

ISR Deconfinement Plan

REGULATIONS TO REINITIATE THE ACTIVITIES AT ISR

V1. May 18 2020, 23h59

1. PREAMBLE

After the period of confinement to contain the propagation of the new coronavirus, this document establishes the regulations for the safe return/usage of the ISR-Lisboa spaces in a controlled mode.

These regulations comply with the general rules defined by IST, and define the specific conditions/rules to follow at ISR, so that our labs and research work can be developed safely in our premises.

Those who may continue developing activities from home are encouraged to continue doing so, particularly those with higher risk conditions. These regulations aim at creating the conditions for some research activities to take place again, presentially, at ISR, and it will be a dynamic and well-monitored process.

Needless to say, the virus did not disappear and the best we can do to protect each other and ourselves is to act responsibly. **Our health relies on responsible behaviour of each and every one of us.**

2. SPACE SAFETY OFFICER (SSO)

1. For those spaces (notably laboratories, grant holder rooms hosting “local-micro-communities”), a person-in-charge, designated as **Space Safety Officer (SSO)**, will be appointed by the ISR Board of Directors, see annex, to assist the ISR Board in the implementation of these regulations with the specificities of the different spaces. (maybe using Doodle, Skedda, Calendar)
2. The **Space Safety Officer** will be responsible for: (i) Helping to define the specific usage policy of those spaces (e.g. users defined weekly shifts, book time-slots according to the experimental needs), (ii) monitoring the fulfilment of the good usage rules, (iii) verifying the existence of necessary conditions (protection equipment, setup use of disinfecting, etc).
3. The **SSO** of each space (notably each lab) should remain reachable during the working period of that space.
4. The users of a specific shared space should contact the **SSO** for all reasons concerning the best possible use of that space, including special problems and occurrences.
5. Should a risk to the safety conditions be identified, the SSO will inform the ISR Board.
6. The ISR Board of Directors, with the collaboration of all Space Safety Officers, will ensure the best possible working conditions at ISR in this new frame.

3. ISR DECONFINEMENT REGULATIONS

Técnico will distribute personal protection equipment (masks, disinfectant gel) to the IST community. The cleaning services will be more frequent, specially for those common areas used by many individuals, and use disinfectant for the contact surfaces.

ISR-Lisboa has also purchased A protection equipment set to be distributed to our community members (social and surgical masks) or placed in the common spaces and labs (disinfectant gel, visors), as well as thermometers¹. Regular temperature measurements can help to detect conditions deserving attention.

1. The use of a mask is compulsory inside ISR spaces² and there is a temperature control at the campi entrance.
2. For each shared space, a COVID-19 maximum capacity was defined, following the recommendation of the health authorities, 5m² /person and a minimum of 2m physical distance between the users
3. In some cases, these safety requirements may imply changes to the layout of the workspaces, desks, equipment, etc.
4. At the entrance of each shared space, there will be an information panel with the maximum capacity, name of the **SSO**, working hours, etc. In the beginning, the **opening hours will be (9am to 6pm)**, Monday to Friday, synchronizing with the cleaning services.
5. When the labs/rooms are in use, the doors and windows should, whenever possible, remain open to facilitate ventilation and avoid manipulating door knobs. For the moment, it is recommended not to use the AC but natural ventilation only.
6. When circulating within the ISR spaces (entrance/exit, corridors, etc) one should try to keep minimum social distances as well, to the extent possible. Circulation inside ISR should be minimized, to the extent possible, to reduce the number of contacts.
7. Contacts **tracing** is important if a suspicious case of infection is detected. For that purpose, all ISR collaborators are supposed to keep a log of the people they met each day at ISR, including an indication of the contact duration (e.g. just crossing in the hallway, versus a 2 hour face-to-face meeting a research idea).
8. Each user has to be responsible for the hygienization of his/her workplace, as well as all equipment used by several people.
9. Users of common equipment like printers, xerox machine, experimental infrastructure, etc. should clean/disinfect the equipment BEFORE and AFTER use.
10. Because cleaning inside labs and office rooms will be less frequent, and more frequent in common spaces, organic and **food waste should NOT be disposed** of in the litter bins available at the ISR spaces. Each user should provide for recollecting that waste and dispose of it outside ISR.
11. For the time being, the Collaboratorium will not be open and should not be used for having meals. Instead, the ISR members are encouraged to eat outside or in their working places. The possibility to open this space for warming food is being studied.

¹ which you can find by contacting an SSO or reaching the administrative person present at ISR (from June 1st forward)

² The re-usable masks provided by ISR-Lisboa should be washed daily with hot water, or in the washing machine, and allowed to dry in the air.

