

MARIA CURIE-SKŁODOWSKA UNIVERSITY



**RULES OF HEALTH AND SAFETY AND
EDUCATION DURING THE STATE OF AN
OUTBREAK OF THE EPIDEMIC**

Lublin September 2020

List of contents

No	Chapter title	Page
1.	Legal basis for developing the procedure.	4
2.	Definitions.	4
3.	The purpose of the procedure.	6
4.	The subject and scope of the procedure.	6
5.	Supervision and responsibilities	7
6.	Chapter I. General principles of reducing the risk of spreading infections among employees and students or other forms of education provided by the University.	7
	1. Routes of transmission, symptoms and possible course of disease caused by SARS-CoV-2 virus.	7
	2. Self-assessment of the health of employees, students and other people staying at the University's facilities.	9
	3. General rules for reducing the risk of spreading the infection.	10
7.	Chapter II. The rules of conduct in the event of infection, suspicion of an infectious disease caused by the SARS-CoV-2 virus or suspected infection with this virus, among employees, students and other people using the facilities belonging to the University or having direct professional contacts with employees and students.	12
	1. The procedure for people using the University's facilities and having direct professional contacts with University employees or students who have been diagnosed with an infection, suspected contagious disease caused by SARS-CoV-2 or suspected infection with this virus.	12
	2. Organization of work and responsibilities of the team receiving reports of infections, suspected infectious disease caused by SARS-CoV-2 virus or suspected infection with this virus.	13
	3. Duties of heads of university organizational units where infection has occurred, suspected disease caused by SARS-CoV-2 virus or suspected infection with this virus.	15
	4. Duties of administrative managers of facilities where a case of infection, suspected disease caused by SARS-CoV-2 virus or suspected infection was reported.	19
	5. Rules for dealing with a person with deterioration of health during stay in the facilities belonging to the University.	21
	6. Rules for preparing and equipping an isolation room.	22
8.	Chapter III. General rules for maintaining the hygienic condition of the University's facilities during the period of epidemic or epidemic threat.	24
	1. Rules for carrying out daily activities related to cleaning and disinfection of the University's facilities.	24
	2. Responsibilities of heads of organizational units and employees regarding maintaining hygiene at workplaces.	25
9.	Chapter IV. Principles of safe work organization in epidemic or epidemic threat conditions.	26
	1. General rules for the preparation of teaching, administrative and collective housing facilities for work and for admitting clients.	26
	2. General rules for the preparation and use of the cloakroom.	28
	3. General rules for the preparation of premises and workstations and the	29

	organization of the work process.	
	4. General rules for using social rooms and employees' changing rooms.	30
	5. General rules for the organization of internal conferences and meetings.	31
10.	Chapter V. General rules for the organization of classes conducted by the University.	31
	1. Principles of organizing stationary classes.	31
	2. Additional rules for the organization of classes in laboratories, specialist laboratories and workshops.	34
	3. General rules for the organization of field activities.	35
	4. General rules for the organization of sports activities.	36
	5. General requirements for student participation in stationary classes.	36
11.	Chapter VI. General rules of functioning of the Main Library, department libraries as well as the Archives and Museum of UMCS.	37
12.	General principles of cooperation with entities conducting business activity on the premises of the University and providing services to the University.	38
13.	List of appendices.	38

1. 1st Legal basis for developing the procedure.
 - 1.1. Act of 5 December 2008 on the prevention and combating of infections and infectious diseases in humans (Journal of Laws of 2019, item 1239, as amended).
 - 1.2. Art. 207 § 2, point 3 and article 209² of the Act of the 24th of June 1997, the Labor Code (Journal of Laws of 2019, item 1040, as amended).
 - 1.3. § 1, section 1 point 1 and point 5 of the Regulation of the Minister of Higher Education of the 30th of October 2018 on the method of ensuring safe and hygienic working and teaching conditions at universities (Journal of Laws of 2018, item 2090).
 - 1.4. Art. 8a sec. 5-8 of the Act of the 14th of March 1985 on the State Sanitary Inspection (Journal of Laws of 2019, 59, as amended).
 - 1.5. Regulations and guidelines of the Minister of Science and Higher Education regarding the functioning of universities in epidemic conditions.
 - 1.6. Regulation of the Council of Ministers of the 7th of August 2020 on the establishment of certain restrictions, orders and bans in connection with an epidemic (Journal of Laws of 2020, item 1356, as amended).

2. Definitions.

The terms used in the procedure mean:

- 1) epidemic - occurrence in a given area of infections or incidence of an infectious disease in a number significantly greater than in the previous period, or the occurrence of infections or infectious diseases that have not occurred so far,
- 2) epidemic threat - the existence of conditions or circumstances indicating the risk of an epidemic in a given area,
- 3) state of the epidemic - the legal situation introduced in a given area in connection with the outbreak of an epidemic in order to take anti-epidemic and preventive measures specified in the Act to minimize the effects of the epidemic,
- 4) state of epidemic threat - the legal situation introduced in a given area in connection with the risk of an epidemic in order to take preventive measures specified in the Act,
- 5) biological pathogen - cellular microorganisms or their products that have the ability to cause disease symptoms, external and internal parasites or their products, acellular particles capable of replication or transfer of genetic material, including genetically modified cell cultures or produced by them,
- 6) infection - penetration into the body and development of a biological pathogenic agent in it,
- 7) infectious disease - a disease caused by a biological pathogen,
- 8) suspected of an infectious disease - a person with clinical symptoms or deviations from the normal condition in additional tests, which may indicate an infectious disease,
- 9) suspected of being infected - a person who has no symptoms of infection or an infectious disease, who had contact with the source of infection, and the nature of the infectious agent and the circumstances of contact justify the suspicion of infection,
- 10) contact - direct or indirect contact of a person with the source of infection, if the nature of this contact threatened or threatens to transfer biological pathogens to that person,
- 11) close contact:

