

**MARIA CURIE-SKŁODOWSKA UNIVERSITY**



**OCCUPATIONAL SAFETY AND HEALTH &  
EDUCATION RULES IN TIMES OF  
EPIDEMIC**

**Version for students' use**

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**Full version is available on [www.umcs.pl](http://www.umcs.pl) & each Faculty's website in the COVID-19 bookmark – moreover, each user of UMCS informatic system can access it via e-mail**

**Every employee (regardless of their work nature) or student participating in any activity in any facility of the University is obliged to know the following procedure**

**General rules of preventing spread of infections among employees, students etc.**

## 1. Ways of spread, symptoms & course of illness caused by SARS-CoV-2 virus

- 1.1 SARS-CoV-2 is a coronavirus, which, according to current state of medical knowledge, spreads mainly by droplet transmission (sneezing, coughing, speaking etc.) Moreover, infectious material can be emitted as an aerosol together with exhaled air (even during normal breathing). Infected droplets settle to mucous membranes of nose, mouth & eyes of everyone in close proximity (usually up to 2 metres). Virus can also be transmitted by physical contact, which means touching a surface contaminated by infected saliva and touching one's mouth, nose or eyes.
- 1.2 SARS-CoV-2 virus, together with exhaled contaminated air, creates a cloud of aerosol (reaching even 4 metres of diameter). Such cloud can be even larger during sneezing, coughing, speaking or singing loudly (reaching more than 10 metres). Which eventually scatters; in certain conditions, however, virus can survive in the air up to 3 hours. According to researchers, virus can maintain in the air for much longer after settling on dust particles in poorly ventilated rooms.
- 1.3 Exhaled air containing aerosol particles which settle on objects may also cause SARS-CoV-2 infection. It is also possible to contaminate such objects by physical contact by hands contaminated by infected feces or saliva.
- 1.4 SARS-CoV-2 impacts every person in a different way. Most cases either do not show any symptoms or show only mild ones. Symptoms can be seen in approximately 15 percent of cases after 2 to 14 days after being infected.

### Most common symptoms are:

- fever (usually over 38°C), dry cough, short breath, fatigue, lack of appetite.

### Less common symptoms are:

- muscle pain, headache, sore throat, nausea, vomiting, diarrhea, conjunctivitis,
- sudden loss of taste and/or smell, rash, discoloration of fingers/toes.

### Serious symptoms are:

- breathing difficulties (dyspnoea, shallow breathing),
- chest pain and/or pressure,
- loss of speech or movement capabilities (neurological symptoms).

## 2. Health self-assessment of employees and students staying inside any University facilities

- 2.1 Any person who is to stay in any University facility should perform health self-assessment every day in the morning, especially in an event of making close contact with anyone who was either infected or suspected to be infected by SARS-CoV-2 virus.
- 2.2 Essential elements of health self-assessment are:
  - observation of any symptoms that may be an evidence of a respiratory system infection
  - body temperature measurement.
- 2.3 In case of body temperature exceeding normal parameters (**37,3°C < measured temp. < 38°C**), fever (**temp. ≥ 38°C**) or any cold-like symptoms, one is to contact their Basic Healthcare doctor.

- 2.4** In an event of any of the following (combined with fever) are observed:
- heavy cough, dyspnoea, shallow breathing, sudden loss of taste or smell,
- one is to contact either their Basic Healthcare doctor or District Station of Sanitary-Epidemiology and follow specialized instruction provided.
- 2.5** In case of any symptoms hinting respiratory system infection as well as any cases of increased body temperature or fever, one is forbidden from showing up to any University faculty until the case is fully diagnosed.
- 2.6** List of helpful institutions.

Lp.	Nazwa instytucji.	Numer telefonu.
1.	District Station of Sanitary-Epidemiology.	<b>81 478 71 02</b>
2.		<b>81 478 71 29</b>
		<b>605 194 800</b> (after office hours)
3.	Voivodeship Station of Sanitary-Epidemiology.	<b>81 743 42 72</b>
4.		<b>81 533 41 00</b>
		<b>693 397 185</b> (after office hours)
5.	24/7 NFZ helpdesk.	<b>800 190 590</b>
6.	24/7 helpdesk for citizens regarding quarantine and health issues.	<b>222 500 115</b>

**Rules of engagement regarding a SARS-CoV-2 infection, a suspicion of an infection among University employees, students etc. or anyone else exposed to direct contact with said groups**

- 1. Rules of procedure for people utilizing University facilities of maintaining direct professional contacts with University employees or students diagnosed with SARS-CoV-2 infection or suspected with one.**
- 1.1** Every user of any University facility regarding their work or field of study as well as people maintaining direct professional contacts with them as well as anyone using any University infrastructure, especially:
- Apprenticeship takers,
  - University Students of both levels (BA-level & MA-level) & both forms (part-time and full-time) of studies,
  - PhD Students,
  - Doctoral schools' Students,
  - Postgraduate studies' attenders & University Students of any other kind,
  - Dormitories' occupants,

is obliged to immediately notify respective authorities about their SARS-CoV-2 infections or suspicions of such under the following phone numbers:

**506-102-571.**

**506-102-773.**

- 1.2 English-speaking students and employees are to use the following 24/7 number:  
**+ 48 573-013-721.**
- 1.3 People infected with SARS-CoV-2 or with suspicions of such (**servicing isolation or home isolation under the decision of sanepid**) are to proceed with the required data to University COVID team.
- 1.4 People suspected to be infected with SARS-CoV-2 (**servicing quarantine under the decision of sanepid**) are to notify the University COVID team.
- 1.5 People servicing quarantine, during which symptoms of SARS-CoV-2 infection have been observed, are to notify respective authorities of such cases under the phone numbers mentioned above, effective immediately.
- 1.6 Any employee or student failing to comply with making a notice will be subjected to disciplinary procedures specified in separate documents.
- 1.7 Any dormitory occupant failing to comply with making a notice may be forbidden from utilizing the facilities.

## **2. Rules of engagement regarding people suffering from health deterioration during their time in the University facilities.**

- 2.1 In case of any symptoms of sickness are observed in a person being in any University facility, facility manager is to be notified of such case, effective immediately..
- 2.2 If procedure mentioned in 2.1 is not possible to execute, a respective person being on a lodge duty is to be notified.
- 2.3 Such notice is to be made by a phone call, with no movement in the building or at the terrace.
- 2.4 Notice is to be made by either the person suffering from the symptoms or a witness of said symptoms being observed.
- 2.5 A person suffering from said symptoms is to head, together with a facility manager (an employee) to the isolation room **THE SHORTEST WAY POSSIBLE**. It is forbidden to use the elevator during it, a distance of 2 metres is also to be maintained.
- 2.6 An isolated person can measure their temperature on their own with a non-contact thermometer (being a part of the equipment in the isolation room).
- 2.7 After the isolation of a person suffering from an infection symptoms, a facility manager or a lodge worker is to notify the Dean or the Director of the facility.
- 2.8 An isolated person must contact the basic healthcare doctor or the District Station of Sanitary-Epidemiology for further instructions.
- 2.9 The isolation room can be utilized only by an isolated person – if it's necessary to make contact with one, anyone willing to do so must have their personal protection equipped and follow the precautions mentioned above – a 2 metre distance is still in effect.

- 2.10** If an isolated person is unable to make a call on their own because of their health condition, a facility manager or a lodge worker is to conduct it.
- 2.11** In case of rapid health deterioration, a facility manager or a lodge worker is to call the paramedic team by calling 112 or.

## **General rules of conducting classes conducted by the University**

### **1. General requirements of participation in classes.**

- 1.1** Inside the didactic facilities, classes participants are to follow every safety measure introduced by this procedure.
- 1.2** Classes in stationary form can only be taken by people with no upper respiratory tract infections, no fever or increased temperature. In case of chronic illnesses with similar symptoms like asthma, students are to notify the lecturer of such case as well as provide a medical certificate confirming such illness.
- 1.3** Anyone taking the classes are to enter the building right before them and leave it immediately after.
- 1.4** Classes participants are to use the shortest way possible to reach the lecture hall.
- 1.5** Participants are also required to leave their outerwear and larger baggage (ex. Bags, backpacks etc.) in the cloakroom. The only objects to be taken to the classes are the ones necessary to take part in them.
- 1.6** Every person participating in classes are obliged to disinfect their hands before entering the lecture room.

### **2. Additional rules concerning laboratory classes and workshops.**

- 2.1** Bearing in mind the laboratory classes and workshops' specificity, every participator is to wear masks or visors covering their mouths and noses.
- 2.2** During laboratory classes and workshops with no possibility to use visors, every participants are to wear masks covering their noses and mouths. This information is to be conducted to the students during their first classes regarding organisational issues & OSH rules.
- 2.3** During laboratory classes which, regarding their nature, require usage of protective gloves, disinfectant must be provided nonetheless.
- 2.4** During laboratory classes which, regarding their nature, require usage of protective gloves, visors and masks, it is obligatory to put an infoboard regarding their proper usage, assembly and disassembly.
- 2.5** Used protective gear are to be disposed into covered general waste bins.
- 2.6** After the classes, participants are to disinfect any tools and gear which was used during their work.
- 2.7** After the classes in computer labs, participants are to disinfect their keyboards, mice, PC panels and desks' work spaces – however, it is to be done after turning the power off.

- 2.8** Lecturers are supervising the disinfection conducted by the participants.
- 2.9** Any measure, optic or research gear is to be disinfected by specialized tech crews in charge of the educational proces or, in exceptional situations, by lecturers.