

Specific rules for the use of the University buildings and their preparation for users

1. Safety measures in buildings:

- 1) Posting signage in Polish and English, which may be downloaded from the website of the Chief Sanitary Inspector (<https://gis.gov.pl/aktualnosci/przydatne-materialy-o-koronawirusie/>) at the entrance to the building about:
 - a) symptoms of coronavirus infection and ways to prevent it,
 - b) name, address and telephone number of the nearest sanitary and epidemiological station,
 - c) address and telephone number of the nearest infectious disease ward,
 - d) telephone numbers to medical services,
 - e) helpline number of the National Health Fund on coronavirus (800 190 590).
- 2) Limiting to the minimum necessary the entry into the buildings of visitors other than employees, students and doctoral students.
- 3) Compliance with the requirement to have the mouth and nose covered with clothing or parts of clothing, mask, or face shield in the building.
- 4) Placing hand disinfectant at the entrance to the building (alcohol-based agent, min. 60%) and providing information in Polish and English on its obligatory use by all persons entering the building.
- 5) Posting in visible locations signage about 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 persons, in particular those with symptoms of the respiratory system illness.
- 6) Designating and preparing a room or space (equipped in particular with personal protective equipment and disinfectant and a non-contact thermometer) in which a person can be isolated in the event of symptoms.
- 7) Limiting the number of people using common spaces at a given time by, for example, setting a maximum number of persons, assuming an area of 4 m² per person.
- 8) Limiting the number of persons in toilets by posting signage in Polish and English on the entrance door about the maximum number of people who can be inside at a given time, i.e. 1 person per 2 toilets.
- 9) Posting signage about hand washing in toilets and hand disinfection next to dispensers with disinfectant.
- 10) Introducing the requirement to disinfect toilets several times a day, check their cleanliness, and ensure they are well-stocked with necessary agents (soap, disposable towels).
- 11) Providing equipment and resources and monitoring daily cleaning work, focusing in particular on ongoing disinfection of high-touch surfaces including handrails, handles, light switches, handles, flat surfaces, and worktops, which have to be disinfected several times a day.
- 12) Providing employees with hand disinfectants and service employees with additional personal protective equipment (protective masks, disposable gloves) as well as special containers for used personal protective equipment.
- 13) Not using air conditioning which operates with semi-closed or closed air circulation.
- 14) Leaving the entrance doors to buildings open, to the extent possible, so that people entering do not have to touch handles.
- 15) Switching off springs and fountains in buildings and resigning from water distributors.

- 16) Providing, where possible, cabinets or separate rooms stocked with plastic bags to leave personal belongings (rucksacks, bags, outerwear) before entering to attend classes, exams or credit assessments.
- 17) Limiting the number of chairs in corridors by placing them at a minimum distance of 1.5 m from each other.
- 18) Preventing the use of benches or chairs permanently fixed by fitting mesh or tape to restrict access.

2. Lifts in buildings:

- 1) Using the lift is allowed only in the case of mobility limitations or the need to carry heavy materials.
- 2) The number of persons allowed in the lift at a given time must not exceed 2 persons, standing as far apart as possible from each other. Lift passengers must have their mouths and noses covered.
- 3) Regularly disinfecting handles and buttons in lifts and on floors.
- 4) Posting next to lifts signage in Polish and English about the rules of the use of lifts.

