

COVID-19

INL CONTINGENCY PLAN

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1 – INTRODUCTION

COVID-19 is an emerging infectious disease, originated in the Chinese city of Wuhan and whose earliest cases date back to December 2019. While the source of infection remains unknown, the majority of these earlier cases have been linked to a food and live animal market in Wuhan. Ever since, the outbreak has been characterized as a pandemic, with cases confirmed in over 114 countries, Portugal included. The Emergency Committee convened by the World Health Organization (WHO) has declared the novel virus a Public Health Emergency of International Concern, under the scope of the International Health Regulations (IHR). According to the European Centre for Disease Prevention and Control (ECDC), the potential impact of COVID-19 is high, with the virus' continuous and global propagation deemed probable. Infection takes place by human-to-human transmission, by direct or indirect contact via respiratory droplets. Upon contact with the virus, most people will develop light symptoms; the probability of more severe complications is bigger in elder segments of the population or in people with a history of chronic illnesses.

Covid-19 symptoms include fever or cough or difficulty to breathe, requiring or not medical assistance.

Bearing this mind, it is quintessential for institutions, organisations, services and for society in general to be prepared to provide an effective and assertive answer. The development of activities shall be proportional to the risk level defined by reference institutions. The strategy to follow shall keep into account an alignment with the World Health Organization (WHO), as well as with the Portuguese General Directorate of Health. Contingency plans are crucial guidelines regarding what measures to take, and should be in accordance with intervention areas, risk level or the specificity of the organisations in which they are activated.

The International Iberian Nanotechnology Laboratory – INL, in light of the current risk and of its responsibility towards the entire academic community, has elaborated the following contingency plan, in compliance with orientations from the DGS. Its application is to be dynamic and changeable in accord with new information or with any new facts that come to light. These may lead to new measures and result in the plan's update.

2 – SCOPE AND GOALS

This Contingency Plan is applicable to the whole INL community: Members of the Personnel, Contracted Personnel, Institutional and other Visitors.

GOALS OF THE CONTINGENCY PLAN FOR COVID-19

- To determine the needs and resources for an effective response proportional to the risk level.
- To communicate and make known any reliable and updated information to INL community.
- To implement primary prevention measures, suitable to any current risk level.

- To precociously detect any illness cases and their respective contacts, ensuring a responsive connection to the appropriate health services.
- To ensure a coordinate response with other institutions and organisations.
- To ensure the continuity of INL activity, according to the risk level.
- To minimise the effect of the pandemic within INL community.

3 – GOVERNANCE MODEL AND RESPONSIBILITIES

COVID-19 RISK/SAFETY COMMISSION

INL has established the COVID-19 Risk/Safety Commission (hereinafter referred to as 'the Commission') as part of the its strategy to preparing for, and responding to, the COVID-19 outbreak.

The main role of the Commission is to:

- undertake a dynamic risk assessment of potential health and other impacts, using best available advice and evidence to inform decision-making;
- minimise the potential health impact and, were applicable, reduce infection and illness;
- maintain trust and confidence among members of the personnel and other persons working at or visiting the INL premises;
- develop, implement and monitor a contingency plan based on best available evidence, in collaboration with Portuguese Public Health Authorities.

The COVID-19 Risk/Safety Commission is composed by the following Members of the Personnel:

NAME	ROLE
Cristina Louro	DG Executive Assistant
Fernando Torres	Chief Administration Officer
Filipa Valente	Health, Environment and Safety Officer
Hugo Cortez	Chief Site Management Officer
Jorge Fiens	Corporate Communication & Marketing Manager
José Lobo	Legal Service Manager
Margaret Costa	Coordination & Quality Manager

As of June 1st, the Covid-19 Risk Commission is renamed as **Covid-19 Safety Commission**.

MEMBERS OF THE PERSONNEL, CONTRACTED PERSONNEL, INSTITUTIONAL VISITORS AND TECHNICAL VISITORS

All Members of the Personnel, Contracted Personnel, Institutional Visitors and Technical Visitors with signs and symptoms of COVID-19 and epidemiological link (e.g. a person that has been in one of the Coronavirus epicentre country or in any location in Portugal with a declared confirmed case in the last 14 days) or that identify anyone at INL with the signs and/or symptoms described as related with Covid-19 must report immediately the situation to their supervisor, the Health Environment and Safety Officer (HESO) and the COVID-19 Safety Commission (covid19@inl.int).

