



**NOVA IMS Internal Regulations**  
**First Semester, Academic Year 2020/2021**  
**in the COVID-19 Pandemic Context**

17 August 2020

## Index

Introduction .....	3
Life at NOVA IMS .....	4
Access to NOVA IMS facilities and Opening Hours .....	4
Physical Distance.....	4
Masks (see attached for relevant instructions) .....	4
Other Behavioural Rules .....	5
COVID-OUT recognition by ISQ.....	5
Common areas.....	6
Outside spaces.....	6
Restaurant Areas .....	6
Bathrooms.....	6
Classrooms, amphitheatres and auditoriums.....	7
Study Rooms.....	7
Almada Negreiros Library.....	7
Deliveries of Materials .....	8
Payment Methods .....	8
Handling of complaints.....	9
Temperature monitoring.....	9
Routes of circulation.....	9
Contingency plan.....	9
Suspicious cases at NOVA IMS.....	9
Case of confirmed infection .....	10
Academic Life .....	11
School Calendars .....	11
Class Schedules .....	11
Welcome session for new students.....	11
Pedagogical model .....	12
Student Support Services .....	14
Public Health .....	15
Appendix - Use of Masks .....	18

## Introduction

1. These NOVA IMS Internal Regulations define the modes of operation in force in the first half of the academic year 2020/21 and are applicable to the entire NOVA IMS community, its partners, suppliers and visitors, taking into account the current COVID-19 pandemic situation. Thus, there are some main concerns to be taken into consideration:

- To provide information and advice and define rules and guidelines that maximize health and safety conditions for students, teachers, employees and partners who use NOVA IMS facilities on a daily basis or visit it sporadically;
- To create a learning environment that allows our students to continue their studies according to the highest quality standards and with significant experience gained at NOVA IMS;
- To guarantee the normal functioning of the various activities developed by NOVA IMS, whenever possible and advisable in a face-to-face way, but always safeguarding the best possible public health and that of our teachers, employees and students.

2. To ensure the effectiveness of our rules and the security of our facilities, NOVA IMS has been working in partnership with ISQ, a reference entity at a national and international level, in the implementation of a management system adjusted to the present COVID-19 pandemic situation, in accordance with the requirements related to obtaining the "COVID-OUT" recognition seal (<https://www.isq.pt/covid-out/>), which we hope to obtain following the corresponding audit, to take place soon. In addition, ISQ will conduct additional periodic audits of our facilities throughout the semester, as an external entity that will validate our compliance also with rules and regulations issued by the Portuguese health authorities.

3. This document will be continuously updated to include changes and updates to regulations, issued by the competent authorities, adopted practices and developments at NOVA IMS. The Board and the Dean of NOVA IMS, in articulation with the Rector of the NOVA University of Lisbon, health authorities or other relevant bodies, may make changes to this document whenever necessary and appropriate.

4. The NOVA IMS community is advised to consult the NOVA IMS website ([www.novaims.unl.pt](http://www.novaims.unl.pt)) and to keep abreast of updates sent by *e-mail* and on social networks in order to be aware of any relevant developments.

5. These Internal Regulations have three parts, where the following are presented, respectively:

- the existing rules and policies for accessing and using NOVA IMS facilities;
- a description of the pedagogical model adopted ("*blended learning*");
- advice for routines to follow outside the NOVA IMS premises.

## Life at NOVA IMS

### Access to NOVA IMS facilities and Hours of Operation

6. The opening hours of the NOVA IMS facilities will be from 7:45am to midnight, Monday to Friday, and 9:00am to 7:00pm on Saturdays.

7. Access by anyone to NOVA IMS facilities is conditional upon the use of an appropriate mask.

### Physical Distance

8. It is obligatory to maintain physical distancing between people, whenever possible, with a minimum of two meters.

9. It is mandatory to follow, whenever possible, the traffic instructions defined with NOVA IMS signage in both directions.

