



WELCOME GUIDE FOR THE 2020-2021 SCHOOL YEAR

The academic year 2020/21 at the Escola Superior de Educação de Paula Frassinetti (ESEPF) will be lived with all the confidence and normality possible, under the circumstances that the evolution of Covid-19 pandemic dictates at every moment.

On August 4, the Ministry of Science, Technology and Higher Education (MCTES) published the document Recommendation to scientific and higher education institutions for the preparation of the academic year 2020/2021, whose content reinforces the planning made by ESEPF, namely regarding the guidelines approved by the ESEPF Technical-Scientific Council on July 29. On that same date, the Directorate-General for Health (DGS) made public the Guidelines for Teaching and Non-Teaching Activities in Scientific and Higher Education Institutions Academic Year 2020-2021, which serve as a guide to health rules and safe behaviour at ESEPF facilities. At all times, the ESEPF Contingency Plan, updated on September 1, 2020, can be consulted.

In order to allow each one to understand the guidelines that will ensure everyone a peaceful and safe school year, you can find below some answers to the most frequently asked questions about a set of matters related to the functioning next school year.

1. HYGIENE RULES AND SAFE BEHAVIOR AT SCHOOL

1.1. Where can I clarify doubts about Coronavirus?

The Directorate-General for Health (DGS) has a website with frequently asked questions that provides updated and reliable information about the Coronavirus. You should consult it by accessing this link: <https://covid19.min-saude.pt/dispositivos-de-saude-publica/>

1.2. What are the five fundamental rules of safety and hygiene?

a. Correct and frequent washing and hand hygiene;



- b. Respiratory etiquette: cover your nose and mouth when you sneeze or cough, with a tissue or forearm, never with your hands, and always throw the tissue in the trash;
- c. Maintain physical distance and do not share personal objects or food that you have touched;
- d. Wear a mask permanently and avoid touching the face with your hands.
- e. Notify the School in case of suspected infection, direct and prolonged contact with an infected person or other decision by a health authority.

1.3. What should I know before going to School?

Before going to school, you must make sure that you do not have a fever, cough or other symptoms that may indicate you are infected with SARS-CoV-2. Must wear a mask since its use is mandatory during the entire stay inside and outside the premises.

1.4. Upon arrival at the School, how should I proceed?

Before entering the outer gate of Rua Gil Vicente, you must put on your mask and wait in line to enter, keeping 1 meter for the person in front. It is mandatory to hand hygiene in a device placed for this purpose in the entrance and clean your feet on the cleaning mats located at the entrance of each building.

1.5. How should I proceed inside the classroom?

As gatherings are not allowed at the entrance of the rooms, you must wait in line to be present through the electronic card, keeping 1 meter for the person in front. Then, go to the table and chair marked in green and sit down. While classes take place in that room and on the same day, you should always stay in the same place. It is not allowed to circulate in the classroom or to turn around to speak, except for reasons of pedagogical strategy when indicated by the teacher. The layout of the classroom cannot be changed, and tables must remain oriented. After the end of



the class, you should go outside as it is not allowed to remain in the classroom or eat food inside. When leaving the room, you should disinfect again.

1.6. What safety precautions will there be inside the classrooms?

- As a rule, the windows of the classrooms will remain open during classes to allow frequent air renewal. If necessary, mechanical room ventilation can be used, since ESEPF has AVAC system authorized by DGS.
- Classes must be taught by teachers with mandatory use of masks and they must avoid walking around the room.
- After intensive use of the classroom by the same class, it will be properly cleaned and disinfected by the maintenance teams. During this cleaning, the room must be completely unoccupied.

1.7. Can I move freely around the facilities?

Yes, circulation is allowed, either in corridors or on stairs if the circulation circuits established and properly marked on the ground are strictly observed. However, circulation in the building must only be carried out for specific purposes, food is not allowed in the corridors or gatherings inside the buildings, only outside.

