

Instructions for adjusting infrastructure for partial reinstatement of the University's activities in the period of epidemic

1. Safety measures in buildings:

- 1) Displaying at the entrance to the building information in Polish and English downloadable from the website of the Chief Sanitary Inspector (<https://gis.gov.pl/aktualnosci/przydatne-materialy-o-koronawirusie/>):
 - a) regarding symptoms of coronavirus infection and ways to prevent infection,
 - b) providing the name, address and telephone number of the nearest sanitary and epidemiological station,
 - c) providing the address and telephone number of the nearest infectious disease ward,
 - d) providing telephone numbers of medical services,
 - e) providing the National Health Funds coronavirus helpline number (800 190 590).
- 2) Limiting to the necessary minimum the number of visitors to the buildings other than employees, students and doctoral students.
- 3) Observing wearing protective masks when moving in the building.
- 4) Placing hand disinfectant at the entrance to the building (alcohol-based agent, min. 60%) and providing information both in Polish and English about the obligatory use of the disinfectant by all persons entering the building.
- 5) Displaying in visible places information on the need to strictly observe prescribed rules on hand hygiene, hygiene when coughing and sneezing, avoiding touching the mouth, nose and eyes with hands, absolutely avoiding close contact with sick people, in particular those with respiratory symptoms.
- 6) Designating and preparing a room or area (equipped in particular with personal protective equipment and disinfectant and a non-contact thermometer) in which a person can be isolated in case of symptoms.
- 7) Limiting the number of people using common areas at the same time by, for example, setting a maximum number of persons and assuming 4 m² per person.
- 8) Limiting the number of persons staying in one bathroom by placing information in Polish and English on the front door regarding the maximum number of persons who can be inside at the same time, i.e. 1 person per 2 toilets.
- 9) Displaying hand washing instructions in toilets and hand disinfection instructions next to dispensers with the disinfectant.
- 10) Introducing an obligation to disinfect toilets once an hour and checking the cleanliness and supply of necessary products (soap, disposable towels, hand disinfectant).
- 11) Providing equipment and resources and monitoring daily cleaning work, with special regard to ongoing disinfection of contact surfaces, in particular handrails, handles, light switches, handles, flat surfaces, including worktops, which must be disinfected several times a day.

- 12) Providing employees with access to personal protective equipment (protective masks, disposable gloves) and hand disinfection products as well as special containers for used personal protective equipment.
- 13) Not using air conditioning with semi-closed or closed air circulation.
- 14) Leaving entrance doors to buildings open in so far as possible so that visitors entering the building do not have to touch handles.
- 15) Switching off water springs and fountains in buildings and resigning from water distributors.
- 16) Providing, in so far as possible, cabinets or separate rooms equipped with plastic bags to leave personal belongings (backpacks, bags, outerwear) before entering the rooms in which classes, examinations or credit assessments are held.
- 17) Limiting the number of chairs in corridors by placing them at a min. distance of 1.5 m from each other.
- 18) Disabling the use of fixed benches or chairs by fitting nets or tape to restrict access.

2. Lifts in buildings:

- 1) The use of the lift is only allowed in the case of physical limitations or when transporting heavy materials.
- 2) The number of persons permitted in the lift at the same time must not exceed 2 persons who must stand as far apart from each other as possible. Lift passengers must have their mouths and noses covered.
- 3) Regular disinfection of handles and buttons in elevators and on floors.
- 4) Displaying information both in Polish and English on the rules for the use of the lift.

3. Lecture, seminar and teaching rooms:

- 1) Organising classes and examinations in a way allowing to minimise contact between persons by reducing the number of students in groups.
- 2) Limiting the possibility of gathering when entering lecture halls and other rooms (rooms should be opened well in advance).
- 3) Displaying on the entrance door information on the maximum number of persons allowed in the room.
- 4) Marking seats which cannot be occupied and assuming a minimum distance of 1.5 metres in each direction between seated persons.
- 5) Providing a hand disinfectant in each teaching room.
- 6) Providing disinfection after classes, examinations and credit assessments of:
 - a) chairs and contact surfaces,
 - b) keyboards, mice, and touch monitors or laptops used in the classroom,
 - c) equipment and facilities used for practical training.
- 7) Providing at least 30-minute breaks between classes.
- 8) Ventilating rooms during breaks and, if necessary, during classes.

- 9) Organising workstations for laboratory classes in such a way as to ensure a 1.5-metre distance between students or, if possible, separate individual workstations with partitions, e.g. of plexiglass.
- 10) Leaving the door open during classes, if possible.
- 11) Organising a site for collecting personal protective equipment if it is delivered to students during practical classes by the Faculty and providing a special container for used personal protective equipment.
- 12) Informing students about the need to have their own stationery and possibly required aids as well as personal protective equipment (masks and disposable gloves), which are not provided by the Faculty.
- 13) Collecting written examination and assessment papers into the container and disinfecting or quarantining them.

