to stay at IPT's premises shall be prevented from entering these premises, unless authorised to do so by the IPT Board, Administrator or School Directors, who shall communicate such authorisation to IPT's reception staff responsible for controlling access to IPT's premises;

c) This order revokes in its entirety and replaces my order of 15 January on the same subject.

20 - For the purposes of a) of the previous paragraph, this order and those following it will be disclosed on the IPT's website dedicated to information on COVID-19 (http://portal2.ipt.pt/pt/ipt/covid_19/).

Tomar, 21 January 2021.

The President of IPT

João Paulo	Digitally signed by Prof. João
Pereira de	Paulo Pereira de Freitas Coroado
Freitas Coroado	Date: 21.01.2021