1.8. What are the rules for using the auditorium?

- The entrance and exit of the auditorium are made through different doors already duly marked. All rows can be occupied in the places duly marked in green, thus leaving an interval between seated people, without compromising the normal functioning of teaching activities.
- For teaching purposes, the first row can be occupied as the teacher will teach on stage and wearing a mask. In the case of academic or scientific events in which the speaker removes the mask, the first row must remain unoccupied to guarantee 2 meters between each person.

1.9. Are there specific rules for the use of sanitary facilities?



The rules for the use of sanitary facilities (WC) provide for hand washing with water and detergent at the beginning and end of the use of the WC, and the taps and door handles must be handled with paper that is then discarded in an appropriate container. It is not allowed to remain in the WC beyond what is strictly necessary and the capacity for use.

1.10. What to do if I want to go to the services?

You must go to the service you want and wait to be assisted in the queue, respecting the signs on the ground. The capacity of each space is subject to the rules posted outside each service. If you wish to occupy a library workspace, study room or have access to technological equipment, you must request this authorization from the library's collaborators who will confirm their availability, subject to the conditions existing at the time.

1.11. Can I contact teachers in their offices?

In principle, given the dimensions of the offices, such a procedure should be avoided. Whenever possible, support and monitoring of teachers must be carried out through the Teams platform and take place on the days and hours of service published in Moodle. In case of need or urgency, the student must contact the teacher via e-mail for extraordinary scheduling and later meeting also through the Teams platform.

1.12. How to access the bar?

- The displacement to the bar must be done respecting the signs on the ground in order to guarantee the physical distance between the people who are waiting in line.
- The payment of food is made exclusively by the delivery of a pre-purchased receipt in the machine or in the external office destined for this purpose, and the exchange of money over the counter is prohibited.
- Once served, the person must move outside the bar area to eat the food purchased. Food purchased at the bar - and only these - can be consumed in room A106



(adjacent to the Auditorium) or at individual tables in the canteen, between 9 am and 11:30 am and 3:30 pm and 5 pm. The exterior glazing can also be used for this purpose.

- The spaces in the bar, canteen and room A106 (adjacent to the Auditorium) are for exclusive use for eating food made at ESEPF, and people are not allowed to stay in these spaces for other purposes, namely socializing, or any other form of playful and / or academic fraternization.

1.13. How to access the canteen?

- Only the products made at ESEPF can be consumed in the canteen and in the A106 room, with the consumption of other foods coming from abroad not being allowed there. The entrance and exit in the canteen are different and each user must wait for his turn in the proper line marked on the ground to guarantee the physical distance between people. The circulation inside the canteen is marked.

- Once served, the person must move to an unoccupied table and chair and then, removing the mask, ingest their meal.

- The bar, canteen and room A106 spaces (adjacent to the Auditorium) are for exclusive use for eating food made at ESEPF, and people are not allowed to stay for other purposes, namely socializing, or any other form of playful and / or academic fraternization.

1.14. How to access the microwaves?

- Microwave devices are in the exterior glazing, where food not made in ESEPF can be consumed. Microwaves must be used in accordance with the cleaning rules posted on site.

- The bar, canteen and room A106 spaces (adjacent to the Auditorium) are for exclusive use for eating food made at ESEPF, and people are not allowed to stay for other purposes, namely socializing, or any other form of playful and / or academic fraternization.

1.15. How to proceed if you bring food from home?



Food from outside may be eaten outdoors or at the exterior glazing.

1.18. Are there any rules for being outdoors?

Outside the buildings, large gatherings are limited to 5 people and the use of the mask is mandatory, always respecting the appropriate physical distance. Whenever someone is eating food or smoking, the safety distance must be respected.

1.19. What if you experience symptoms of Covid-19 while on ESEPF facilities?

In this case, the procedures provided for in paragraph 2.3 are activated of the ESEPF Contingency Plan.

1.20 How do I inform the School of suspected infection or direct and prolonged contact with an infected person?

Any occurrence of Covid-19 must be reported through the e-Campus by clicking on the red image located on the right bar just below the Reception Guide and which mentions the **Covid-19 occurrence form**. The form that opens there, in Portuguese and English, must be completed in order to make the communication process between the School and the health authorities faster and more reliable.

