

GENERAL RULES

1. All individuals coming to FEP are expected to self-monitor their health status on a daily basis. If they have any signs or symptoms COVID19-related they should refrain from coming to the school and should contact immediately the SNS24 support line (nr. 800 24 24 24), or other similar lines, and follow the instructions given to them.
2. For as long as the current restrictions apply, access to FEP is open only to its students, faculty, staff and other authorized individuals.
3. In order to limit the number of persons simultaneously at the School, students are required to come to FEP only on those days or parts of the day when they have classes or other activities scheduled.
4. Students may come to the School to work individually or prepare group assignments at the School. Yet, everybody is expected to assess the real necessity of doing so at FEP against the imperative of keeping within reasonable limits the number of people simultaneously present at the School. If they decide to come to the School, students are required to move around only when that is really necessary. This is especially important during other students' breaks.
5. If someone shows COVID19-symptoms while at FEP, he/she is required to call nr. 916 042 125 and ask for instruction. Security guards will accompany he/she to the isolation room (room 108 in the main building, room 406 in the EPG building) through the designated circuit. If, when the symptoms show, the student (or the professor) is in the classroom, he/she should leave the class with all its belongings and call for assistance from outside the classroom. When the person reaches the isolation room, he/she should contact the SNS24 help line (nr. 800 24 24 24) and do as told to.
6. Social distancing (1 meter as minimum) is mandatory everywhere in the School's premises.
7. In the two buildings, wearing masks is mandatory to everybody, at all times and in all places, including interior gardens, faculty and other offices and services.
8. Masks may be removed only in food areas and for the time strictly necessary. When masks are removed, social distance should be set at a minimum of 1,5 meters.
9. In all common areas, including outside, social gatherings of more than 10 are not permitted.

10. Because they make the circulation more difficult, social gatherings, irrespective of their size, are not permitted in the areas adjacent to the entrances to the two buildings.
11. To allow for the renewal of the air, the circulation of people and to minimize the contact with door handles, all non-essential doors will remain opened. Only authorized personnel are allowed to close these doors in which case they will take alternative measures. Everybody else should refrain from taking action in these cases and ask for the intervention of the personnel using the existing lines of communication.
12. The same rules applying to the opening and closing of doors, also apply to windows that will be left opened whenever possible to allow for the renewal of the air.
13. Hygiene of the hands with alcohol-based antiseptic solution (SABA) should be ensured at the entrance and exit of FEP and classrooms or others, as well as contact with objects and surfaces used by other people. For this purpose SABA dispensers have been installed at the entrances/exits of the buildings, next to all classrooms and in the closed spaces of common use (computer room, library and services).
14. All spaces are sanitized according to DGS standards and guidelines. The schedules have been developed in order to avoid the change of users (students) of the classrooms during each period of the day. Wherever possible, a break has been provided between the morning, afternoon and evening periods to allow cleaning teams to sanitise the spaces. In cases, **properly signalled**, where the break between shifts is not sufficient to do so, students will be responsible for ensuring the cleanliness of their table, chair and, when applicable, computer, before the start of their shift. Professors will be responsible for cleaning their place before starting to use it. In both cases, the necessary materials for effective and expeditious sanitization will be made available.

ACCESS, STAY AND CIRCULATION ON THE SCHOOL FACILITIES

1. The School's facilities remain open daily, on working days, between 8.00 am and 10.00 pm. On Saturdays, the facilities may only be used exceptionally and for previously authorised purposes. On Sundays, the facilities are closed.
2. Each classroom is integrated into an area of the main building, identified by a colour. In the Post-Graduate building, each block (400/500/600) corresponds to an area. During class breaks, students should remain in the area to which their class is assigned and use only their respective toilet facilities. If they need to use the cafeteria or vending machines (which is discouraged during breaks) they should use the shortest way to the main hall or the 'Passos Perdidos', depending on which floor they are on. When on the 2nd floor, you should walk down the stairs next to the Grand Hall and from there take

the direct route to the cafeteria or vending area. On the way back, you should take the opposite route.

3. In the main building, only the stairs next to room 118 and next to the Grand Hall should be used, avoiding the stairs next to the back entrance and the Council Chamber, which will be fenced off. In the EPG, the access from the 1st to the 2nd floor must be made exclusively by the stairs of blocks 400 (for access to the 2nd floor of this block and block 500) and 600 (for access to the 2nd and 3rd floors of block 600 and block 500). The stairs in block 500 should only be used to go down to the 1st floor. To go down from the 3rd to the 2nd floor of block 600, the staircases in this block will be used, the only ones that, due to the absence of an alternative, will be used in both directions.
4. The circulation should always be on the right.
5. The students who choose to study in the common spaces of the 2nd floor ('Passos Perdidos'), can do so only in the designated areas, occupying exclusively the marked places. Under no circumstances may the corresponding furniture (tables and chairs) be moved.
6. On the ground floor, a support area for the vending and microwave area (former cafeteria) has been created. This area is to be used exclusively for light meals. As in the other common spaces, only the marked places can be used; the furniture, also here, cannot be moved.