GROUP LEADERS, C-LEVELS AND RESPONSIBLE FOR FUNCTIONAL UNITS

All Research Group Leaders, C-levels and responsible for functional units at INL must ensure that their direct reports are aware of the adopted measures and will act accordingly.

HESO

The HESO is responsible for informing the Director-General and the INL Covid-19 Safety Commission of any situation related with a person presenting COVID-19 symptoms and provide all the support needed to SNS24/Local Health Authority.

SECURITY OFFICERS

INL Security Officers are responsible for collaborating with INEM and the HESO in the event of a suspected case.

OCCUPATIONAL HEALTH SERVICES

The HESO will contact the INL external Occupational Health Services (CAMPE), and inform about the INL Contingency Plan to keep them updated with the status of INL regarding the Covid-19 and to get their advice.

4 – COMMUNICATION PLAN

MEANS OF INFORMATION DISTRIBUTION TO THE TARGET AUDIENCE

INL is using the dynamic e-mail system as a privileged means of internal communication, complemented by the INL HUB intranet. INL has created the e-mail address covid19@inl.int to send any relevant information concerning the Covid-19 and for any person pertaining to the target audience of this Contingency Plan to clarify any doubts or make suggestions, etc.

An update on the Covid-19 epidemiology is also shared on a daily basis with all INLers, providing information about the progress of the pandemic at local-, national- and worldwide-level, summarizing medical progress and research developments as well as an overview of the economic impact.

INL has also scheduled a weekly e-nanoFika in the form of a webinar where relevant information is shared about the mitigation of Covid-19 – updates on the contingency plan, adopted measures and plans – as well as updates on the regular activities of the organisation. It also includes a Q&A session to promote dialogue with the whole community.

INL is continuously developing materials based on official information published by the DGS and is distributing printed materials (posters or brochures) in all buildings.

MEANS OF EXTERNAL COMMUNICATION

INL has created a single-point of information in the INL website to disclose this Contingency Plan and all measures applicable to the external community any containment measures to the target audience, as well as the daily update about the epidemic information.

INL is also using its social media as an alternative information distributor (namely Facebook, Twitter, and LinkedIn).

5 – ADOPTED MEASURES

INL has adopted contingency measures to deal with the COVID-19. These measures are set in the Director-General Resolution DGR/DIR/116, DGR/DIR/117 and DGR/DIR/121 and shall be taken for the purpose of reducing the health and other risks at INL arising from the COVID-19 outbreak.

These measures are proportional to the local and national risk level and to the respective response strategies, as defined by ECDC and presented in Table 1.

Table 1 - Response strategies considering the risk level defined by the ECDC.

Risk Level	Description	Response
Stage 0	Situation with no reported cases in the country, but with cases reported and/or community transmission in other European countries.	Surveillance
Stage 1	Situation of multiple cases of introductions and limited local transmission, with no more than two generations of cases or clusters. No apparent sustained transmission.	Prevention
Stage 2	Situation with an increasing number of introductions and of more widespread reports of localised transmission, with more than two generations of cases with known epidemiological links.	Containment
Stage 3	Situation with localised outbreaks, with the possibility of evolving into a general outbreak. Sustained transmission within the community.	Mitigation
Stage 4	Recovery in a post-epidemic, widespread situation.	Recovery

HYGIENE, ENVIRONMENTAL AND SAFETY MEASURES

Containment Stage:

- All persons should wash their hands often, as this is the most effective way to safeguard oneself and others and to limit the further spread. INL has also made available disinfectant bottles throughout the building that shall be frequently used.
- The cleaning plan of INL Campus has been revised ensuring a reinforced disinfection of common surfaces and critical equipment.
- Air recirculation at INL premises has been disabled to reduce exposure.
- Elevators must be avoided as much as possible, since this limits the possibilities to spread any infection as well as to become infected.
- All persons should use a tray when eating in the cafeteria. By that we will limit possible spread from physical contacts.
- All persons at INL must try to keep a physical distance of 1 meter from each other.
- All persons at INL must avoid shaking hands and greetings in form of physical contact.
- Gym classes at INL are suspended to avoid unnecessary close encounters.
- INL Guest House will be closed until further notice.
- Taking into account (i) the technical standards issued by the Portuguese Directorate-General for Health concerning the contingency measures to deal with the COVID-19 outbreak in the area of OH&S and (ii) the contingency plan implemented by INL's provider of OH&S services; all OH&S medical assessments set out in the Staff Rules and INL internal processes are suspended until further notice, with the exception of those that are decided by the INL's provider of OH&S services in consultation with the HESO.