2. ACADEMIC ACTIVITY, FREQUENCY AND EVALUATION

2.1. Will classes in this year 2020-21 be face-to-face or distance?

In compliance with the guidelines of the Ministry of Science, Technology and Higher Education (MCTES), the legally provided for in the courses accredited by A3ES and the determinations approved by the ESEPF Technical-Scientific Council, on July 29, 2020, teaching will be in person in 20/21.

2.2. Will there be adjustments to the teaching activity?

Yes. Among the MCTES Recommendations, the second principle calls for the adoption of realistic procedures in the institutions to ensure the totality of contact hours provided in each course unit of the study cycles. The third principle aims to



stimulate innovation and pedagogical modernization. To materialize these two principles, the Technical-Scientific Council of ESEPF, on July 29, 2020, decided that:

For the 1st year of the Bachelor's Degrees, and since the respective study plans do not include Internship or Initiation to Professional Practice curricular units (UCs):

(i) 75% of contact hours will be carried out in the form of physical presence of students and teachers at ESEPF facilities, except when, for security reasons, this is not possible for everyone; (ii) 25% of contact hours will take place asynchronously, supported by digital distance technology. Thus, this proportion should translate:

- in UCs with 32 hours of contact, 24 hours of face-to-face contact given in the classroom and 8 hours of asynchronous contact classes;
- in UCs with 48 hours of contact, 36 hours of face-to-face contact given in the classroom and 12 hours of asynchronous contact classes;
- in UCs with 64 hours of contact, 48 hours of face-to-face contact given in the classroom and 16 hours of asynchronous contact classes.

For the 2nd and 3rd year of the Bachelor's Degrees and for the Qualification Masters for Teaching, and since the respective study plans include UC of IPP, PES and Internship, whose contact hours will always be carried out in person, always as possible, in the remaining curricular units: (i) 67% of contact hours will be carried out in the form of physical presence of students and teachers at ESEPF facilities, except when, for security reasons, this does not seem possible for everyone; (ii) 33% of contact hours will take place asynchronously supported by digital distance technology. Thus, this proportion should translate:

- in UCs with 32 hours of contact, in 22 hours of face-to-face contact given in the classroom and 10 hours of asynchronous contact classes;
- in UCs with 48 hours of contact, 32 hours of face-to-face contact given in the classroom and 16 hours of asynchronous contact classes;
- in UCs with 64 hours of contact, 44 hours of face-to-face contact given in the classroom and 20 hours of asynchronous contact classes.

2.3. How will asynchronous contact classes take place?



Asynchronous contact classes will be registered on the portal on Saturday, between 8 am and 2 pm. In this way, students will know that they are not in person (they do not need to go to the school) and teachers always have the same day to make these classes available. Each asynchronous class will be preceded by a lesson plan, to be made available by the teacher in Moodle, which explains the objectives, resources, tasks, expected products and their execution and feedback periods. The execution of the tasks requested by the student within the deadlines foreseen by the teachers will be the equivalent of having been present, that is, the accomplishment of the tasks requested by this way will constitute an element and condition of permanence in continuous evaluation (cf. art. 3. Of the Evaluation Regulation).

2.4. How will the teaching schedule of each class be organized?

- a. During the week, the face-to-face classes will take place between Monday and Friday, between 8:30 am and 6:00 pm. Asynchronous classes will be registered on the portal and made available on Moodle always on Saturdays, between 8 am and 2 pm. The face-to-face classes at ESEPF will consider the need to minimize the displacements of students and teachers to the School, thus intensifying the teaching period on each day when there are face-to-face classes. Attempts will also be made to find the hours of entry and exit of classes, to eliminate short school breaks (conducive to undesirable gatherings in closed spaces) and, whenever possible, assign a fixed room per class per day.
- b. In exceptional cases in which it is not possible to accommodate an entire class in the same classroom, ESEPF decided to implement in the rooms where the live classes of a real-time online transmission system supported by digital technology will take place, enabling remote pedagogical interaction to the other part of the class that is in a virtual environment. In these cases, weekly rotation of students between the classroom and the virtual environment is ensured, which rotation will be organized by the teacher and made available on Moodle.