### Masks (see attached for relevant instructions)

10. The use of suitable masks is mandatory for access to and during the stay at NOVA IMS facilities, including inside classrooms, by the entire NOVA IMS community (teachers, staff, students, partners, visitors);

11. Exceptionally, NOVA IMS may provide disposable masks to sporadic visitors.

## **Other Behavioural Rules**

12. Respect the standards of respiratory hygiene: when sneezing or coughing cover your nose and mouth with your arm or with a tissue that should be put immediately in the trash;

13. The virus can remain on surfaces - when handling common surfaces (handles, elevator buttons, vending machines, copiers, etc.) you should always wash or disinfect your hands before and after each use;

14. The NOVA IMS elevators should only be used in exceptional situations, reserved for members of the NOVA IMS community with reduced mobility and suppliers who need them. Access to the elevators should be requested at the NOVA IMS reception, respecting the defined capacity for the elevator of a maximum of 2 people;

15. It is mandatory to disinfect your hands at the entrance of the NOVA IMS premises. There are other dispensers placed in strategic locations, namely at the entrance of each building and on each floor. Remember the correct washing procedure to follow:

- Wash objects used outdoors with soap and water, or disinfectant;
- Wash your hands frequently - with soap and water - for 20 seconds. Alternatively, disinfect with disinfectant gel;
- Avoid taking your hands to your face and always wash them before and after you do so;

16. All NOVA IMS users should be aware of the mandatory compliance with the respiratory etiquette, hand washing rules and other hygiene measures.

## **COVID-OUT recognition by ISQ**

17. NOVA IMS joined the COVID OUT service, Seal of Trust issued by ISQ, after an audit was carried out, thus ensuring that an evaluation by an external entity of the effectiveness of the executed measures and which allow controlling the transmission of SARS- CoV-2. In this way, it is possible to ensure that the facilities are safe, guaranteeing the identification of critical points and routes, analysis of surfaces and disinfection products, monitoring and implementation of the plan, declaration of validation of the procedures adopted, and the corresponding action plans with measures for COVID-19 prevention control, protection, mitigation and training.

## **Common areas**

- 18. In common areas it is forbidden to move furniture or change layouts;
- 19. Wherever possible, windows should remain open to ensure natural ventilation.
- 20. Air conditioners may only be used in rooms with windows, and always with the windows open.
- 21. Each user (teachers, staff and students) should be responsible for the hygiene (cleaning and disinfection) of the shared equipment (screens, mouses, water, coffee, printers, photocopiers, vending machines) before and after use, by means of the wipes and disinfectant gel available for this purpose.

## **Outside spaces**

- 22. We recommend the use of outdoor spaces, since the probability of contagion is lower in the context of outdoor circulation, provided that physical distancing is respected, as well as the use of a mask. No crowding of people will be allowed.

## **Restaurant Areas**

- 23. These spaces are not managed by NOVA IMS. However, the use of them will be conditioned, it being obligatory to comply with the specific indications stipulated by the official entities regarding this activity.
- 24. Avoid cash payments.

## **Bathrooms**

- 25. Respect the maximum capacity in bathrooms (which is equal to the number of enclosed spaces + 50 % of the number of urinals);
- 26. Respect physical distancing, always leaving a urinal gap. If the washbasins or urinals are occupied, wait your turn, keeping the safety distance.
- 27. Always wash your hands for 20 seconds. Follow the posted instructions
- 28. Dry your hands with paper towels. The hand dryers are turned off.

## **Classrooms, amphitheatres and auditoriums**

- 29. Only occupy the permitted places and preferably the same ones during your stay;
- 30. Changing the established *layout* or the defined capacity for each space is not allowed;
- 31. Use the marked areas and places to ensure physical distancing;
- 32. Entering/exiting must be done in an orderly fashion and following the recommended physical distances:
  - First, occupy the spaces furthest from the door to avoid crossing any space close to people, and sit close to windows, when this is possible;
  - When exiting you should go in the opposite direction, i.e. the people closest to the access spaces leave first;
- 33. Wherever possible, windows should remain open to ensure natural ventilation. Air conditioning can only be switched on if the windows in the room are open.
- 34. Disinfectant gel and disposable wipes will be available in the classrooms.

## **Study Rooms**

- 35. These spaces are for the exclusive use of NOVA IMS students;
- 36. There will be no computers available in the study rooms;
- 37. The available places are duly marked in the study rooms. Neither the changing of the configuration of rooms, nor the agglomeration of students is allowed.
- 38. Each user must clean their table and objects before and after use, using the wipes with disinfectant gel available for this purpose.
- 39. Users are required to wear a mask and maintain physical distancing.

