The public health crisis generated by the pandemic of COVID-19 changed the social experience in general and, in what is relevant here, profoundly modified the forms of teaching, learning and evaluation. In order for the new academic year to start safely, and with the greatest possible tranquility, it is important to collect a set of rules and recommendations, which were the subject of in-depth discussion within the School Boards, with the collaboration of the Area Directors, and which allow the strict compliance with the warnings of the competent health authorities and the applied technical standards, namely in terms of health, hygiene and the functioning of our School.

It’s always important to guarantee the conditions of social distance and ensure the use by everyone of personal protective equipment, taking into account the constraints related to the use of the Faculty’s spaces (classrooms, workshops and laboratories), ensuring the minimum conditions of that allow classes to run as smoothly as possible.

The swift and coordinated action of the entire school community will be essential to organize a ready and adequate response that allows controlling the transmission chains and preventing the occurrence of an outbreak.

Likewise, the reorganization of the Faculty’s space and functioning, the promotion of preventive behaviors and fluid communication will be the essential tools for the proper functioning of the School in the delicate context in which we find ourselves.

The Faculty of Fine Arts calls for the collaboration of its entire community in order to act with common sense, prudence and responsibility before the situation of COVID-19, avoiding unnecessary alarmisms.

I - GENERAL SAFETY MEASURES

The Faculty is committed to protect the health and safety of its students and workers, intending that the return to the Faculty takes place in an environment of trust and security.
The first semester of 2020/2021 begins on September 15th. The opening hours of our facilities will be from Monday to Friday, from 8:00 am to 9:00 pm, and on Saturdays from 9:00 am to 8:00 pm.

The main rules and procedures that will be adopted are:

a. Entering the Faculty, the temperature will be measured and the use of an individual protection mask checked, which everyone must bring with them.
b. The use of a mask will be required from students, teachers and staff in all the interior and exterior spaces of the Faculty, including shared offices, classrooms, corridors and courtyards.
c. If you are using a disposable mask, it is convenient to change it in the middle of the day.
d. It is mandatory to disinfect hands with soap or other appropriate disinfectant solution at the entrance to the Faculty’s facilities, services, classrooms and laboratories.
e. You should wash your hands frequently with soap and water, rubbing them well for at least 20 seconds, especially before meals, after using the bathroom and whenever your hands are dirty.
f. Visors will be made available to all teachers who request it.
g. The rooms will be equipped with sprayers with a specific cleaning solution for cleaning desks.
h. It is mandatory to have a social distance in all spaces of the Faculty and strict observation of the maximum number of users allowed simultaneously in each space.
i. The classrooms and laboratories will have a capacity adapted to their dimensions and characteristics, properly posted on the door of each space, which will have to be respected;
j. The rooms will be regularly disinfected throughout the day, according to the availability of the cleaning staff.
k. All members of the FBA community must respect a 2-week quarantine period if they have been in contact with someone infected, in accordance with the
recommendations of OMS and DGS. During this period, if any symptoms or changes in your condition arise, it must be reported immediately to the Faculty. Students' absences will be justified and they will be able to attend classes online, needing for the purpose of reporting and justifying, with the Academic Services and the teachers.

I. Students, teachers and employees must know and comply with the rules contained in the Faculty's Contingency Plan.

m. The Faculty's corridors and stairs have signposted paths and posted information regarding safety rules and conditions.

n. Like all the Schools of the University of Lisbon, all students and teaching and non-teaching staff at the FBA will be tested for COVID 19 twice a year. They will be contacted for this purpose by the faculty services, with the collection of samples carried out at the FBA premises.

o. Installing the STAYAWAY COVID application is recommended. It is an application for iOS or Android phones that aims to assist the country in tracking COVID-19. The application allows, in a simple and safe way, that each one of us is informed about risk exposures to the disease, through the monitoring of recent contacts. However, alarm situations should be avoided in the event of notification.

p. The entire community must be attentive to institutional email. In case of need for urgent contact, for example to communicate new rules, changes in teaching activities or the functioning of services, the Faculty of Fine Arts will give priority to the dissemination of information by email. All information will also be made available on the college website and on social networks.

II - GENERAL FUNCTIONING OF THE FACULTY

a. The services provided to teachers and students will preferably be carried out electronically, and contact with administrative services should favor distance
means, namely through the use of the Faculty's website, academic portal, and contacts of electronic mail and telephone.

b. The face-to-face service will be performed preferably by appointment, and this service should only take place for urgent or duly justified situations, limited to services that cannot be provided electronically.

c. The opening hours will be adapted to the specifics of each Service, being advertised on the FBA website. Whenever you need to go to a service, you should check the Faculty's website if there has been any change in the timetable or the form of assistance.

d. The Services are looking to expand the range of services provided online (for example, locker requests, document requests, etc.), in order to minimize student travel.

e. The Services will have barriers for separation from the public and specific locations for service.

f. The Bar and the Cafeteria will be working in full on September 15th, with the necessary adaptations imposed by the DGS for the sector. Social distancing, the occupation of tables, avoiding crowds and remaining in space after the meal must be respected.

g. In order to comply with security rules, the Library will have a maximum capacity of 14 people, 10 for consultation of publications and 4 for research on computers, so it is advisable to book in advance by email.

h. People unfamiliar with the FBA who intend to visit the Faculty Building will be able to do so only on Saturdays, between 10 am and 12 pm, as long as they comply with all the safety rules provided here.

i. In order to speed up the entrance to the Faculty, the keychain relating to the 3rd and 4th floors will move to the 3rd floor, next to the Technical and Operational Support Service (STAO), so, needing any key from these floors, they should go to this service.
III - TEACHING ACTIVITIES

a. All FBA teachers and students can access the Faculty freely without prior appointment, as long as they comply with the rules defined in point I - General Security Measures.

b. Classes will preferably have a mixed regime. The teacher of each course unit must inform all students in a timely manner of how the UC works during the semester.

c. Teachers must adopt the mechanisms and / or teaching platforms that best adapt to the specificity of the syllabus to be taught and the learning objectives provided.

d. The teacher must inform the changes to the evaluation regime to the Course Coordinator, the Area Director and also to the Pedagogical Council (through the possible change of the PEE, if necessary).

e. Students should consult the timetable on the website, in order to understand the location and mode of teaching of each course unit.

f. Synchronous classes, that is, face-to-face classes that are being transmitted at the same time and recorded, may be made available by the teacher on the moodle platform, accessible through the campus.ul account.

g. The control of teachers' attendance will be carried out by writing summaries on the Fénix Platform, this procedure being mandatory.

h. If the teacher needs it, he / she can request equipment for broadcasting (Webcam) from the Technical and Operational Support Service (STAO).

i. Students are responsible for their place of work and for the materials used, and must clean and disinfect the benches on which they worked before leaving the place.

j. The rooms will be reorganized, leaving only enough tables and chairs, according to the maximum capacity stipulated for each room.