- living with a sick person (also applies to student dormitories),
 - direct physical contact (e.g. shaking hands, kissing, etc.) with the sick person,
 - direct unprotected contact with the discharge of a sick person (e.g. touching a used tissue, exposure to coughing / sneezing of a sick person, contact with saliva, blood, urine or feces of a sick person),
 - staying in close proximity (face to face) of a sick person, at a distance of less than 2 meters for any period of time,
 - staying at a distance of 2 meters or more from the patient for more than 15 minutes in the event of being exposed not listed above (e.g. in a conference room, auditorium, waiting room, etc.),
 - permanent stay with the sick person in the same room at the workplace,
 - contact in public means of transport involving people nearby (two places) from the sick person, people accompanying the journey or caring for the sick person, crew members serving the area where the sick person is (in the event of severe symptoms of a sick person or his / her movement, close contact should be considered for all passengers in the area or on board the means of transport).
- 12) quarantine - isolation of a healthy person who was exposed to infection in order to prevent the spread of particularly dangerous and highly infectious diseases,
 - 13) isolation - isolation of a person or group of persons suffering from an infectious disease or a person or group of persons suspected of having an infectious disease in order to prevent the transmission of a biological pathogenic agent to other persons,
 - 14) isolation at home - isolation of a sick person with an infectious disease that does not require absolute hospitalization in their place of residence or stay, in order to prevent the spread of particularly dangerous and highly infectious diseases,
 - 15) individual epidemiological supervision - observation of an infected or suspected person, without restricting his freedom of movement, performing sanitary and epidemiological tests on that person in order to detect biological pathogens or confirming the diagnosis of an infectious disease, as well as collecting, analyzing and interpreting information about the circumstances and the effects of the infection,
 - 16) carrier - a person without symptoms of an infectious disease, in whose body there are biological pathogens, which is a potential source of infection for other people
 - 17) coalescent - a person in whom symptoms of an infectious disease have subsided,
 - 18) decontamination - the process of destroying biological pathogens that threaten life or health through direct contact or used equipment through washing, disinfection and sterilization,
 - 19) disinfection - the process of significant reduction of the amount of biological pathogens by the use of physical and chemical methods (this activity is not equivalent to sterilization),
 - 20) sterilization - the process of complete destruction of multiplication biological pathogens.

3. Purpose of the procedure.

3.1. The purpose of the procedure is:

- ensuring the highest possible level of safety when fulfilling the statutory tasks of the University, carried out during the period of an epidemic or epidemic threat,
- preventing infections caused by biological pathogens,
- minimizing the risk of spreading the infection in case of its occurrence,
- unifying the rules of conduct in the event of an infection, suspected infectious disease or suspected infection among employees, students and other people using the facilities belonging to the University or having direct professional contacts with employees and students.

3.2. The provisions of the procedure apply only during the period of the epidemic or epidemic threat.

4. Subject and scope of the procedure.

4.1. The subject of the procedure is:

- general principles of reducing the risk of spreading infections among employees, students and students of postgraduate studies or other forms of education provided by the University,
- rules of conduct in the event of infection, suspected contagious disease or suspected infection among employees, students and other people using the facilities belonging to the University or having direct professional contacts with employees and students,
- rules of cleaning and decontamination in the University facilities,
- rules for the organization of safe working conditions in an epidemic or epidemic threat,
- rules for organizing didactic classes conducted by the University,
- rules of functioning of collective residence facilities (student dormitories) belonging to the University,
- rules for cooperation with entities conducting business activities on the premises of the University and providing services to the University,
- rules for informing the academic community about the current epidemic situation at the University and for communicating with external institutions.

4.2. The scope of the procedure covers all preventive measures to minimize the risk of the occurrence and spread of an infection as well as measures taken in the event of an infection, suspicion of an infectious disease or suspected infection.

4.3. The procedure applies to all persons staying in the University buildings, regardless of the purpose of their stay.

4.4. The procedure sets out the division of competences, powers and responsibilities of the persons falling within its scope.

5. Supervision and duties.

5.1. The compliance with the provisions of this procedure is supervised by the heads of organizational units at all levels, according to their competences and powers specified in this procedure and in separate legal acts.

- 5.2. Employees, students and other persons staying in the facilities belonging to the University are obliged to comply with the provisions of this procedure, carry out the tasks resulting therefrom and undergo the preventive measures mentioned in it.
- 5.3. The procedure is made public on the website www.umcs.pl and websites of each department in the special coronavirus tab, as well as sent to the e-mail addresses of all users of the UMCS IT system.
- 5.4. People who perform work (regardless of the legal basis for its performance) or hold classes in the University's buildings are required to read this procedure.
- 5.5. On the basis of an excerpt from this procedure, separate instructions should be drawn up for students and staff, which should be made available to users of the facility in a customary manner.

Chapter I.

General principles of limiting the risk of spreading infections among employees, students and students of postgraduate studies or other forms of education conducted by the University.

1. **The routes of transmission, symptoms and possible course of the disease caused by SARS-CoV-2 virus.**
 - 1.1. The SARS-CoV-2 virus is a coronavirus which, according to current medical knowledge, is transmitted mainly by droplets, i.e. infectious material is emitted when coughing, sneezing, talking or singing. In addition, infectious material is also emitted as an aerosol with exhaled air (even when breathing calmly). Droplets with the virus come out of the mouth and stick to the mucous membranes of the mouth, nose or eyes of people in close proximity (usually up to 2 meters). The virus can also be transmitted by contact, i.e. when a person touches the surface of an object with the saliva of an infected person and then touches his mouth, nose or eyes. It has been shown that in people with clinical symptoms of COVID-19 who develop diarrhea, the virus is excreted in the faeces. It should be assumed that contact with the faeces of such a person is also a risk factor for infection with the virus. There are no fully documented other routes of spreading the infection as of today.
 - 1.2. The SARS-CoV-2 virus, together with the air exhaled by an infected person, forms an aerosol cloud around them, which may have a diameter of up to 4 m. An even greater range can be given to an aerosol cloud formed during sneezing, coughing or loud talking or singing (even up to several meters). This cloud dilutes over time, but under unfavorable conditions, the virus can stay in the air for up to 3 hours. As studies show, in poorly ventilated, closed rooms, the virus that settles on particles of suspended dust can remain in the air for a much longer time.
 - 1.3. Particles of the aerosol from the exhaled air depositing on the elements of rooms and items in them may be a potential source of SARS-CoV-2 infection. The possibility of spreading the virus to various objects by touching them with contaminated saliva or feces with the hands of an infected person looks similar. Overall, coronaviruses retain

their infectivity in the environment longer at lower temperatures and lower relative humidity (a large number of COVID-19 cases are associated with cold and dry climates in temperate regions of the world). Studies conducted under experimental conditions (i.e. controlled relative humidity, temperature, air flow velocity) showed that the SARS-CoV-2 virus persisted for up to 24 hours on cardboard, banknotes - 2 days, newspapers - 4 days, and up to 6 days on surfaces with low porosity, such as steel, plastics, glass. On items made of copper and / or zinc, the survival time of the virus is significantly shorter - from 30 minutes to 1 hour. The virus can remain infectious for up to several days in human feces, sewage and waters. Examples of SARS-CoV-2 survival time (preservation of infectivity) at different temperature:

- 4 ° C (i.e. in a refrigerator), the virus can survive for about 4 weeks,
- the virus can survive up to 10 days at 12 ° C,
- at room temperature, i.e. around 20-22 ° C, the virus can remain infectious for up to 2 days (longer if the conditions are favorable, i.e. there is a lot of biological material in which this virus has a chance to exist longer),
- at a temperature of around 30 ° C, the virus will remain infectious for up to 24 hours.

1.4. SARS-CoV-2 affects everyone differently. Up to 80% of those infected show no symptoms of the disease. The rest (1 in 6 infected people) develop symptoms 2 to 14 days after infection. The symptoms of COVID-19 are presented in the diagram below:



Sources: WHO/CDC

Typical symptoms:

- fever ($> 38^{\circ}\text{C}$)
- dry cough and shortness of breath
- fatigue
- lack of appetite

Less common symptoms:

- muscle pain, headache
- sore throat,
- nausea, vomiting
- diarrhoea,
- conjunctivitis,
- sudden loss of taste and / or smell

Serious symptoms:

- difficulty breathing (shortness of breath, shallow breathing),
- chest pain or tightness
- loss of speech or movement (neurological symptoms)
- kidney failure

Particularly dangerous for healthy people is contact with a person who has no symptoms or they are very scarce due to the possibility of involuntary transmission of infection.

1.5. The World Health Organization (WHO) and infectious disease specialists from various countries warn - **studies have not confirmed that people with antibodies to SARS-CoV-2 are immunized against further infection with this virus.** Blood tests showed that 60% of patients had strong antibody production at the peak of fighting the virus, but only 17% had the same high level of antibodies three months after infection. In some of the respondents, they were even undetectable. Convalescents who assume they are immune to a reinfection because they have tested positive for antibodies and therefore ignore public health advice may contribute to the further spread of the epidemic.

2. Self-assessment of the health of employees, students and other people staying at the University's facilities

2.1. Every person using the University's buildings should perform a self-assessment of their health every morning (before going to work, classes, etc.), especially in the case of prior close contact with an infected person suspected of having an infectious disease caused by SARS-CoV-2 virus or suspected to be infected with this virus.

2.2. The health self-assessment components are:

- observation of symptoms that may indicate respiratory system infection,
- body temperature measurement.

2.3. If you develop low-grade fever ($37.3^{\circ}\text{C} < \text{temperature} < 38^{\circ}\text{C}$), fever (temperature $\geq 38^{\circ}\text{C}$) or other symptoms of cold, contact your Primary Healthcare physician.

2.4. If, in addition to fever, one or more of the following symptoms appear:

- persistent cough,
- shortness of breath, shallow breathing,
- loss of smell with a sudden onset,

- sudden onset loss or disturbance of taste
call a POZ doctor or the Poviatsanitary and Epidemiological Station (PSSE) and follow the recommendations of specialists.
- 2.5. In the event of any symptoms that may indicate an infection of the respiratory system and in the event of a low-grade fever or fever, it is forbidden to come to the University until the cause of this condition has been diagnosed.
 - 2.6. People who have doubts about the recommended course of action may use anonymous information interview based on the guidelines of the World Health Organization (WHO) and the US *Centers for Disease Control and Prevention* (CDC) on the Platform "Check if you have symptoms of COVID-19 "(Website of the Ministry of Health and National Health Fund website <https://pacjent.gov.pl/koronawirus/sprawdz-objawy>).
 - 2.7. List of information and emergency telephone numbers.

No	Name of the institution.	Phone number
1.	District Sanitary and Epidemiological Station in Lublin.	81-533-00-61
2.		605-194-800 (after hours number)
3.	Provincial Sanitary and Epidemiological Station in Lublin.	81-743-42-72
4.		693-397-185 (after hours number)
5.	24/7 helpline of the National Health Fund.	800-190-590
6.	24/7 citizen helpline on quarantine and health matters.	222-500-115

3. General principles of reducing the risk of spreading infection.

- 3.1. Comply with the restrictions, orders and prohibitions in force in a given area due to the occurrence of an epidemic. Remember that there may be different degrees of epidemic threat (green, yellow and red zones) within a country.
- 3.2. Maintain social distance by limiting human contact, avoiding:
 - closed spaces in which there are other people and it is impossible to keep a proper distance
 - crowded places, including those outdoors,
 - direct contact with people with whom you do not live in the same household.
- 3.3. When moving on foot in open areas (pavements, squares, parks, etc.), keep a safe distance between people not less than 1.5 m (recommended at least 2.0 m), and if this condition cannot be met, use a mask covering the mouth and nose (the visor has been proven to be much less effective than the mask).

- 3.4. Use a mask covering the mouth and nose when using public means of collective transport, while visiting commercial facilities and markets, while staying in generally accessible places in public facilities, including buildings belonging to the University.
- 3.5. Follow the general rules of hygiene, wash your hands with soap and warm water:
- after coming to work,
 - before and after using the toilet,
 - after removing waste and rubbish,
 - after cleaning or disinfection,
 - before and after eating,
 - before and after smoking,
 - after contact with money,
 - after staying in generally accessible public utility buildings and collective accommodation (e.g. in lifts, staircases, corridors, etc.).
- 3.6. If you cannot wash your hands, use an alcohol-based disinfectant (at least 60% alcohol).
- 3.7. Avoid hugs and shaking hands when greeting.
- 3.8. When coughing and sneezing, cover your mouth and nose with a disposable handkerchief or with your bent elbow. Throw the used tissue into a closed bin as soon as possible and wash your hands with soap and warm water or disinfect them with alcohol-based agents.
- 3.9. Avoid touching your eyes, nose and mouth. Hands touch many surfaces that may be contaminated with the virus. Touching your eyes, nose or mouth with contaminated hands can spread the virus from the surface to yourself.
- 3.10. Avoid face-to-face contact with someone who is coughing, sneezing or having a fever.
- 3.11. Disinfect your phone regularly and do not use it while eating. Pathogenic microorganisms can easily accumulate on the surface of cell phones. Do not share your phone with other people, and if this happened, disinfect the phone.