## **Almada Negreiros Library**

- 40. This space is for NOVA IMS students, faculty and researchers and requires scheduling via email (bsd@novaims.unl.pt) or message to the WhatsApp number +351 912 450 093;

41. Access to the bookshelves is forbidden and consultation of books is articulated with the library staff and services;

42. Loans are possible upon prior request by email (bsd@novaims.unl.pt) or message to WhatsApp number +351 912 450 093. Returns can be done in the Library or at the NOVA IMS reception during opening hours. The books, once delivered, will be subject to a three-day quarantine period.

43. Users are required to wear a mask, sanitize their hands at the entrance and maintain physical distancing.

### **Deliveries of Materials**

44. Regarding the delivery of materials, they will be received at the Colégio Almada Negreiros by a member of the supply services team.

45. Upon receiving the materials, the employee of the provisioning services shall disinfect them, according to the nature of the material.

46. Whenever there is a need to handle equipment or material outside of NOVA IMS, hands will be sanitized immediately after. Hand washing is preferred. In cases where this is not possible, the use of alcohol-based antiseptic solution (SABA 70%) is recommended.

### **Payment Methods**

47. As regards incoming payments by NOVA IMS services, preference is given to transactions made by bank transfer, a practice already usual in such cases.

48. When payments are made in person, they can be made by card or in cash:

- When they are made with a card, the transaction is made at the terminal and it is later disinfected with isopropyl alcohol.
- When they are made with cash, the employee will wear a pair of disposable gloves for the reception. By means of an envelope offered to the student, who must put the appropriate

amount inside. The envelope is then closed and left in quarantine for at least 72 hours. After handling the envelope, the employee throws away the gloves and sanitizes his/her hands.

## **Handling of complaints**

49. As far as complaint handling is concerned, NOVA IMS has the Physical Complaints Book (Red Cover), which is available from reception. Any member of the NOVA IMS community who is not satisfied can request the book and complete it.

## **Temperature monitoring**

50. A thermometer is available at the NOVA IMS reception for temperature self-monitoring at the request of the user.

## **Circulation Routes**

51. Specific circulation routes have been made which must be respected by following the signs posted. For corridors that have a double direction, one should circulate on the right. This way, the emergency doors will remain open with a wedge to promote air renewal and reduce contact with door handles.

52. In case of fire, the NOVA IMS security team will take care of removing the door wedges to prevent smoke from passing into the stairwell.

## **Contingency plan**

### **Suspicious cases at NOVA IMS**

53. Anyone who is at NOVA IMS and presents criteria compatible with the definition of a suspected case of COVID-19 illness - or who identifies someone in these circumstances - should contact one of NOVA IMS' key people for this purpose:

- Pedro Bernardino - Executive Administrator (963900820)
- Sara Ribeiro - Student Support Office (928099528)

- Filipe Palma - Colégio Almada Negreiros (969415164)

The employees will direct the person to the isolation area (Room 118 of Colégio Almada Negreiros) where the suspected case of COVID-19, or whoever accompanies him, if necessary, should contact the SNS 24 Line (808 24 24 24).

### **Case of confirmed infection**

54. Any confirmed infection should be notified via the COVID-19 *e-mail* (covid19@novaims.unl.pt).

55. The key person will provide the necessary support to the infected individual.

56. The key person shall inform the people with whom the suspect case has had significant contact, including:

- Individuals identified by the suspect case;
- Students in the same class or working group;
- The co-worker (office, room, section, area up to two meters) of the suspect case;
- Students, faculty and staff who met face to face or shared an enclosed space with the suspect case;
- Students, teachers and staff who have shared dishes (plates, glasses, cutlery), towels, or other objects and equipment that may be contaminated.

57. People with high exposure will be actively monitored by the authorities for 14 days.

58. The key person will also identify the list of people with the least exposure, which includes:

- Students, teachers and staff who have had sporadic (momentary) contact with the suspect case (e.g. moved/circulated in a space with exposure to droplets/respiratory secretions through face-to-face conversation for more than 15 minutes, coughing or sneezing);
- Students, teachers or staff who have assisted the suspect case, provided they have followed the preventive measures (i.e. proper use of mask and gloves, respiratory etiquette, manual cleaning).

59. People with lower exposure will be monitored daily for COVID-19 symptoms.

60. These measures will always be validated and aligned with the procedures defined at any time by the public health authorities.