CLASSES AND BREAKS

1. In the bachelor programmes were established classes with a fixed composition, which is essential to limit the size of the groups with frequent contacts and thus minimize the potential for internal contamination. Professors may not allow students in one class, even occasionally, to attend classes in another class.
2. Each class will have lessons in a single period of the day and, during that period, will not change classrooms. Each student must keep the same place in all classes of the same period of the day.
3. Students may leave their personal belongings (except those of value) in their seats during breaks. The School will not, however, be responsible for their safety.
4. Classes have an official duration of 1h30, 2h00 or 3h00 and should start at the scheduled time and finish 10 minutes (15 minutes in the case of 2h00 classes) respectively, before their official end, in order to make room for a short break. Only 3h00 lessons may have a break, which must be made so as not to coincide with the 1h30 class breaks.

CLASSROOMS

1. The 'flat' classrooms have been equipped to comply with the physical distance rules defined by the competent authorities for higher education institutions (minimum of 1

- meter). In order to ensure compliance with this determination, tables must under no circumstances be moved. All the seats in these rooms can be occupied.
2. In the amphitheatres, occupation takes place in accordance with the norm established by the competent authorities: all queues with mismatched places are occupied, one place being left between people; those places which are to be left empty will be duly identified.
 3. In order to maintain the recommended distance (2 metres) from the front row in the amphitheatres, Professors should not leave the 'platform' area, keeping as close as possible to the board.
 4. In the flat classrooms, since it is not possible to ensure that distance or suppress the first row, acrylic screens have been installed and the Professor must remain in the respective zone of influence throughout the class. Such devices do not exempt the Professor from wearing a mask which, according to the law, is mandatory inside the buildings in all circumstances.
 5. Whenever conditions so allow, frequent air renewal in classrooms should be ensured by keeping windows open or opening them regularly, preferably during breaks. When this is not possible or the weather conditions so recommend, the mechanical air ventilation system (whose cleaning and maintenance is ensured) will be activated.'
 6. In order to ensure the best conditions for student participation in distance learning, eight classrooms (those for hybrid course units) have been equipped with video and audio recording systems.
 7. The larger rooms have been equipped with an audio system. However, the School has a limited number of microphones, which will be reserved for Professors who need to use them for health reasons.

ACADEMIC SERVICES, CAREER AND DEVELOPMENT SERVICE, DOCUMENTATION AND INFORMATION SERVICE AND IT SERVICES

1. The School's services returned to full on-site work on the 1st of September and will remain so for as long as the current circumstances prevail. However, the face-to-face service remains reserved for duly justified situations and subject to prior scheduling.
2. The Library has now reopened the reading room on floor 1 and will reopen the room on floor 2, now operating between 9.00 am and 7.30 pm. The room capacity has been reviewed in order to comply with the rules of physical distance and the places that can be occupied have been identified. The library has disinfection kits for each user to disinfect their place.
3. All services provide information on their respective operating conditions in their areas on the School's website.

MEAL SPACES

1. The cafeteria in the main building reopens on 21st September in the space previously occupied by the canteen kitchen. This space has been organised in such a way as to respect the rules in force: a place of recess between users with different places. The cafeteria in the Post-Graduate building is already in operation.
2. In the cafeteria, as in the other indoor spaces, the use of a mask is compulsory, except only for the meal period.
3. The cafeteria is only available for light meals or for cafeteria services, and people are not allowed to stay inside for any other purposes, such as social gatherings, or any other form of fraternisation.
4. As far as possible, the class schedules have been designed to allow for different class starting and finishing times, as well as breaks. As a rule, students will only have lessons for part of the day. Even so, it is expected that there will be a higher number of people in the cafeteria at certain times, so everyone is encouraged to adapt their consumption habits to the new reality.
5. The cleaning of the places is ensured by the cafeteria staff before and after each use. Users of the cafeteria should properly clean their hands before and after meals.
6. In order to manage the queues, signs will be placed on the floor to ensure a distance of 2 metres between people waiting, and under no circumstances is it allowed to wait in groups, even if of two people.
7. Meals are only allowed, except if they are light, in the spaces specifically designated for this purpose. Tables that are in the 'Passos Perdidos' of the 2nd floor or others, outside the spaces designated for meals, are exclusively for study. In any case, all waste must be placed in the appropriate containers immediately after the end of the meal.

SANITARY FACILITIES

1. At the entrance to the sanitary facilities there is a sign indicating the safety capacity, which cannot be exceeded.
2. All sanitary facilities will be open and equipped with liquid soap with dispensing device and single use paper towels. The hand dryers have been deactivated.

EQUIPMENT FOR GENERAL USE

1. As a rule, proper hand hygiene must be ensured before and after the use of any commonly used utensils or equipment, including door handles, computer terminals, vending machines, microwaves and ATM machines, and door bells near car park gates. Whenever possible, SABA dispensers have been installed next to these equipment, but it is recommended that everyone always bring with them individual hygiene solutions.
2. The use of the lifts is reserved for people with reduced mobility or health problems, which make the use of stairs inadvisable. The lifts will be cleaned regularly, but it is

compulsory to sanitise your hands before and after using them. The capacity of the lifts is limited to two people.