Chapter II

Rules of conduct in the event of an infection, suspected infectious disease caused by SARS-CoV-2 virus or suspected infection with this virus, among employees, students and other people using the facilities belonging to the University or having direct professional contacts with employees and students.

1. Procedure for people using the University's facilities and having direct professional contacts with University employees or students who have been diagnosed with an infection, suspected infectious disease caused by SARS-CoV-2 virus or suspected infection with this virus.

1.1. All people using the University's facilities in connection with their work or study, people who have direct professional contacts with employees or students of the University and people using the University's infrastructure, in particular:

- university employees employed under an employment relationship, internships and volunteers,
- persons employed on the basis of civil law contracts (contract for specific work, mandate contract), if their implementation requires staying at the University's facilities and professional contacts with employees or students of the University, during which there were close contacts,
- students and apprentices at the University,
- students of 1st and 2nd cycle (full-time and part-time) studies as well as uniform master's studies,
- doctoral students of doctoral studies,
- doctoral students of doctoral schools,
- students of postgraduate studies and other forms of education provided by the University,
- residents of student dormitories,
- people staying at the University on scholarships / research stays / study visits,
- employees of companies providing services related to the direct operation of the University facilities (cleaning, cloakroom service, receptionistservice, facility security),
- people running a business in the University's facilities (canteens, buffets, copy shops, kiosks, etc.),

are obliged to immediately provide information about the infection found in their case, suspected disease caused by the SARS-CoV-2 virus or suspected infection with this virus to the following telephone numbers open 24/7:

Mobile phone - 506-102-571.

Mobile phone - 506-102-773.

1.2. In the case of English-speaking employees and students, the information referred to above should be provided to the 24/7 **telephone number + 48 573-013-721.**

1.3. People who are infected, suspected of having a disease caused by the SARS-CoV-2 virus (subjected to isolation or home isolation based on the decision of the health

department) or suspected of being infected with the SARS-CoV-2 virus (quarantined on the basis of the decision of the department of health and safety), are required to provide the following data:

- a) name and surname,
- b) contact telephone number,
- c) grounds for staying at the University's facilities or for professional contacts with employees and students (e.g. employee, student, doctoral student, etc.),
- d) date of onset of disease symptoms (in case of infection or suspicion of disease),
- e) dates of collecting the material for testing for the presence of SARS-CoV-2 virus (in case of infection or suspected disease),
- f) the date of issuing the decision of the Sanepid (Sanitary and Epidemiological Station) on isolation or quarantine,
- g) a list of people with whom they had close contact while at the University, along with information about their place of work or study and date of contact,
- h) the list referred to above should cover at least the period of:
 - 7 days preceding the onset of disease symptoms,
 - in the absence of disease symptoms, but a positive test for the presence of the virus, up to 7 days before collecting the material for testing,
 - 7 days after contact with an infected or suspected person.

1.4. Persons in quarantine who, during its length, show obvious symptoms of disease caused by the SARS-CoV-2 virus or after obtaining a positive test for the presence of this virus, are required to immediately provide information about this fact to the above phone numbers.

1.5. In relation to employees, students and doctoral students who, despite the obligation fail to submit the abovementioned data, will be subject to disciplinary consequences specified in separate regulations.

1.6. Residents of dormitories who, despite the obligation fail to submit the abovementioned data, may be deprived of the right to continue living in these facilities after the end of treatment, isolation or quarantine.

2. Organization of work and duties of the team receiving reports on infections, suspected infectious disease caused by SARS-CoV-2 virus or suspected infection with this virus.

2.1. The team consists of employees of the H&S and Fire Safety Department, and its work is organized and supervised by the head of the department.

2.2. Each day, including public holidays, two team members are on duty 24/7 to receive applications.

2.3. During the interview, the person on duty must fill in the application form attached to the procedure (Attachement 1).

- 2.4. The card should be filled in legibly and, if possible, completely, it is particularly important to obtain full information about close contacts with other employees or students / doctoral students of the University.
- 2.5. A person accepting applications from English-speaking employees and students sends a scan of the application form without undue delay to alert.covid@umcs.pl, and then sends the original card through the UMCS Office to the Health and Fire Safety Department.
- 2.6. All electronic correspondence related to the activities of the team will be conducted via the e-mail account alert.covid@umcs.pl.
- 2.7. The team provides information on the accepted applications to the following members of the University authorities:
 - a) the Vice-Rector for General Affairs - in the case of applications concerning academic teachers and technical employees as well as persons staying at UMCS during research stays (scholarships, study visits, research),
 - b) Vice-rector for Students and Education Quality - in the case of application made by a student, doctoral student, student of postgraduate studies or other forms of education,
 - c) the Chancellor - in the case of reports concerning administration and service employees,
 - d) Deputy Chancellors - in the case of a notification made by employees or owners of companies providing services related to the direct operation of the University's facilities and persons or companies conducting business activity in the University's facilities.
- 2.8. By establishing a group of employees and students who have had close contacts with people who are infected, suspected of having an infectious disease caused by the SARS-CoV-2 virus or suspected of being infected with this virus, the team members have the right to demand all necessary information and data in this regard.
- 2.9. The managers of all organizational units of the University are obliged to immediately provide information and data requested by team members.
- 2.10. In the event of a refusal or excessive delay in the provision of information and data, team members inform the persons mentioned in point 2.7 about this fact.
- 2.11. The team collects and maintains documentation for each report. If it is necessary to make the documentation available to other organizational units, it will be provided in electronic form in the form of scans prepared in pdf format.
- 2.12.** Team members are authorized to contact the Poviats Sanitary and Epidemiological Station in Lublin (PSSE) in order to determine how to proceed in the event of reporting an infection or suspicion of an infectious disease caused by SARS-CoV-2 virus and to transfer the data requested in this on the PSSE.
- 2.13.** Simultaneously with the above-mentioned actions, team members inform the relevant deans, directors of inter-university units, directors of centers, heads of independent central administration units and administrative managers of facilities about the case and order the implementation of mandatory actions provided for in this procedure.
- 2.14.** When submitting the information, the name and surname of the person, organizational unit or the year and field of study in the case of a student, doctoral student or participant

in postgraduate studies and other forms of education should be provided, the period in which close contacts should be established.