## Academic Life

### School Calendars

61. School calendars set the dates for the main academic activities and events throughout the school year. They are available on the NOVA IMS website (accessible to students and teachers), on the page of each course (section "School Calendar"). There are three different academic calendars:

- Degree Courses (1st year);
- Degree Courses (2nd and 3rd year);
- Master's, Post-Graduate and Doctoral Programs.

62. The school calendars for the first semester of the 2020/21 academic year already include the adjustments that were deemed necessary, the most significant being the postponement of the start of the academic year for students in the first year of degree programmes.

### Class Schedules

63. The class schedules have been drawn up with this in mind:

- Maximize face-to-face classes
- Minimize the number of students in NOVA IMS at any given time;
- Comply with the rules of physical distance inside and outside the classrooms;

64. The final schedules are available since mid-July in the "Schedule" section of each course and study cycle on the NOVA IMS website ([www.novaims.unl.pt](http://www.novaims.unl.pt)), where additional relevant information can be obtained.

### Reception session for new students

65. NOVA IMS plans to have three different types of new student hosting sessions, conducted predominantly online and with appropriate precautions taken regarding face-to-face activities (mask use, physical distance, avoidance of grouping large numbers of people):

- 1st year undergraduate students;
- Master's, postgraduate and PhD students;

- Erasmus+ *incoming* and *Free Mover* students

## **Pedagogical model**

66. In order to meet the capacity of the NOVA IMS facilities, with the imposed restrictions of physical distancing, and to reduce the risks of contagion, presential classes with live streaming will be provided and a weekly rotation of students, which will alternate between presential and live streaming classes, with a few exceptions, described below.

### **Undergraduate Courses**

67. All the curricular units of the 1st year degree programmes will be taught in a fully face-to-face class model.

68. For the 2nd and 3rd year of degree programs two sub-groups will be created with 50% of students in each. One subgroup will attend classes in person, while the other subgroup will attend classes at a distance. The sub-groups will switch between face-to-face and distance teaching in the following weeks on a rotation scheme. The subgroups will be defined after the enrolment period.

69. Information about the specific template that each course will follow will be made available in the *syllabus* of the course units through Moodle.

### **Master's, Postgraduate and Doctoral Programs**

70. With the exception of the Masters in Geospatial Technologies (100% face-to-face), in all other graduate, master's and doctoral programs, two subgroups will be created, with 50% of students in each. One subgroup will attend classes in person, while the other subgroup will attend classes at a distance. The sub-groups will switch between face-to-face teaching and distance learning in the following weeks, on a rotation scheme.

71. Sub-groups will be defined after the enrollment period, trying to ensure that the same students remain in the same sub-group in all course units.

72. All the curricular units of the Master in Geospatial Technologies will be taught in a fully face-to-face class model.

73. Information about the specific model that each course will follow will be made available in the *syllabus* of courses through Moodle.

### **Students unable to physically start the school year on the scheduled dates**

74. For those students who, due to exceptional circumstances, cannot attend the NOVA IMS facilities in person, the possibility of attending these classes by streaming will be provided.

### **Group work**

75. An important component of the academic work in NOVA IMS courses includes the development of group projects. To minimize the possibility of contagion by COVID-19 on the NOVA IMS premises it is advisable that students find ways to work remotely with their colleagues, or in person but always guaranteeing the rules of physical distancing and use of masks.

### **Exams**

76. All course unit examinations will take place in person, unless changes in the context mean that another type of option is determined (e.g. cases of students who have been proven to be quarantined by the local health authorities).

77. In exceptional, duly substantiated cases, *online* examinations may be considered, which should be requested in advance through the NOVA IMS Academic Services Contact Form (at <http://onlinev2.novaims.unl.pt/contacto/>).

### **Study spaces and common areas**

78. The use of NOVA IMS during the first semester of the 2020/21 academic year will preferably be for classroom purposes. Common areas should be mainly used for short periods of time, according to needs.

79. For security reasons, some of the available study rooms may be closed.

## Student Support Services

### Academic Services

80. The Academic Services can be contacted *online* (through the Contact Form available at <http://onlinev2.novaims.unl.pt/contacto/> ), or in person.

### IT Services

81. NOVA IMS IT Services will be available for *online* support, from 8am to 10pm, through [si@novaims.unl.pt](mailto:si@novaims.unl.pt), and in person.

### Financial Services

82. NOVA IMS Financial Services will be available for *online* support, from 9am to 6pm, via e-mail [sfinanceiros@novaims.unl.pt](mailto:sfinanceiros@novaims.unl.pt), and in person.