Mitigation Stage as of September 14th:

- Restart of OH&S medical assessments set out in the Staff Rules and INL internal processes.
- All persons at INL must keep a physical distance of 2 meters from each other. Specific routes for one-way circulation have been identified including a dedicated route to access the Nursery and signage installed
- Personal use of elevators is not allowed. Public elevators will be out of service (only the service elevator will be working).
- All INLers returning to INL must attend the **Webinar on Safety Measures** before their first day back to INL.
- The use of face mask to enter INL premises is mandatory for all, including INL suppliers, contractors' personnel, start-up members, technical visitors, authorised family members.
- The use of face mask is mandatory inside the facilities.
- All INLers must follow a **Clear Desk Policy**. No papers, stationery or personal belongings should be left on the table at the end of the day.

- Periodic disinfection of desk at the beginning and at the end of the day. Availability of surface disinfectant sprays and paper at each open space.
- Installation of acrylic separations between face-to-face and side-by-side desks.
- Installation of glass separations in cafeteria tray rail and in both security posts.
- Installation of dedicated waste bins for face mask disposal.
- Distribution of personal disinfection dispensers.

MEASURES RELATED WITH INL OPERATIONS AND WORKING MODE

Containment Stage:

- All duty travel on behalf of INL is suspended as defined by DG resolution DGR/DIR/116
- Personal travel: it is recommended that all Members of the Personnel refrain from travelling to the Risk Areas.
- Members of the Personnel should avoid as much as possible personal meetings with both internal and external people and take the best possible use of digital presence possibilities and digital meetings, such as Zoom/Skype.
- Events or people gatherings organized at INL and school visits to INL shall be cancelled/not scheduled until further notice.
- The vast majority of Members of the Personnel are working remotely to limit potential exposures as much as possible. In this regard, INL has existing guidelines in relation to Flexible Working Arrangements.
- Members of the Personnel and Access Card Holders are required to check the provenience of the visitors under their responsibility and in case of potential risk, they must not allow the entrance at INL premises.
- Members of the Personnel are required to keep a record of whom they are meeting, as it will help to speed up the containment/tracing in case they are getting infected.

Mitigation Stage as of September 14th:

HOSTING MEETINGS

- Members of the Personnel should take the best possible use of digital presence possibilities and use digital meetings digital meetings, such as Zoom/Skype, when hosting meetings.
- If an in-person meeting is necessary, the attendance must be limited to the meeting room new capacity and the defined physical distance must always be kept.

DUTY TRAVEL

- Duty travel on behalf of INL is authorised only in Portugal and outside Portugal within a circle with a radius of 200 km with its centre at INL premises. Duty travel to other locations remains suspended until further notice.
- Duty travels beyond this limit may be authorized in particular cases after assessment by the Commission. INLers in this situation will be requested to perform a 14-days remote work period upon return.

SPACE OCCUPANCY

- Implementation of measures to enable an increase of the space occupancy, namely, rearrangement of desks when space is available and installation of acrylic separations between face-to-face and side-by-side desks, being the ratio of 0.15 persons per sqm now applied to all shared spaces of INL.
- Dry and wet labs: 5 users simultaneously keeping the physical distance of 2 meters.
- Meeting rooms: as indicated in each meeting room door.
- Bathrooms: 1 person maximum
- Cafeteria: 50 users simultaneously.

WORKING SCHEDULE

- The working schedule of each team must consider the maximum occupancy of shared spaces, open spaces, offices, and laboratories.
- Remote work is no longer a mandatory requirement for employed members of the personnel (MPE) but is being promoted for all functions and activities that can be performed remotely and will apply in the situations described in the DGR/DIR/127.
- A **rotating schedule** for on-site activities is adopted to limit the space occupancy. This scheme applies to MPE, associated members of the personnel ('MPA') and contractor's personnel. Each supervisor is responsible for ensuring this rule is applied.
- The loading dock will be accessible **Monday to Friday – 09:00-13:00 and 14:00-18:00**.
- The Cafeteria space is available for taking your own meal or the lunch box prepared by INL service provider from **12:00 to 15:00** for a period of **30 minutes** each and subject to prior **booking** on the HUB (capacity has been limited to **50 users simultaneously**).

EXTERNAL VISITORS

- External visitors are not allowed to access INL campus. Exceptions must be requested to the Covid-19 Safety Commission. Authorized external visitors will be asked to complete a questionnaire at the check-in and use a face mask, being the access denied in case of potential risk.