- 2.15. Deans of faculties designate at least 2 persons who will be responsible for receiving information from the team, forwarding it to organizational units operating within the faculty, completing and sending data requested by team members during their activities. Detailed solutions for the organization of work in the above-mentioned persons are determined by the deans of faculties.
- 2.16. Persons listed in point 2.15 will have access to e-mail accounts specially set up for this purpose, which will be dedicated only to correspondence related to the implementation of tasks resulting from this procedure.
- 2.17. The name list of persons together with their business telephone numbers and e-mail address referred to in point 2.16 should be immediately sent to the address alert.covid@umcs.pl.
- 2.18. Directors of inter-university units, directors of centers, managers of independent central administration units and managers of facilities will receive information from the team on their official e-mail accounts. In order to ensure the smooth operation, the above-mentioned persons are obliged to designate persons responsible for cooperation with the team in the event of their absence from work. Information indicating the replacement person, along with the address of his or her official mail, business telephone number and the expected period of the replacement, should be sent to the address alert.covid@umcs.pl.
- 2.19. The persons mentioned in point 2.18 are responsible for passing information to subordinate organizational units as well as completing and sending data requested by team members in the course of their activities.
- 2.20. For the efficient operation of the team, the Operations Department will provide the current list of business cell phone numbers that are in the possession of the heads of all organizational units and members of the University authorities.
- 2.21. Further actions of the team will result from the decision of PSSE and the instructions received from the persons indicated in point 2.7.

3. Duties of heads of University organizational units where infection, suspected disease caused by SARS-CoV-2 virus or suspected infection with this virus took place.

- 3.1. Persons listed in points 2.15 and 2.18, upon receiving information about an infection, suspected disease caused by SARS-CoV-2 virus or suspected infection with this virus among their employees, students and doctoral students, immediately inform the heads of internal organizational units where the possible occurrence for close contacts with these people may have taken place.
- 3.2. The persons mentioned in point 2.13 are responsible for launching the actions provided for in the event of an epidemic threat in their subordinate organizational units.
- 3.3. Managers of organizational units in which close contacts took place, without waiting for guidelines or decisions of the University authorities, immediately take the following

actions:

1) In the case of reporting an infection or suspicion of disease caused by the SARS-CoV-2 virus (hospitalization, home isolation or isolation) and suspected infection with this virus (quarantine):

- a) They establish a list of all persons (employees, students, doctoral students, etc.) who, at the time indicated by the receiving team, had close contacts with an infected person, suspected of having SARS-CoV-2 disease or suspected of being infected with this virus.
- b) The list should contain the following data:
 - name and surname of the person concerned,
 - name of the organizational unit where this person works (type of studies, field of study, year and group in the case of a student, doctoral student),
 - names and surnames of close contact people,
 - contact telephone numbers of close contacts (mobile or home, in the case of students also e-mail addresses from the USOS system),
 - date or period of close contacts, if they occurred constantly,
- c) They immediately send the above list by e-mail to:
 - persons referred to in point 2.15 - in the case of faculties,
 - directors of inter-university units - in the case of subordinate units,
 - directors of centers - in the case of subordinate units,
 - to the address alert.covid@umcs.pl in the case of independent central administration units and dormitories.
- d) They inform about the existing situation of subordinate employees and students who had close contacts and take the preventive measures indicated below.

2) In the case of people who have had close contacts with people infected or suspected of disease caused by the SARS-CoV-2 virus (hospitalization, home isolation or isolation), immediate superiors take the following preventive measures:

- a) Immediately limit the possibility of direct contact with people who work in the same room as a person infected or suspected of having a disease caused by SARS-CoV-2 virus,
- b) Order the above-mentioned people to constantly wear masks or visors that protect the mouth and nose (due to the effectiveness of the mask recommended), to keep a safe distance from other people and to strictly follow the rules of hygiene,
- c) Order the above-mentioned people leave the University premises and go home, in accordance with generally applicable regulations in this regard, and stay in home self-isolation until the decision of the PSSE.
- d) At the same time, in consultation with their superiors and on the basis of the applicable procedures prepared by the Human Resources Office, until the PSSE decision is issued, determine whether the above-mentioned persons will be obliged to

work remotely (if it is organizationally possible) or stay at home without the need to work.

- e) In the case of volunteers and people employed under civil law contracts who had close contact with a person infected or suspected of being infected with the SARS-CoV-2 virus, they instruct them to leave the University and remain in home self-isolation until a decision is issued by the PSSE.
 - f) In the case of students, doctoral students and students of postgraduate studies and other forms of education conducted by the University, they provide their list to persons listed in point 2.15, who are obliged to provide information about the situation and the need for home self-isolation, until the PSSE decision is issued and forbid them to participate in stationary classes.
 - g) The persons mentioned in point 2.15 are responsible for determining whether the students / doctoral students are residents of the student dormitories, and if so, their list should be immediately sent by e-mail to the appropriate dormitory administrative manager and to the team at alert.covid@umcs.pl.
 - h) Deans, directors of doctoral schools and managers of postgraduate studies and other forms of education should enable students, doctoral students and students to continue their studies remotely.
 - i) Other persons who during the period of risk of infection were in the vicinity of people infected or suspected of being infected with SARS-CoV-2, but had no close contacts, are required to conduct a self-assessment of their health condition and are informed that they are not allowed to come to the University with symptoms that could be an infection.
 - j) In consultation with the administrative managers of the buildings, they establish a list of work rooms and hygienic and sanitary rooms used by subordinate employees, which should be temporarily excluded from use and decontaminated.
- 3) In the case of people suspected of being infected with the SARS-CoV-2 virus (quarantine), immediate superiors take the following preventive measures:
- a) They order people who have had close contacts with persons suspected of being infected with SARS-CoV-2 to conduct self-assessment of their health status and are informed about the prohibition of coming to the University in the event of disease symptoms that may indicate infection.
 - b) In the case of students, doctoral students and students of postgraduate studies and other forms of education conducted by the University who have had close contacts with persons suspected of being infected with SARS-CoV-2 virus, provide their list to the persons listed in point 2.15, who are obliged to provide information about the situation, the need to conduct self-assessment of the state of health and the ban on coming to the University in the event of disease symptoms that may indicate infection.
 - c) They establish with the building administration managers a list of rooms where additional cleaning and disinfection should be carried out.