### AD NOVA IMS, Erasmus and Exchange

83. AD NOVA IMS, Erasmus and Exchange offices will be available for *online* support, from 9am to 6pm, through [adnovaims@novaims.unl.pt](mailto:adnovaims@novaims.unl.pt) and [erasmus@novaims.unl.pt](mailto:erasmus@novaims.unl.pt), and in person.

### Student Support Office

84. The Student Support Office will be available for *online* support, from 9am to 6pm, via email [apoioaluno@novaims.unl.pt](mailto:apoioaluno@novaims.unl.pt), and in person.

### Teacher Support Office

85. The Teacher Support Office will be available for *online* support, from 9 a.m. to 6 p.m., via e-mail [apoiodocente@novaims.unl.pt](mailto:apoiodocente@novaims.unl.pt), and in person.

### Exchange programs

86. NOVA IMS *outgoing* exchange programs to another school are dependent on the decisions of the partner schools and the evolution of the pandemic in their countries. NOVA IMS is in close contact with all partner schools and will inform students of any changes that may occur with respect to their specific situation.

## Public Health

87. Take the precautions mentioned below. It is important that everyone takes individual care to ensure everyone's protection.

### From home to NOVA IMS or from NOVA IMS to home

#### Before you leave home

88. Measure your temperature before you leave home. If you have a temperature above 37.5°C you should wait 15 minutes and remeasure. If your temperature remains feverish do not go to NOVA IMS;

89. Also evaluate other frequent symptoms or signs and do not go to NOVA IMS if you have any of these, namely persistent cough (or worsening of a habitual cough) and dyspnoea/breathing difficulty. Also symptoms of sore throat, runny nose, head and/or muscle aches, tiredness and loss of taste;

90. If you have been in close contact (less than two meters) with a contaminated person with COVID-19 or with a suspicious case you should also not go to NOVA IMS;

91. If you notice any of the symptoms or situations described above, call SNS24 (808 24 24 24) and proceed according to the instructions given;

92. After contacting the SNS24 line, you should stay at home and inform NOVA IMS through the emergency COVID-19 line (Pedro Bernardino - 963900820).

93. If you are part of one of the risk groups (cardiovascular patients, those with chronic respiratory disease, cancer patients and those with renal insufficiency) you should contact NOVA IMS at [covid19@novaims.unl.pt](mailto:covid19@novaims.unl.pt), in order to be seen by an occupational physician, or if you are not a staff member, your family doctor, who will inform you on how to proceed.

#### Going to NOVA IMS

94. Take hand sanitizer with you;

95. Take at least two face protection masks with you (if you're going to be out all day);

96. Take a pouch or bag with you to keep used masks;

97. Take tissues with you to protect yourself if you cough or use them when touching objects or surfaces in common use. Remember to throw them away in undifferentiated waste containers/bins;

98. Avoid using objects such as bracelets, rings, or other adornments (the fewer objects to disinfect the better);

99. Opt to put your shoes on at your front door just before leaving home, avoiding walking inside your home with the shoes you have worn when travelling outside your residence;

100. If you live in a building, whenever possible, prefer the stairs to the elevator. If that's not possible, try not to share it. Take hand sanitizer with you;

### **Travel to NOVA IMS**

#### **If you use public transport**

101. Always keep your physical distance all the way from home to the station/stop;

102. Greet the people you may meet from a distance;

103. Preferably use the stairs and where possible avoid contact with handrails and other surfaces;

104. If you have to use a taxi or similar transport, travel alone in the back seat behind the front passenger seat;

105. Always wash your hands or use disinfectant gel after touching objects or surfaces in common use;

106. Avoid paying in cash (bills/coins). If you do so wash/disinfect your hands afterwards;

107. Do not touch your face (nose, mouth or eyes) if your hands are not clean.

#### **If you use your own car**

108. If possible, only transport people who live with you;

109. Create your "security routine": open the door, disinfect your hands, close the door;

110. Always use the trunk to transport your materials so that the cabin is not contaminated;

111. If you ride a motorcycle or bicycle, you do not need a mask, but keep your physical safety distance.

112. Try not to touch anything until you wash your hands thoroughly with soap and water for 20 seconds or you can disinfect your hands with an alcohol solution.