3. Lecture, seminar and class rooms:

- 1) Organising classes and examinations in such a way as 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 teaching rooms (rooms should be opened early enough).
- 3) Posting on the entrance door signage about the maximum number of persons allowed in the room.
- 4) Marking the seats that cannot be occupied assuming that the distance between the seated persons should be min. 1.5 m in either direction, or providing every second seat in alternate rows.
- 5) Providing hand disinfectant in each teaching room.
- 6) Ensuring the items listed below are disinfected after each group has taken a class, examination, and credit assessment:
 - a) chairs and touch surfaces,
 - b) keyboards, mice and touchscreens or laptops in the classroom,
 - c) equipment and instruments used to conduct practicals.
- 7) Ensure that there are at least 30-minute breaks between each group.
- 8) Ventilating rooms during breaks and, if necessary, also during classes.
- 9) Organising workstations in the case of laboratory classes in such a way as to ensure a 1.5-metre distance between students or, where possible, separating individual workstations by partitions, e.g. plexiglass.
- 10) Leaving the door open during classes, where possible.
- 11) Providing a pick-up point for personal protective equipment, insofar as it is provided by the faculty to students during practicals and a special container for used personal protective equipment.
- 12) Informing students of the need to have their own stationery and possibly required aids as well as personal protective equipment (masks and disposable gloves) which is not provided by the faculty.

4. Administration offices:

- 1) Providing for a 1.5 metre distance between workstations in administration rooms.
- 2) Ensuring that employees are protected in accordance with public health guidelines when contacting stakeholders should such contact be necessary.

- 3) Introducing a register of stakeholders served (first and last name, telephone number).

5. Dean's Offices:

- 1) Limiting visits by students, doctoral students and external visitors to the necessary minimum by providing a remote service.
- 2) Servicing students, doctoral students and external guests by prior appointment in order to avoid queues and gatherings.
- 3) Separating area for students, doctoral students and external guests from the office space with an additional protective shield - made of acrylic glass or plexiglass with the option to hand over documents.
- 4) Providing containers for documents at reception desks for servicing students, doctoral students and external guests with; disinfecting or quarantining documents submitted to the Dean's Office.
- 5) Maintaining the prescribed physical distance between persons in one room of a given size and in front of the Dean's Office or another room for serving students, and doctoral students.
- 6) Introducing the register of stakeholders served (first and last name, telephone number).
- 7) Providing disinfectants at reception desks for servicing students, doctoral students, and external clients.
- 8) Enforcing mouth and nose covering by students, doctoral students, and external guests and the use of disposable gloves.
- 9) Ensuring systematic disinfection of the reception area for servicing students, doctoral students, and external guests and frequent ventilation of the rooms.

6. Student houses, hotels:

- 1) Placing hand disinfectant at the entrance to the building (alcohol-based agent, min. 60%) and posting signage in Polish and English on its obligatory use by all persons entering the building.
- 2) Complying with the principles of social distancing, in particular avoiding gathering.
- 3) Covering the mouth and nose (with a mask, face mask, etc.) when using common spaces (corridors, kitchens).
- 4) Introducing a limit on the maximum number of persons who can stay in public spaces at a given time, such as the kitchen, study room, TV room.
- 5) Limiting personal contacts in administrative matters to the necessary minimum by using telephone or e-mail.
- 6) Complying with the ban on gatherings in student housing areas until further notice.
- 7) Securing a free room for isolation equipped with personal protective equipment, disinfectant, and a non-contact thermometer.
- 8) Informing the residents of student houses of the requirement to report immediately by telephone to the management of the student house of observing any symptoms indicating COVID-19 and refraining from moving in common areas of the building.
- 9) Posting in visible locations signage about the requirement to strictly comply with the prescribed rules on hand hygiene, hygiene when coughing and sneezing, avoiding touching the mouth, nose and eyes with hands, and absolutely avoiding close contact with sick persons, in particular those with symptoms of the respiratory system illness.
- 10) Posting signages about washing hands in sanitary and hygienic rooms and hand disinfection next to dispensers with disinfectant.
- 11) Posting in a visible location the essential telephone numbers to sanitary and epidemiological stations and medical services.

- 12) Providing equipment and disinfectants and monitoring daily cleaning work, focusing in particular on ongoing disinfection of touch surfaces - handrails, handles, light switches, handles, flat surfaces, including worktops in kitchen areas.
- 13) Providing staff in student houses with access to personal protective equipment (protective masks, disposable gloves) and hand disinfectants.