2) In the case of student dormitories (DS) with infection, suspected infection with SARS-CoV-2 virus (hospitalization, home isolation or isolation) or suspected infection with this virus (quarantine), administrative managers take the following preventive measures:

- a) Immediately inform people living in the same room with people infected with or suspecting the disease caused by SARS-CoV-2 virus about the total ban on leaving the room until the PSSE decision to transfer to the isolation room.
- b) In a similar manner, they also order all DS residents who have had close contact with people infected with or suspected of disease caused by the SARS-CoV-2 virus with a total ban on leaving the room, until the PSSE decision to transfer to an isolation room (this especially applies to people living in the segment with shared bathrooms, toilets and kitchens).
- c) In the case of dormitories where all residents of a given floor use shared bathrooms, toilets and kitchens, the manager designates and appropriately marks bathrooms and toilets only for the use of isolated persons, while the remaining residents must use bathrooms and toilets on other floors.
- d) On the floors where isolated people are present, the movement of residents should be minimized and the frequency of cleaning and disinfection of corridors and hygienic and sanitary rooms should be increased.
- e) Cleaning workers should be equipped with personal protective equipment referred to in point 4.
- f) Residents who have close contact with people infected with or suspected of disease caused by the SARS-CoV-2 virus may not use common kitchens and other rooms intended for common use.
- g) Corridors and hygienic and sanitary rooms intended for people who have close contact with people infected with or suspected of having the SARS-CoV-2 virus disease should be equipped with additional cleaning agents and disinfectants.
- h) Residents of the segment with shared bathrooms, toilets and kitchens are required to clean the living and hygienic and sanitary rooms on their own. The agents for their cleaning and disinfection are provided by the DS manager.
- i) Waste from rooms or segments subjected to insulation is presented at specific times in tied plastic bags to the corridor, where it is collected by service staff and taken to chutes or garbage bins. Before taking the bag, it should be placed in the second bag and tied carefully.
- j) The delivery of food and personal hygiene products to isolated rooms, ordered outside the facility by e-mail / telephone, may only take place at times specified by the DS administrative manager. Food and personal hygiene products are provided under strict sanitary regimes.
- k) In the event of close contacts with a person suspected of being infected with the SARS-CoV-2 virus (quarantine), it is not necessary to isolate the students of the student dormitory, only inform them about the need to self-monitor their health and report any symptoms that may indicate infection.

- l) In justified cases (e.g. mass illness of inhabitants), the Vice-Rector for General Affairs may decide to separate part or all of the dormitory into an isolation room.
4. **Additional duties of administrative managers of facilities where a case of infection, suspected disease caused by SARS-CoV-2 virus or suspected infection with this virus was reported.**
- 4.1. Managers of facilities, having received information on the case of illness, suspected disease caused by SARS-CoV-2 virus or suspected infection with this virus:
- agree with the heads of appropriate organizational units on the number of rooms and the type of decontamination treatments to be performed in them,
 - establish communication routes along which people infected or suspected of disease caused by the SARS-CoV-2 virus could travel, and hygienic and sanitary facilities (e.g. toilets, break rooms) used by these people,
 - without undue delay, order staff to clean and disinfect; with the use of generally available chemicals designed to destroy viruses; general communication routes, toilets, entrances to the building - with particular emphasis on elements that may have been touched by the above-mentioned people.
- 4.2. In the event of illness and suspicion of a disease caused by the SARS-CoV-2 virus, until a decision is made on the methods of decontamination procedures, work rooms and break rooms are closed permanently and labelled on the door with the information **"Entry and cleaning prohibited"**.
- 4.3. If the room must be made available for further use as a matter of urgency, the building manager notifies the Operations Department of the need to carry out specialized decontamination procedures.
- 4.4. If the room may be shut down for a longer period of time, it should be fully insulated for at least 3 days, and then cleaned and disinfected with generally available chemicals designed to combat SARS-CoV-2 virus.
- 4.5. In rooms where people suspected of infection with SARS-CoV-2 virus worked or were constantly present (people sent to quarantine), cleaning and disinfection with generally available chemicals designed to combat SARS-CoV-2 virus should be carried out.
- 4.6. In particularly justified cases (e.g. mass infection), deans, directors of inter-university units and the Chancellor, respectively, may apply to the Vice-Rector for General Affairs with a request to temporarily decommission some or all of the building in which people infected or suspected of disease caused by the SARS-CoV-2 virus were present.
- 4.7. The cleaning and disinfection of the rooms mentioned above should be organized in accordance with the following rules:
- a) Employees assigned to clean the above-mentioned rooms should be equipped with appropriate personal protective equipment - type II medical masks, disposable gloves, disposable protective aprons. Only people who have the above-mentioned personal protective equipment may enter the room.
 - b) Means used to clean up the above-mentioned rooms, e.g. mop cleaning tips, cloths, vacuum cleaner bags, should be treated as disposable and after cleaning the room,

they must be thrown into a mixed waste container or washed at a temperature of min. 90°C.

- c) Used personal protective equipment and disposable cleaning agents should be packed into a foil bag after finishing work, which, after binding, should be disposed of in a mixed waste container.
 - d) Before starting to clean the rooms, they should be intensively ventilated for at least an hour. It is also advisable to ventilate them while cleaning.
 - e) Work should be started with the highest-placed elements of equipment (e.g. wardrobes, shelves, doors, etc.) and finished with washing and disinfecting the floor. Washing and disinfecting the floor should be started from the farthest point in the room and walk towards the door.
 - f) First, the elements should be cleaned with water and detergents, then disinfected with a chemical agent (e.g. alcohol-based) by spraying. The disinfectant applied to the surface should not be wiped off, it should remain until dry.
 - g) All elements of the room equipment are subject to cleaning and disinfection.
- 4.8. The facility managers supervise the performance of cleaning and disinfection work.