12. The ISR general admin and financial support will continue to operate remotely until the end of May, and will start working in shifts, partly remote and presential, from June 1st.
13. The use of the building lifts should be avoided as much as possible, and used by no more than 2 people.
14. Anyone feeling unwell, or with cough, fever, breathing difficulties, etc. should abstain from coming to ISR and should contact **SNS24 (808 24 24 24)**. The corresponding SSO should be informed, and an e-mail sent to COVID-19@isr.tecnico.ulisboa.pt.
15. If a suspect case is detected, the rooms/labs used by this collaborator should be immediately sealed, and the occurrence communicated to the SSO and by e-mail to COVID-19@isr.tecnico.ulisboa.pt. The suspect case should go to the IST isolation room³ where he/she should call the **SNS24 (808 24 24 24)**. The cleaning of those spaces will be carried out by properly trained staff.
16. The fulfilment of these rules is critical for the creation of safe working conditions at ISR in the present situation and will be monitored by the ISR Board of Directors with the help of the Space Safety Officers, the building managers and the IST security and safety office.

4. FINAL NOTE

These measures are needed to allow our return to the ISR spaces and “normal” life in safe conditions. **Our strongest protection is to act responsibly**, respect these rules thoroughly and care for each other in doing so.

We will keep you informed on the evolution of this plan. Communication will be important to monitor how this whole situation develops.

The following rooms will **not be opened** at this moment:

- The Mobile Robotics Lab (8.18)
- The Collaboratorium (8.15)
- The 7th floor meeting room (7.21)
- The 6th floor meeting room (6.08)

A final note to reiterate that those who can work from home are encouraged to continue to do so, to the extent possible. We are creating the conditions for all those who need to come to ISR (life goes on!) to be able to do that in safety (**their and ours**).

Our protection is the individual responsibility towards the community.

These regulations and the deconfinement plan come into effect on May 20th 2020.

Stay safe and prepare for the return!

³ Campus Alameda: Room 2.14 – Pavilhão de Ação Social (Serviços de Saúde) Ext. 2000 or Tel 218418000
Campus do Taguspark: Sala 2N12.2 Ext. 5002 or Telef. 214 233 202

Shared Room	CAPACITY / (OCCUPIED)	COVID19 CAPACITY	SPACE-SAFETY-OFFICER (SSO)
LABORATORIES			
LASEEB (6.21)	10 (10)	4	Athanasios (Thanos) Vourvopoulos (TL: 916035190) thanos@vourvopoulos.com
IRSg (6.12)	7(5)	4	Tiago Cardoso (TLM: 966 677 790) tiago1999cardoso@gmail.com
VisLab (7.26)	15(12)	6	Ricardo Nunes (TLM: 963 474 200) rnunes@isr.tecnico.ulisboa.pt
Signal Proc. (7.10)	11(10)	6	Beatriz Ferreira, (TLM: 962406811) beatriz.quintino@tecnico.ulisboa.pt
DSOR (8.19)	11(10)	5	Luis Sebastião (TLM: 966654540): l.sebastiao@isr.tecnico.ulisboa.pt
Taguspark 0.28 (tank)	TBD	2	Luis Sebastião (TLM: 966654540): l.sebastiao@isr.tecnico.ulisboa.pt
Taguspark 0.26 (dry)	TBD	4	Luis Sebastião (TLM: 966654540): l.sebastiao@isr.tecnico.ulisboa.pt
LRM (8.18) (4-5areas)	IRSg 8(4) DSOR x(y) SipG x(y) VisLab x(y)	TBD TBD TBD TBD	closed
SHARED OFFICES/ROOMS (> 2 users)			
6.13	10(5)	4	André Mateus,(TLM: 963064189) andre.mateus@tecnico.ulisboa.pt
6.14	8(7)	4	Catarina Barata, (TLM: 914638435) ana.c.fidalgo.barata@tecnico.ulisboa.pt
6.15	9(7)	4	Rute Luz (TLM: 964 509 211) rute.luz@tecnico.ulisboa.pt
6.17	8(9)	4	Andreia Gaspar (TLM: 969889485) andreia.gaspar@tecnico.ulisboa.pt
7.09	4(4)	2	Plinio Moreno (TLM: 965138176) plinio@isr.tecnico.ulisboa.pt
7.16 (Admin)	3(3)	3	
7.17	5 (3+1?)	3	Manuel Marques (TLM: 964749658) manuel@isr.tecnico.ulisboa.pt
7.25	4(4)	2	Ricardo Ribeiro (TLM: 966068652) ribeiro@isr.tecnico.ulisboa.pt / Heitor Cardoso (TLM: 915 079 704) heitor.cardoso@tecnico.ulisboa.pt

8.11	7 (6)	4	Pedro Casau (TLM: 918091962) pcasau@isr.tecnico.ulisboa.pt
8.17	7 (5)	4	Francisco Rego frego@isr.tecnico.ulisboa.pt - 963605488
SHARED OFFICES/ROOMS (>1/2 users)	2	2	
COMMON ROOMS			
6.08 Meeting Room		2	closed
7.21 Meeting Room	20	8	closed
8.15 Collaboratorium		4	closed