



THE MARKETING SCHOOL

# INFORMATIONAL GUIDE

---

Recommendations for  
a safe campus.

APRIL 2021

A photograph of a classroom setting. In the foreground, a student wearing a black face mask and glasses is seated at a desk, writing on a piece of paper with a blue pen. In the background, another student with curly hair, wearing a white face mask and a green cardigan, is seated at a desk. A hand is raised in the air, indicating a student wants to speak or ask a question. Large windows in the background let in bright light, showing greenery outside.

## RECOMMENDATIONS FOR A SAFE CAMPUS

A few months ago we started a new academic year at IPAM and our main objective was to do so in a safe way for the whole educational community, and therefore a series of physical and organizational measures were implemented. However, we must not forget that keeping our CAMPUS SAFE is everybody's responsibility. Each individual's behavior contributes to minimizing the risk of infection.

# INDEX

## RECOMMENDATIONS FOR A SAFE CAMPUS

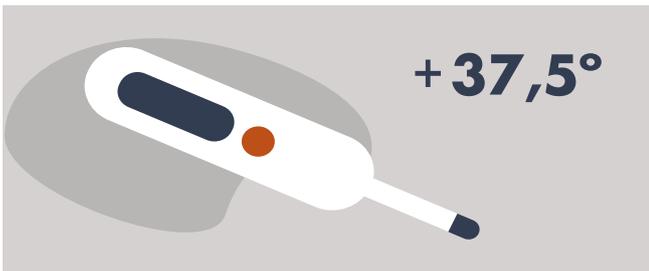
---

- 01. BEFORE GOING ON CAMPUS
  - 02. GETTING TO CAMPUS
  - 03. ON CAMPUS
  - 04. RETURNING HOME
-

# WHAT YOU CAN DO TO KEEP OUR CAMPUS SAFE

## 01. BEFORE GOING ON CAMPUS

Check your health status on a daily basis and if you have:



TEMPERATURE OVER 99,5°F (37.5°)

and/or



RESPIRATORY SYMPTOMS, SORE THROAT,  
SORE MUSCLES, LOSS OF TASTE/SMELL,  
DIARRHEA NOT ASSOCIATED WITH OTHER  
PERSONAL CONDITIONS

and/or



CLOSE CONTACT WITH A CONFIRMED  
POSITIVE CASE\*

**DON'T GO** on campus,  
**STAY AT HOME**, and follow these guidelines:

1. Contact SNS 24 (808 24 24 24)
2. Inform the institution immediately by sending an email to [contagiocovid@universidadeuropeia.pt](mailto:contagiocovid@universidadeuropeia.pt)

## 02. GETTING TO CAMPUS

- Prioritize the use of your private vehicle individually.
- If you have to share a vehicle or use public transportation, a cab or vehicle for hire, follow the safety instructions established by the Government.
- Avoid rush hours as much as possible.

## 03. ON CAMPUS

### ORGANIZATION

- **Enter buildings through the designated entrance doors where**
  - > Your temperature will be taken.
  - > You will be able to sanitize your hands before entering.When leaving the building, do so through the designated exit doors.
- **“Walk on the right side”** and yield when necessary to avoid getting close to other people and to stay at a safe distance.
- **Stay 2 meters apart from others.**
- **It is mandatory to use a surgical face mask at the campus at all times.**

(\*) Close contact: Spending more than 15 minutes with a COVID-19 positive person without keeping 2 meters of distance and inappropriate use of a face mask.