- c. It should be remembered that these transmitted video lessons cannot be recorded according to the "Rules for the protection of personal data in distance learning [EAD] of ESEPF" that can be accessed in Moodle.

2.5. Do these adaptations to teaching activity change the frequency and assessment regime?

The frequency and assessment regime in force is maintained for each course and course unit and follows the provisions of the Assessment Regulation published on the ESEPF website. The only change in attendance registration procedures will happen if part of the class must participate in the classroom in a virtual environment. In this case, the entry on the Teams platform for those who are at home will automatically register their presence in class and that registration will later be inserted in the portal.

2.6. Will the evaluation moments be in person or online?

In compliance with the provisions of paragraph 4 of article 3 of the ESEPF Evaluation Regulation and point 2.1. of the MCTES Recommendations, the evaluations of the respective curricular units will take place in person. Students who, for proven health reasons and covered by paragraph 2.7. below, are prevented from attending the ESEPF facilities, they may carry out a final assessment on a distance basis.

2.7. What if, for health reasons, I cannot attend face-to-face classes?

- a. If, for health reasons, a student is unable to attend the face-to-face classes at the ESEPF facilities, they must deliver to the academic management services, via application on the portal and within 15 days from the first day of classes, a medical certification that attest to being immunosuppressed, chronically ill or similar who can prove to be part of a group at risk for Covid-19.
- b. If, for reasons of support to dependents who are part of a risk group of Covid-19, any student is unable to attend face-to-face classes at ESEPF facilities, in order to avoid the increase in contamination of that same dependent, he/she must deliver



it to the academic management services, via application on the portal and within 15 days from the first day of classes, a declaration from the respective Parish Council attesting to be the sole caregiver of that dependent.

c. In cases a. and b. above, students will not be in a position to fulfil the requirements that allow them to remain in the continuous assessment regime, however, they can access the final assessment constituted by the normal, recourse and special seasons, except in the UCs for Initiation to Professional Practice, Supervised Teaching Practice and Internship, as they are mandatory attendance. Students in these circumstances can take advantage of weekly online individualized or group monitoring by the teachers of the respective curricular unit and carry out final assessment on a distance basis.

2.8. Will zoom rooms stop working?

Yes, the zoom rooms will cease to function for teaching purposes, since classes will be taught in person and 25% or 33% in asynchronous regime (Moodle/Teams). From 2020/21, ESEPF will adopt Microsoft's Teams platform as a digital technology to support the process of distance learning. Not only because it has the same functionality as the zoom rooms, as all ESEPF students are automatically registered with Teams when registering via institutional e-mail and this platform communicates with the usual Moodle platform. Like this,

a. The platform to support teaching activity and, above all, to register activities promoted by asynchronous classes, will continue to be Moodle. All pedagogical interaction between teachers and students must be registered there to serve as evidence for the full compliance with the obligations of the volume of contact hours stipulated in each UC. If there is no evidence of this recording of hours, either through the session plan or through student products and feedback from teachers, it is considered that those hours will be missing.

b. If there is a need to teach face-to-face classes in rooms where the online transmission system is implemented, the interface used for this purpose will be Teams. This not only allows the teacher to schedule the UC class in advance on



Moodle and place the respective link so that physically absent students can connect, it will also automatically register their presence on the platform.

2.9. How will the weekly attendance of teachers be carried out?

The weekly time foreseen for attending students will be announced in Moodle. It will take place online through the Teams platform and by prior appointment with each teacher via email.

2.10. What if there are cases of Covid-19 at ESEPF?

If there are repeated situations of contagion between members of the academic community, the provisions of the ESEPF Contingency Plan dated 1 September 2020 will apply.

2.11. What if mandatory confinement is decreed?

If mandatory confinement is decreed, all classes will take place at a distance for the period deemed convenient by the competent authorities and will be organized according to the educational and scientific autonomy of ESEPF. In this case, the face-to-face classes become synchronous classes and must be adapted to the Distance Learning [DE] modality with the methodological consequences considered most appropriate by the teachers.