5. Rules for dealing with a person who has symptoms that indicate the possibility of contracting COVID-19 while staying at the University's facilities.

- 5.1. In the event of symptoms that are clearly indicative of the possibility of contracting COVID-19 among persons staying in the buildings belonging to the University, this fact should be immediately reported to the administrative manager of the facility.
- 5.2. If it is not possible to notify the administrative manager of the facility, the person on duty at the reception desk of the facility should be notified.
- 5.3. In the case of tenants of commercial, service and gastronomic premises, facility managers should establish the principles of mutual cooperation in the event of symptoms of disease in customers staying on these premises.
- 5.4. Notifications may be made by a person with evident disease symptoms or a person who witnesses an event indicating the presence of disease symptoms in a third party.
- 5.5. The manager (conciierge) collects personal protective equipment from the reception desk and an additional type II disposable medical mask intended for the sick person.
- 5.6. Having put on personal protective equipment (disposable gown, type II disposable medical mask and disposable gloves), the manager (employee) goes to the place where the person with the symptoms is present.
- 5.7. A person with symptoms, having put on the provided mask, goes with the manager (employee) the shortest way to the isolation room. When moving to the isolation room, do not use the elevator and keep a distance of at least 2 m.
- 5.8. When a symptomatic person enters an isolation room, it should be immediately marked with a sign that indicates that a person suspected of being infected has been there.
- 5.9. An insulated person should carry out an independent temperature measurement with the use of a non-contact thermometer which remains in the isolation room.
- 5.10. After isolating the person with symptoms, the manager or consierge informs the dean or the director of the inter-university unit about this fact.
- 5.11. An isolated person contacts a primary health care physician (GP) or the County Sanitary and Epidemiological Station in person by phone in order to obtain information on further proceedings.
- 5.12. Only an isolated person may stay in the isolation room, if it is necessary to contact them, the person entering the isolation room must have personal protective equipment mentioned above and keep a distance of at least 2 m.
- 5.13. If, due to health reasons, an isolated person cannot conduct a telephone conversation on their own, it is conducted by the facility manager or an employee of the reception.
- 5.14. In the event of a significant deterioration of the health condition, the manager or the receptionist calls the emergency medical team - tel. **112** or **999**.
- 5.15. The manager of the building immediately orders the cleaning and disinfection of the room where the person with symptoms was present and of the corridors through which they were transported to the isolation room.
- 5.16. In the case of residents of a student dormitory, isolating a person with symptoms is carried out according to the rules set out in point 3.3 subsection 4.

6. Principles of preparing and equipping an isolation room.

- 6.1. In each building (group of facilities), an isolation room should be prepared for temporary isolation of people who have evident symptoms that may indicate infection.
- 6.2. The designated room may be used on a daily basis in accordance with its primary purpose, and if necessary, it may be used as an isolation room.
- 6.3. The isolation room should be clearly marked and all building employees should be informed of its location.
- 6.4. A legible marking should be placed on the door to the room, indicating when the room is occupied by a person suspected of being infected.
- 6.5. If possible, the room should be located as close to the building exit as possible.
- 6.6. When choosing a room, it should be ensured that the access path from the entrance to the building to the isolation room is clear and accessible for the rescue team's transport trolley.
- 6.7. If possible, the room should be located close to the toilets so that the person waiting for the ambulance arrival has the shortest route to the toilet.
- 6.8. For isolation rooms, rooms equipped with a mechanical ventilation system or air conditioning with air intake from the outside are recommended - it is recommended to use subpressure in order to reduce the possibility of contaminated air entering other rooms.
- 6.9. If the isolation room does not have a mechanical ventilation system, it should be equipped with windows enabling ventilation.
- 6.10. The room should be equipped with a hand sanitizer, face masks, a non-contact thermometer, a quick surface disinfectant, a lockable litter bin, a paper towel or handkerchiefs. The room can be equipped with a flow bactericidal lamp, which can operate when a person suspected of being infected is there.
- 6.11. The room should be provided with instructions on: disinfecting hands, putting on and taking off masks, putting on and taking off gloves.
- 6.12. The room equipment should enable thorough cleaning and disinfection. Carpet floor coverings, upholstered furniture, curtains or textile blinds and verticals, plants, etc. should be avoided.
- 6.13. The room equipment should be limited to the necessary minimum, e.g. a chair, table or desk, or a treatment couch.
- 6.14. Emergency telephone numbers to the Poviát Epidemiological and Sanitary Station, the nearest infectious diseases hospital or infectious diseases ward, NFZ hotline, building administrative manager, dean or director of the inter-university unit, reception should be made available in the room.



(isolation room)

The recommended way of marking an isolation room.



(entry forbidden

Suspected infection)

The recommended way of marking an isolation room after placing a person suspected of being infected.

Chapter III

General rules for maintaining the hygienic condition of the University's facilities during an epidemic or epidemic threat.

1. Principles of daily activities related to cleaning and disinfection of the University's facilities.

1.1. The facility manager draws up a cleaning and disinfection schedule for individual work rooms, hygienic and sanitary rooms and public areas of the facilities.

1.2. The schedule specifies:

- a) frequency of cleaning and disinfection of work rooms, lecture halls and training rooms, laboratories and specialist laboratories, hygienic and sanitary rooms and public areas in buildings,
- b) the scope of work related to cleaning and disinfection,
- c) the type of cleaning and disinfecting agents used,
- d) the method of confirming the activities performed by the service staff,
- e) the frequency of additional disinfection, including:

- the surface of door handles and handrails at the entrance doors to buildings and doors located on general communication routes,
- surfaces of handrails on the stairs,
- handgrips at the doors, control buttons and all passenger and passenger-goods lift cabins,
- main communication routes in facilities (staircases, halls in front of reception, etc.),
- work surfaces that are in contact with large groups of employees and external customers, e.g. countertops at gatehouses, cloakrooms, etc.
- toilet rooms (comprehensive cleaning and disinfection of all surfaces in contact with users),
- social rooms intended for eating meals,
- changing rooms and washrooms intended for employees and clients, e.g. the Center for Physical Culture.

1.3. As far as possible, cleaning of working rooms and passageways should be carried out when there are no employees or students in the building.