### **On the way home**

113. Leave your shoes outside your house;

114. Leave the objects (wallet, keys, watch, mobile phone, etc.) you bring from the street in a box by the door;

115. Define an area, preferably near the front door, to leave the clothes you have worn from the street.

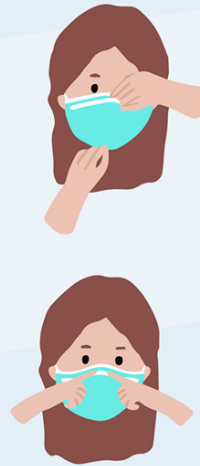
## Appendix - Use of Masks

With regard to the correct use of masks, the behaviour recommended by the Health Authorities, summarised here, should be adopted. This does not dispense with consulting the information provided by the Directorate-General for Health (<https://covid19.min-saude.pt/>) which is available in different languages (<https://covid19.min-saude.pt/materiais-de-divulgacao/>).

### Mask Placement



Check if it is  
**perfectly  
adjusted** to your  
face

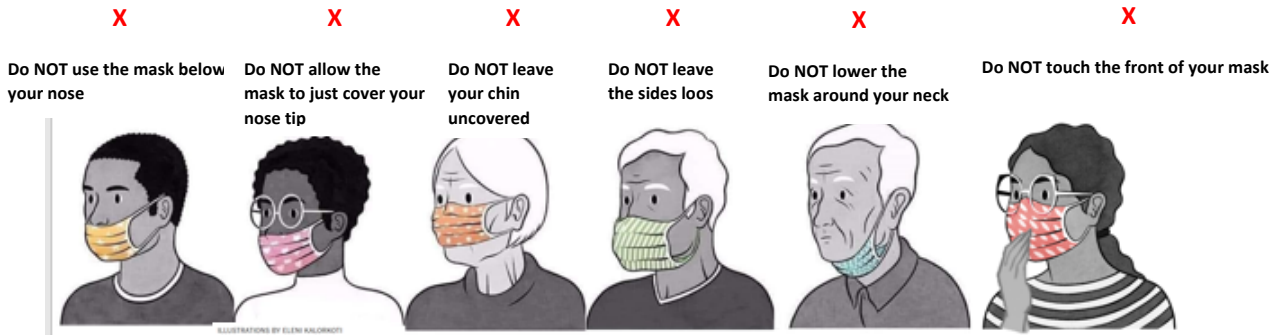


As illustrated in the figures above, with respect to the placement of masks, it is important to:

- 1) Wash your hands with soap and water for at least 40 seconds or disinfect them with alcohol solution or gel;
- 2) Place the mask around your mouth and nose and adjust the mask to your nose, ensuring that it covers your mouth, nose and chin;
- 3) Make sure the mask is properly placed and adjusted to your face, making sure there are no empty or loose spaces.

### Use of Masks





As portrayed above, it is important to promote the proper use of your mask, in particular to ensure that it:

- 1) is NOT used below the nose;
- 2) does NOT just cover the tip of your nose;
- 3) does NOT leave your chin uncovered;
- 4) is NOT left loose on the sides;
- 5) is NOT lowered down by getting loose around your neck;
- 6) is NOT touched on the front of your face.

## Mask Removal



**The mask should be removed behind** (do NOT touch the front), hold on to the strings or elastics



**Wash your hands well after removing the mask**



Whenever it is necessary to remove the mask, as the figures illustrate, one must:

- 1) Wash your hands with soap and water for at least 40 seconds or disinfect them with alcohol solution or gel;
- 2) Remove the mask from behind, using the ties or elastics, avoiding contact with the outside of the mask on the face;
- 3) Depending on the situation and type of mask, take it to wash or dispose of it in a container for undifferentiated waste;
- 4) Wash your hands again with soap and water for at least 40 seconds or disinfect them with alcohol solution or gel.

## Some Additional Aspects to Consider



In addition, the following additional points should be noted:

- 1) Ensure you use masks that meet the recommended technical specifications for Covid-19 prevention;
- 2) Change your mask whenever it gets dirty or wet, which usually corresponds to continuous use for up to 4 to 6 hours;
- 3) If a reusable mask cannot be washed immediately, it must be placed in a properly closed bag;
- 4) Observe the supplier's instructions and specifications regarding washing conditions (typically 60° C) and maximum number of washes recommended;
- 5) Alternate the use of different reusable community masks between the different days of the week that involve their use, ensuring that only washed and dry masks are worn each day.