

**Detailed rules on the use of University buildings
and their preparation for users**

1. Safety measures in buildings:

- 1) Posting the information, which may be may be downloaded from the website of the Chief Sanitary Inspector (<https://gis.gov.pl/aktualnosci/przydatne-materialy-o-koronawirusie/>), in Polish and English at the entrance to the building:
 - a) concerning symptoms of coronavirus infection and ways to prevent it,
 - b) including name, address and telephone number of the nearest sanitary and epidemiological station,
 - c) including address and telephone number of the nearest infectious disease ward,
 - d) including telephone numbers to medical services,
 - e) including helpline number of the National Health Fund on coronavirus (800 190 590).
- 2) Complying with the obligation to cover the mouth and nose with a mask in the common areas of the building.
- 3) Placing hand disinfectant at the entrance to the building and posting information in Polish and English on its obligatory use by all persons entering the building.
- 4) Displaying in visible places information on the obligation to observe 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.
- 5) 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 that they become symptomatic.
- 6) Limiting the number of persons using the common areas of the buildings at a given time by setting a maximum number of persons, assuming an area of 15 m² per person, with the exception of rooms where teaching takes place.
- 7) Limiting the number of persons in one toilet by posting on the entrance door information in Polish and English about the maximum number of persons that may be inside at a given time.
- 8) Posting in toilets hand washing and hand disinfection instructions next to dispensers with disinfectant.
- 9) Introducing the requirement to disinfect toilets several times a day, to check their cleanliness, and ensuring they are well-stocked with necessary agents (soap, disposable towels).
- 10) Providing service staff with equipment, disinfectants, personal protective equipment (protective masks, disposable gloves) as well as special containers for used personal protective equipment and monitoring daily cleaning operations with particular emphasis on the ongoing disinfection of high-touch surfaces including in particular handrails, handles, light switches, handles, flat surfaces, and worktops, which must be disinfected several times a day.
- 11) Providing employees with hand disinfectants.
- 12) Limiting the number of chairs in corridors by placing them at a minimum distance of 1.5m from each other.
- 13) 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.
- 3) Regularly disinfecting handles and buttons in lifts and on floors.
- 4) Posting next to lifts information in Polish and English about the rules of the use of lifts.

3. Lecture, seminar and class rooms:

- 1) Restricting the possibility of gathering when entering lecture halls and other teaching premises (halls should be opened sufficiently early).
- 2) Providing hand disinfectant in each teaching room.
- 3) Ensuring regular daily disinfection or cleaning of furniture (chairs and other tactile surfaces) and equipment, devices and materials used during practical classes.
- 4) Ensuring at least 15-minute breaks between classes of a given group.
- 5) Airing the rooms during breaks and, if necessary, during classes, with the exception of rooms equipped with ventilation or air-conditioning units that exchange air continuously.
- 6) Ensuring by the faculty of a place to collect personal protective equipment if it is provided to students for the duration of practical classes and a special container for used personal protective equipment.
- 7) Informing students of the need to have their own stationery and any required aids as well as personal protective equipment (disposable masks and gloves) which are not provided by the faculty.

4. Dean's Offices:

- 1) Servicing students, doctoral students, participants of other forms of education and visitors in a way that avoids queues and gathering.
- 2) Separating area for students, doctoral students, participants of other forms of education and guests from the office space with an additional protective shield - made of acrylic glass or plexiglass with the option to hand over documents
- 3) Equipping reception desks for students, doctoral students, participants of other forms of education and guests with containers for documents, disinfecting documents submitted to the Dean's Office.
- 4) 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, doctoral students, participants of other forms of education and guests.
- 5) Providing disinfectants at reception desks for servicing students, doctoral students, participants of other forms of education and guests.
- 6) Ensuring systematic disinfection of the reception area for servicing students, doctoral students, participants of other forms of education and guests and frequent airing of the rooms.

6. Student houses, halls of residence:

- 1) Placing hand disinfectant at the entrance to the building and posting information 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 when using common areas (corridors, halls, staircases, lifts, toilets, kitchens).
- 4) Introducing a limit on the maximum number of persons who can stay at a given time in communal areas such as kitchens, toilets, laundry rooms and recreation rooms.
- 5) Securing a free room for isolation equipped with personal protective equipment, disinfectant, and a non-contact thermometer
- 6) 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.
- 7) Posting in visible places information about the requirement to 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
- 8) Posting hand washing instructions in sanitary and hygienic rooms and hand disinfection instructions at disinfectant dispensers.
- 9) Posting in a visible place essential telephone numbers to sanitary and epidemiological stations and medical services.
- 10) 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.
- 11) 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 and posting information 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) Covering the mouth and nose with a mask when using the common area until taking a seat and while moving in the facilities.
- 3) 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, an event or sporting activity.
- 4) Regularly disinfecting changing rooms and sanitary facilities several times a day.
- 5) Providing attendees of sporting activities, sporting events, or using a sports facility or equipment with hand and sports equipment disinfectants.
- 6) Regularly disinfecting facilities and equipment on a daily basis.
- 7) Organising sporting events in the open air outside sports facilities without the participation of the public.

- 8) Securing a room for isolation equipped with personal protective equipment and disinfectant and a non-contact thermometer.
- 9) Posting in visible places in corridors, in the cloakroom, information about the requirement to 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.
- 10) Posting of hand washing instructions in sanitary and hygienic rooms and hand disinfection instructions at disinfectant dispensers.
- 11) Posting in a visible place essential telephone numbers to sanitary and epidemiological stations and medical services.