- **Always wear a face mask properly**, in such a way that the edges fit snug around your face and cover your mouth and nose at all times.
  - **Change your face mask when you have worn it for more time than recommended** by the manufacturer or if it is damp or deteriorated. Therefore, it is **important to carry a replacement face mask with you**.
  - **Only move around campus when strictly necessary**.
  - **Only use designated areas and respect the “sit here” signs**.
  - **Only eat or drink at designated areas or outdoor campus spaces**, and remember you should only take off your face mask when eating or drinking, otherwise it should be worn properly the rest of the time.
  - **Enter and exit the lectures halls and/or labs in an orderly manner**, making a line and keeping a safe distance of 2 meters. Do not form groups in hallways or enter rooms until the previous group has completely vacated.
  - **Keep at least 2 meters of social distance** in lecture halls, sitting as far away as possible from the rest of classmates, spreading around the lecture hall and not occupying just one area, row or column.
  - **Keep windows open** in lecture halls and labs as long as possible, and at least at the beginning of class, once every hour and between classes for around 10 minutes to allow **fresh air flow**, and leave windows open before leaving the lecture hall once class has finished. In cold weather, it is necessary to come to class with warm clothes; **we must forgo ideal heat conditions for the sake of minimizing infections**.
  - **In lecture halls and labs you must use a sanitizing kit** (sanitizing product and paper towels). Important! Do not spray the product directly on equipment such as keyboards, screens, telephones, etc.
  - **Strictly follow the specific protocols established** in the lab where you carry out hands-on classes.
  - Respect the fact that **there is no eating or drinking in lecture halls nor labs**.
  - When leaving lecture halls, labs or common areas, **clear out the space as much as possible** to facilitate cleaning and disinfection.
  - **Do not use the elevator**. It is reserved for authorized individuals (1 person per trip) or persons with reduced mobility that can be accompanied only if they require assistance.
  - **Do not share IT equipment, telephones, pens, tools etc.** If sharing is necessary, disinfect them before and after each use and throw away the used paper towel in the waste basket with lid and pedal next to the sanitizing areas in hallways.
  - **Avoid using paper** and work with electronic and/or scanned documentation whenever possible.
  - **Avoid actions with classmates that do not respect the required minimum social distance**.
  - All campuses are smoke-free. If you are going to smoke, go off campus and remember **it is forbidden to smoke in the street or outdoors when it is not possible to keep at least two meters distance with others**.
  - **If on campus you have:**
    - > Temperature over 99,5°F (37.5°).
    - > **Respiratory symptoms, sore throat, sore muscles, loss of taste/smell, diarrhea** not associated with other personal conditions.
    - > Close contact with a confirmed positive case\*.
- Follow these guidelines:**
- > Wash your hands.
  - > Wear a surgical mask.
  - > Tell your professor/counselor
  - > Pick up your belongings to facilitate cleaning.
  - > You should go to the campus reception and report the suspect.
  - > **Once in the isolation room, contact SNS 24 (808 24 24 24)**.
  - > Follow the medical instructions you are given.

## HYGIENE

- **Avoid greeting others with physical contact.**
- **Avoid touching your eyes, nose and mouth.**
- **Cover your nose and mouth with a disposable tissue when coughing or sneezing**, and throw it away immediately in the designated waste baskets with lid and pedal.
- **Wash your hands frequently with soap and water** or use hand sanitizer and do so after coughing, sneezing or touching potentially contaminated surfaces.

## 04. RETURNING HOME

- **Take off your shoes** and leave them near the door.
- **Leave your keys, wallet and objects you bring in from the street** and that you are not going to use in a box near the door.
- **Wash your hands with soap and water**, shower if you live with a vulnerable person and avoid touching surfaces and objects until you have

taken these precautions. Clean surfaces that you cannot avoid touching, such as light switches, door knobs, faucets, etc.

- **Disinfect your cell phone, glasses and other objects you are going to use** with a disposable paper towel and alcohol solution or soap and water.
- **Separate the clothes you have worn**, without shaking them, wash them with hot water and dry thoroughly.
- **Keep your house well ventilated.**
- **Dispose of all personal hygiene material you have used** such as disposable tissues, face masks and gloves in the waste container. It is everyone's responsibility to protect others and the planet.
- **Take care of yourself and your friends and family.** Disconnect and rest.



(\*) Close contact: Spending more than 15 minutes with a COVID-19 positive person without keeping 2 meters of distance and inappropriate use of a face mask.

**IPAM PORTO**

R. Manuel Pinto de Azevedo, n.º 748  
4100-320 Porto

**IPAM LISBOA**

Estrada da Correia, n.º 53  
1500-210 Lisboa



THE MARKETING SCHOOL

[www.ipam.pt](http://www.ipam.pt)