- Events or people gatherings organized at INL and school visits to INL remain cancelled until further notice.
- INLers' family members who hold an access card (inc. INLers' children) must not enter INL premises unless for the purpose of dropping-off/picking-up children at the Nursery (always using external routes).

PREVENTIVE SELF-ISOLATION MEASURES

Containment stage:

- Members of the personnel returning to INL from Risk Areas, must report their travel or stay details to covid19@inl.int and self-isolate for a 14-day period whether they have symptoms or not. This includes not entering the INL premises until 14 days after their departure from the Risk Areas. Work will be done remotely in accordance with the Flexible Working Arrangements Regulation.
- All persons should stay away from INL premises even if they have only mild symptoms. It is recommended not to take over-the-counter medications before going to work such paracetamol or ibuprofen which may hide the symptoms of an infection.
- Persons sharing office or open space with any person that is staying at home with flu symptoms should also go for volunteer self-isolation and work from outside INL.
- Anyone going for voluntary self-isolation must inform their direct supervisor, the HESO and covid19@inl.int in accordance with the Flexible Working Arrangements Regulation.

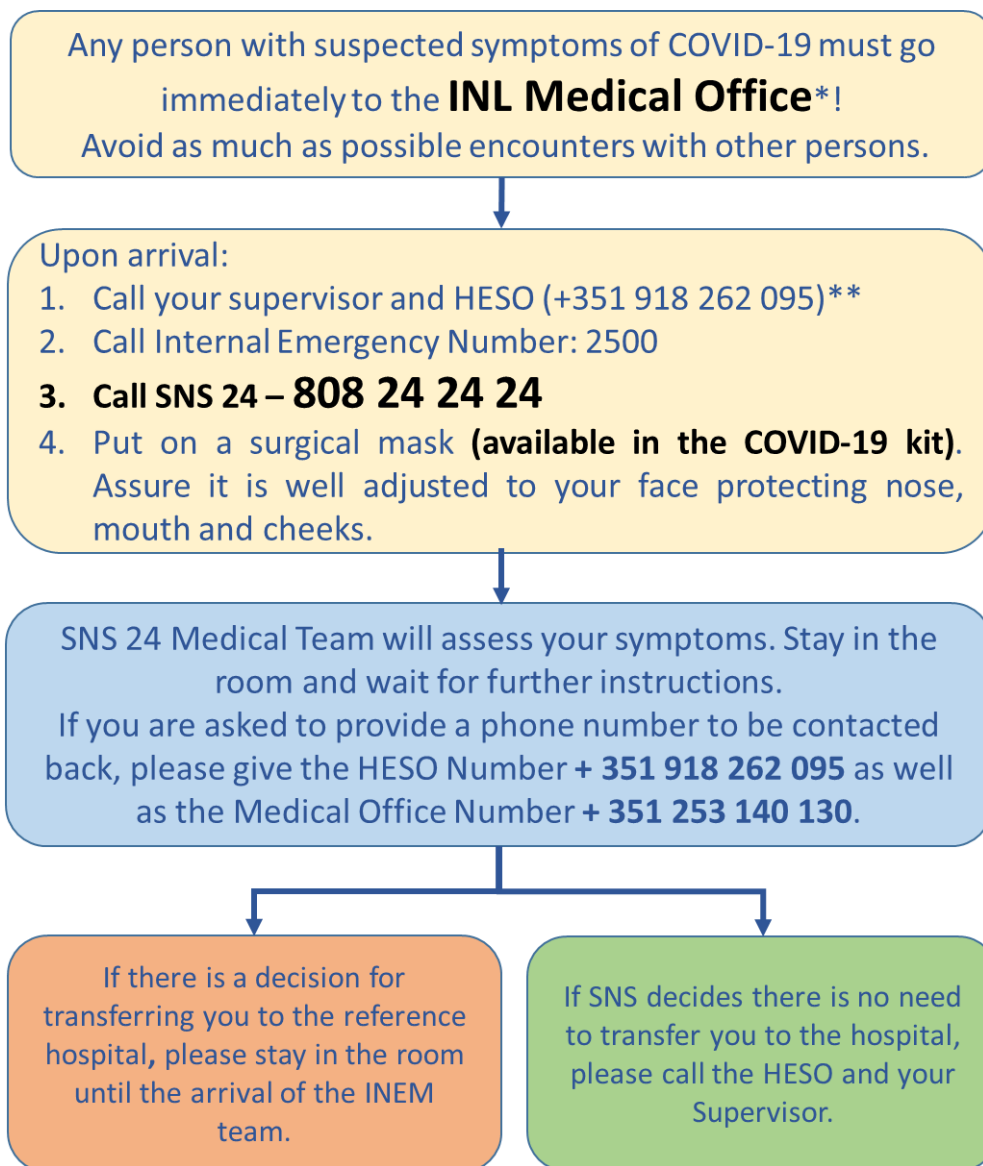
Mitigation stage as of December 10th:

- All persons with mild symptoms or facing a potential risk of infection (e.g: travelling by plane, use of other public transportations that may be crowded or where one cannot keep physical distance, being for a long period in an indoor space where physical distance cannot be kept, etc.) should as a prophylactic measure stay in self-isolation avoiding entering INL premises for a period of 14 days.
- It is recommended not to take over-the-counter medications before going to work such paracetamol or ibuprofen which may hide the symptoms of an infection.
- All MPE are required to comply with mandatory laws of the Portuguese State, as well as the State in which they are currently living, namely with regards to:
 - Mandatory self-isolation
 - Border control
 - Road travel
 - Air travel

- Before travelling
 - Check Re-open EU website (for EU travels) <https://reopen.europa.eu/en>
 - Check the Portal das Comunidades: https://portaldascomunidades.mne.gov.pt/images/GADG/Viajar_para_Portugal_Vers%C3%A3o_21_09.12.2020.pdf
- Over and above such rules, the following rules of INL will also apply:
 1. New MP whose place of residence at the time of recruitment is outside Portugal: **mandatory self-isolation of 14 days is required by INL upon entering in Portugal.**
 2. MP who are cross-border commuters: **no mandatory self-isolation is required by INL.**
- Anyone going for voluntary self-isolation must inform their direct supervisor, the HESO and covid19@inl.int in accordance with the Flexible Working Arrangements Regulation.

6 – PROCEDURE IN THE EVENT OF A SUSPECTED CASE

Any person at INL that starts to feel possible COVID-19 symptoms (**fever or cough or difficulty to breathe**), must follow the procedure defined in the flowchart below and available in the “Isolation” Area – Medical Office:



Anyone providing assistance to the suspected individual must wash hands with water and soap after assisting. If possible, wear a mask and gloves and keep a safety distance of 1 m.

* Located in the ground floor of the social building

** The Health Environment and Safety Officer will inform INL Director-General and Human Resources

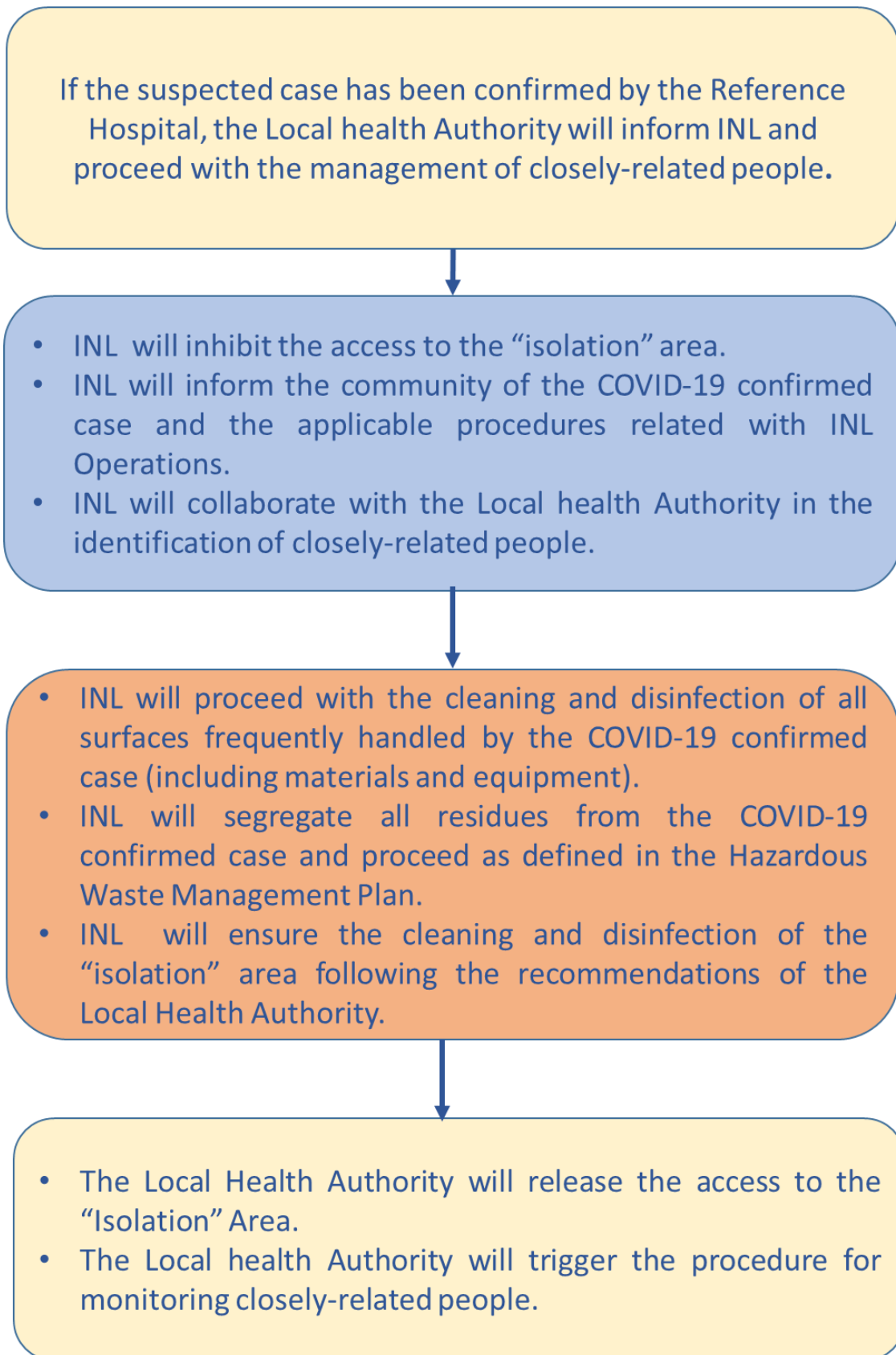
Abbreviations:

HESO – Health Environment and Safety Officer

SNS – National Health Service

INEM – National Institute for Medical Emergency

7 – PROCEDURE IN THE EVENT OF A CONFIRMED CASE



8 – PROCEDURE FOR RETURNING TO WORK AFTER A POSITIVE PCR TEST RESULT

- COVID-19 confirmed cases must follow the instructions set by the Local Health Authority.
- Over and above such instructions, all persons with a positive PCR test result for COVID-19 (either symptomatic or asymptomatic) must **stay away from INL premises for at least 14 days** from the date of the confirmation of the diagnostic.
- All persons with a COVID-19 confirmed case (either symptomatic or asymptomatic) will only be authorised to access INL premises **when evidence of a negative Covid-19 PCR test is sent to CAMPE, who will confirm the fitness for work to the HESO**. Such negative Covid-19 PCR test must be done **no less than 14 days** after the date of the initial Covid-19 clinical diagnostic.
- If a Covid-19 PCR test (satisfying the conditions mentioned in the previous paragraph) is not prescribed or carried out by the Local Health Authority, INL will provide the required support through the HESO.

9 – PROCEDURE FOR MONITORING PERSONS WHO HAVE BEEN IN CLOSE CONTACT WITH A CONFIRMED CASE

A **closely-related contact** is anyone who does not present any symptom but has or may have been in contact with a confirmed case of COVID-19. The Local Health Authority in collaboration with INL will:

- Identify, list and classify the closely-related contacts.
- Proceed with the necessary monitoring of the identified contacts.

The monitoring procedure will be defined by the Local Health Authority taking into consideration the risk of exposure that is defined as:

HIGH RISK OF EXPOSURE:

- Anyone sharing the same workplace (office, open space, area up to 2 meters).
- Anyone having been face-to-face with the confirmed case of COVID-19 or within an enclosed-space.
- Anyone that shared cutlery, towels or any other object/equipment that may be contained with secretions, blood, respiratory droplets.

LOW RISK OF EXPOSURE:

- Anyone who may have been in sporadic contact with the confirmed case of COVID-19 (ex: in movement/circulation during which he/she may have been exposed to respiratory droplets through face-to-face conversations above 15 minutes, cough or sneeze).
- Anyone who has provided assistance to the confirmed case of COVID-19, assuming all preventive measures were followed (use of mask, gloves, hygiene procedure).

SELF-ISOLATION MEASURE:

All **identified closely-related contacts** (do not present any symptom but have or may have been in contact with a confirmed case of COVID-19) should **stay away from INL premises for 14 days** from their last exposure and proceed with an active self-monitoring for symptoms (fever, cough, difficulty to breath)

If symptoms occur, call SNS24 (808 24 24 24)

ANNEX I – INL MAP

