



**Lisbon Youth Centre of the Portuguese  
Institute of Sport and Youth**

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# **CONTINGENCY PLAN**

**LISBON, OCTOBER 1 2020**



# CONTINGENCY PLAN

The Internal Contingency Plan regarding the coronavirus pandemic, presents the guidelines from the Directorate General of Health (DGS) to the internal structure of the Lisbon and Tagus Valley Regional Directorate/Lisbon Youth Centre of the Portuguese Institute of Sport and Youth (IPDJ), towards the detection of any situation of pandemic alert and a quick and efficient action by the organisation.

In this context, the Plan sets a number of measures which aim to reduce the impact of the pandemic in the functioning of the services and establish the necessary actions to keep them running.

Therefore, taking into account:

- The measures announced by the Government;
- The dimension and organisation of the physical working spaces, in each IPDJ building.

The Lisbon Youth Centre announces the preventive measures in order to ensure secure conditions in every working space.

## Rules of utilisation

- Use of mask and hands desinfection is mandatory for all users;
- Circulation areas are clearly signed and the minimum distance for public attendance is ensured, as well as pavement delimitation, for the recommended distance between people;
- It is mandatory to comply with the safety distance;
- The activities to be carried out in the training rooms and auditorium must have, between them, an interval of 30 minutes for air renovation and hygienization;
- The Auditorium and training rooms have a reduced capacity and the seats available for use will be signed;
- When possible, the auditorium access door should remain open in order to allow air renovation, as well as the circulation of people, avoiding its handling;
- Inside the training rooms and auditorium masks should be used, with the exception of an eventual speaker, while the intervention is necessary;
- In the training rooms desinfectant gel is provided;

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- Inside the building, in the circulation areas, disinfectant dispensers are provided;
- Users are not allowed to alter the rooms' layout;
- Rooms are equipped with writing board and markers, which should be disinfected after being used;
- When using the canteen and cafe services, DGS recommendations should be followed, using mask and only removing it during the meal.

## Isolation room

Located in the meeting room, is identified and equipped with the following:

- Informative flyer for the “suspect case”;
- Disinfectant gel dispenser, for hand hygienization;
- Thermometer;
- Paper towels;
- Water bottles, snacks and juice;
- Waste bin;
- Disposable mask;
- Disposable gloves.

## Training Rooms/Auditorium capacity

- Training room 1 – maximum of 20 users/trainees + 1 trainer/lecturer;
- Training room 2 – maximum of 23 users/trainees + 1 trainer/lecturer;
- Training room 3 – maximum of 10 users/trainees + 1 trainer/lecturer;
- Training room 4 – large room, aimed mostly for different sports activities, maximum capacity of 10 people;
- Auditorium – maximum of 27 people;
- Gallery / multipurpose room – large room with a maximum of 28 chairs, when using videoprojector, or 35 chairs, when videoprojector is not used.

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## Loja Ponto JA (information point)

- It is mandatory for users to wear mask and keep a social distance of 2m.
- Computer equipment on this space must stay deactivated, in order to avoid the gatherings of users;
- Remote assistance should continue to be given preference;
- Flyers, magazines and other objects possible of being handled by people, were removed;
- Hygienization and surface cleaning is always done after assisting a user.

## Youth Health Offices

- Scheduling of appointments should be ensured in order to avoid simultaneous circulation of users;
- In the waiting room were removed flyers, magazines and other objects possible of being handled;
- Desinfection and cleaning of surfaces is always done after an appointment;
- It is mandatory the usage of masks inside the Offices (health practitioner/user);
- Inside the office, if the distance between practitioner and user is equal or less than 1 meter, a surgical mask, FFP1 mask or a mask with visor can be used, depending on a previous evaluation of the risk. If the user cannot tolerate a mask, the practitioner should use FFP2 or N95.

Lisbon, October 1st 2020

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