7. University sports facilities:

- 1) Placing hand disinfectant at the entrance to the building (alcohol-based agent, min. 60%) and posting signage in Polish and English about the requirement to use it before entering; placing hand disinfectant in front of the entrance to the gyms and the swimming pool.
- 2) Complying with the principles of social distancing, maintaining a distance of 1.5 m and in particular avoiding gathering.
- 3) Covering the mouth and nose with clothing or parts of clothing, a mask, or a face shield when using the common area before taking a seat and while moving in the building.
- 4) Attendees of sporting activities or a sporting event and users of a sports facility or equipment are required to disinfect their hands when entering and leaving the facility, event or sporting activity.
- 5) No more than 250 attendees may take part in sporting activities or events and in sporting competitions at a given time, excluding those involved in the operation of the event.
- 6) Every second seat in the audience in alternating rows at a distance of 1.5 m shall be made available to the public, if there are no designated seats, but not more than 50% of the seats available to the public
- 7) Disinfecting cloakrooms after each group of users and disinfecting sanitary facilities several times a day.
- 8) Providing attendees of sporting activities, sporting events, or using a sports facility or equipment with hand and sports equipment disinfectants.
- 9) Disinfecting sporting machines and equipment and after each use and each group of users.
- 10) Ensuring 30-minute intervals between incoming and outgoing attendees of sporting activities, sporting events or users of the sports facility.
- 11) Organising sporting events in the open air outside sports facilities without the participation of the public.
- 12) Tickets to the public for sporting events may only be sold electronically.
- 13) Securing a room for isolation equipped with personal protective equipment and disinfectant and a non-contact thermometer.
- 14) Posting in visible locations in corridors, in the cloakroom, signage about the requirement to strictly comply with the prescribed rules on hand hygiene, hygiene when coughing and sneezing, avoiding touching the mouth, nose and eyes with hands, avoiding close contact with sick persons, in particular those with symptoms of the respiratory system illness.
- 15) Posting signage in sanitary and hygienic rooms about hand washing and posting signage about hand disinfection next to dispensers with disinfectant.
- 16) Posting in a visible location the essential telephone numbers to sanitary and epidemiological stations and medical services.

8. Recommendations for dealing with suspected coronavirus infection:

- 1) Staff, students, and doctoral students should be instructed not to come to the University if there are any worrying symptoms of a coronavirus infection, to stay at home and call the sanitary and epidemiological station or infectious ward.
- 2) In the event that an employee, student, or a doctoral student performing their tasks develops worrying symptoms suggesting infection with the coronavirus, they should be immediately released from their duties and sent home by personal transport or, where not possible, they should wait for transport in a designated room where they can be temporarily isolated from other persons. The locally competent poviatsanitary and epidemiological station should be notified and instructions and orders should be strictly followed.
- 3) In the event of the occurrence of worrying symptoms suggesting coronavirus infection by persons staying on the premises of the University, such a person should be instructed to contact the nearest infection ward as soon as possible for consultation with a doctor, either by using their own transport or by calling 999 or 112. The person should wait for transport in a designated room, where possible, to stay isolated temporarily from other persons. The locally competent poviatsanitary and epidemiological station should be notified and their instructions should be strictly followed.
- 4) The occurrence of the incidents referred to in points 1, 2 and 3 shall be immediately reported to the head of the unit in order to establish the area in which the person who has revealed symptoms suggesting coronavirus has moved and stayed, and to proceed with cleaning and disinfecting of touch surfaces (handles, handrails, handholds, etc.).
- 5) The head of the unit shall establish (where possible) a list of persons present at a given time in the part or parts of the building where the infected person was staying and shall recommend that the guidelines of the Chief Sanitary Inspector available at gov.pl/web/koronawirus and gis.gov.pl relating to persons who had contact with the infected person be followed.
- 6) It is recommended to follow the guidelines of the state poviatshealth inspector when determining whether additional procedures should be implemented given the circumstances of the case.