4. Administration offices:

- 1) Providing a distance of 1.5 metres between workstations in administration rooms.
- 2) Ensuring that employees are protected in accordance with publicly available sanitary guidelines in case of contact with stakeholders.
- 3) Introducing a register of stakeholders handled (name, surname, telephone number).

5. Dean's offices:

- 1) Reducing to the necessary minimum visits of students, doctoral students and visitors from outside by providing a remote service.
- 2) Receiving students, doctoral students and external guests after prior appointment in order to avoid queues and gatherings.
- 3) Separating the area dedicated to students, doctoral students and outside visitors from the office area by providing an additional protective screen made of acrylic glass or plexiglas with the possibility of passing documents.
- 4) Equipping reception desks for students, doctoral students and visitors from outside with containers for documents; disinfecting or quarantining documents handed over to the dean's office.
- 5) Maintaining the prescribed distance between persons in one room as well as in front of the dean's office or room used by another unit and designated for servicing students and doctoral students.
- 6) Introducing a register of stakeholders serviced (name, surname, telephone number).
- 7) Providing disinfectants at the reception desk for students, doctoral students and customers from outside.
- 8) Enforcing wearing mouth and nose coverings by students, PhD students and guests from outside and using disposable gloves.
- 9) Providing systematic disinfection of reception areas for students, doctoral students and guests from outside and frequent ventilating rooms.

6. Student dormitories, hotel:

- 1) Placing hand disinfectant at the entrance to the building (alcohol-based agent, min. 60%) and providing information in Polish and English about the obligatory use of disinfectant by all persons entering the building.
- 2) Observing the rules of social distancing, in particular avoiding gatherings.
- 3) Covering the mouth and nose (with a mask, shield, etc.) when using common areas (corridors, kitchens).
- 4) Introducing a limit on the maximum number of persons who can stay in public places at the same time, such as the kitchen, study room, TV room.
- 5) Limiting to the necessary minimum personal contacts in administrative matters by providing telephone or e-mail contact.
- 6) Respecting the ban on visits by visitors from outside and the ban on gatherings in student dormitories until further notice.
- 7) Securing a free room for isolation purposes equipped with personal protective equipment, a disinfectant and a non-contact thermometer.
- 8) Informing residents of student dormitories of the obligation to report immediately by phone to the management of the student dormitory and refrain from moving around common areas of the building if symptoms indicating COVID-19 are observed.
- 9) Accommodating residents of student dormitories in separate rooms with access to a sanitary facility, if possible (not applicable to persons in a relationship who run a joint household).
- 10) Displaying in visible places information on the need to strictly observe prescribed rules regarding hand hygiene, hygiene while coughing and sneezing, avoiding touching the mouth, nose and eyes with hands, absolutely avoiding close contact with the sick person, in particular showing respiratory symptoms.
- 11) Displaying hand washing instructions in toilets and hand disinfection instructions next to dispensers with disinfectant.
- 12) Displaying in a visible place essential telephone numbers to sanitary and epidemiological stations and medical services.
- 13) Providing equipment and resources, monitoring daily cleaning work with special regard to ongoing disinfection of contact surfaces, in particular handrails, handles, light switches, handles, flat surfaces including worktops in kitchens.
- 14) Providing the staff of student dormitories with access to personal protective equipment (protective masks, disposable gloves) and products for hand disinfection.

7. Recommendations for dealing with suspected coronavirus infection:

- 1) Employees, students and PhD students should be instructed not to come to the University if they notice any disturbing symptoms suggesting a coronavirus infection, stay at home, and phone a sanitary and epidemiological station or infectious diseases ward.
- 2) In the event that an employee, student or doctoral student performing his/her tasks develops disturbing symptoms suggesting a coronavirus infection, he/she should be immediately dismissed from his/her tasks and sent home by private means of transport or, if this is not possible, the person should wait for transport in a designated room where it is possible to isolate him/her temporarily from other people. A locally

competent poviát sanitary and epidemiological station should be notified and instructions and orders given should be strictly observed.

- 3) In the event there are any disturbing symptoms suggesting a coronavirus infection, the person should be instructed by those on the University premises to report to the nearest infection ward as soon as possible for consultation with a doctor, either by going there using their own means of transport or by calling 999 or 112. Such a person should wait for transport in a designated room, where it is possible to isolate him/her temporarily from other people. A competent poviát sanitary and epidemiological station should be notified and its instructions and orders should be strictly observed.
- 4) The occurrence of the incidents referred to in point 7.1, 7.2, 7.3 shall be reported immediately to the head of the unit in order to determine the area in which the person who has shown symptoms suggesting a coronavirus infection has moved and has stayed, and to carry out cleaning operations and disinfecting contact surfaces (handles, handrails, handles, etc.).
- 5) The head of the unit shall establish (if possible) a list of persons who stayed at the same time as the infected person in the part or parts of the building and shall recommend following the guidelines of the Chief Sanitary Inspector available at gov.pl/web/koronawirus and gis.gov.pl relating to the persons who have had contact with the infected.
- 6) It is recommended to follow the guidelines of the state poviát sanitary inspector when determining whether additional procedures should be implemented given the circumstances.