1.4. Lecture halls, classrooms, laboratories and student classrooms must be cleaned and disinfected before starting classes with a new group of students.

1.5. If it is not possible to clean the work premises when workers are not there (e.g. due to the use of restrictive access systems), occupants of the premises should leave the premises while cleaning process is in operation.

1.6. If the occupants of the room remain in the room during cleaning, the cleaning staff and the user must wear mouth and nose masks.

1.7. Before starting cleaning, ventilate the room for at least 15 minutes. It is also advisable to ventilate it during cleaning, if weather conditions allow it.

1.8. The cleaning staff must use the assigned work clothes (aprons) and disposable gloves.

1.9. Cleaning consists of removing dirt with water, detergent, materials and auxiliary tools and cleaning with a vacuum cleaner.

1.10. After cleaning, disinfection of working surfaces and frequently touched elements (e.g. door handles, armrests, door handles in wardrobes and drawers in desks, etc.) should be carried out with the use of chemicals effective against the SARS-CoV-2 virus.

1.11. It is absolutely necessary to use separate mop heads and cloths for cleaning toilets, passageways and work rooms. The mop ends and cloths intended for cleaning various surfaces should be stored in separate, appropriately labeled containers. It is advisable that the mop tips and cloths differ in color depending on their purpose.

1.12. It is recommended that public toilets are cleaned and disinfected every hour.

1.13. Closed bins for rubbish with bags should be used, so that there is no need to pour their contents.

1.14. The building manager is responsible for the verification of cleaning and disinfection process.

2. Responsibilities of heads of organizational units and employees regarding maintaining hygiene at workplaces.

2.1. Managers of organizational units in which customers are served are obliged to provide disinfectants for disinfecting the working surfaces where customers are served and disposable gloves for employees responsible for disinfecting them.

2.2. The head of the organizational unit appoints employees responsible for decontamination and determines the frequency of performing these procedures. It is recommended that these surfaces be disinfected at least 3-4 times during a work shift; with a large number of customers the frequency of disinfection should be increased.

2.3. Folders for documents for signature that have been collected from secretariats or offices should also be decontaminated.

2.4. All work rooms should be equipped with hand disinfectants (liquids, gels, etc.) for the employed persons.

2.5. Maintaining law and order at the workplace as well as cleaning and disinfecting work tools, including computer equipment, is the responsibility of the employee. Managers of organizational units provide employees with appropriate means for cleaning and disinfecting them.

Chapter IV

Principles of safe work organization in conditions of epidemic or epidemic threat.

1. General rules for the preparation of teaching and administrative facilities as well as collective accommodation for work and serving clients.

1.1. In front of the entrances to all University buildings, visible and legible information should be placed about the need to use masks or visors protecting the mouth and nose in public areas of buildings, and the need to disinfect hands when entering and leaving the building.

1.2. Only the following are exempt from the use of masks or visors:

- children up to the age of 4,
- people who cannot cover their mouth or nose due to pervasive developmental disorders, mental disorders, moderate, severe or profound intellectual disability,
- people who find it difficult to cover or uncover their mouth or nose on their own.

1.3. Hand disinfectants and instructions (bilingual) on the below should be placed at the entrances to buildings:

- proper disinfection of hands,
- proper putting on and wearing of masks.

1.4. In places where queues may form (e.g. reception, cloakroom, corridor next to elevators, customer service points, etc.), information about the need to maintain a distance of at least 1.5 m should be displayed.

1.5. It is advisable to place signs on the floors of these places reminding to keep a safe distance or indicating where to wait.

1.6. If the corridors are equipped with chairs, benches or seats, their number should be limited and properly set so that the distance between them is at least 1.5 meters.

1.7. When it is not possible to remove the seats or to set them up (e.g. it is a permanently attached bench), make it impossible to use it, e.g. by installing a protective tape.

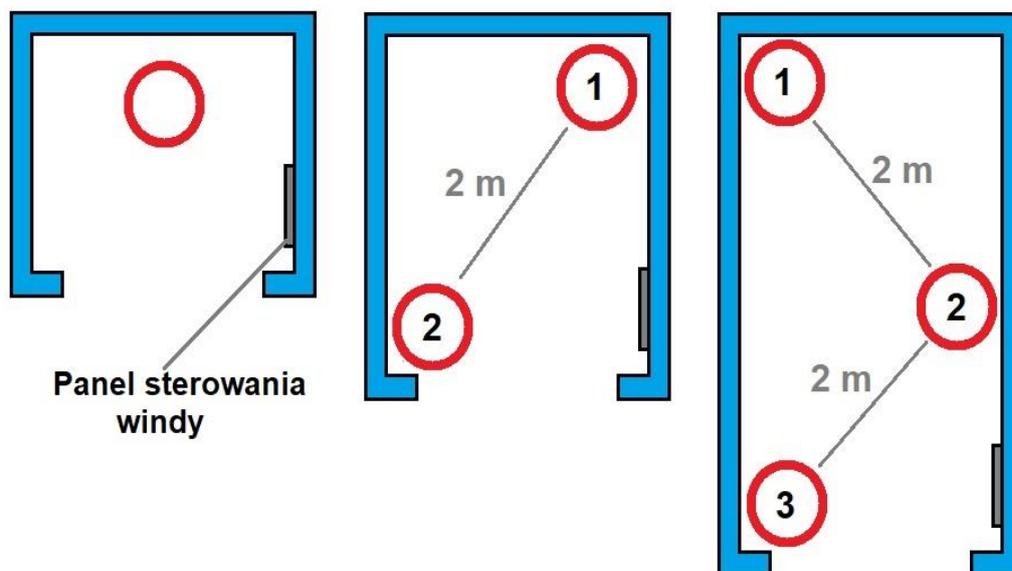
1.8. All types of upholstered seats that are difficult to clean and disinfect should be removed from public spaces or made impossible to use.

1.9. At the entrances to rooms where customers are served, the following should be placed:

- dispensers with hand sanitiser,
- bilingual instruction on proper hand sanitising,
- bilingual information about the need to use a mask or visor to protect the mouth and nose,
- bilingual information about the maximum number of visitors who can stay in the room at the same time.

1.10. At the entrances to the lifts, information should be provided on the maximum number of people that may be in the cabin and the need to use masks or visors to protect the mouth and nose.

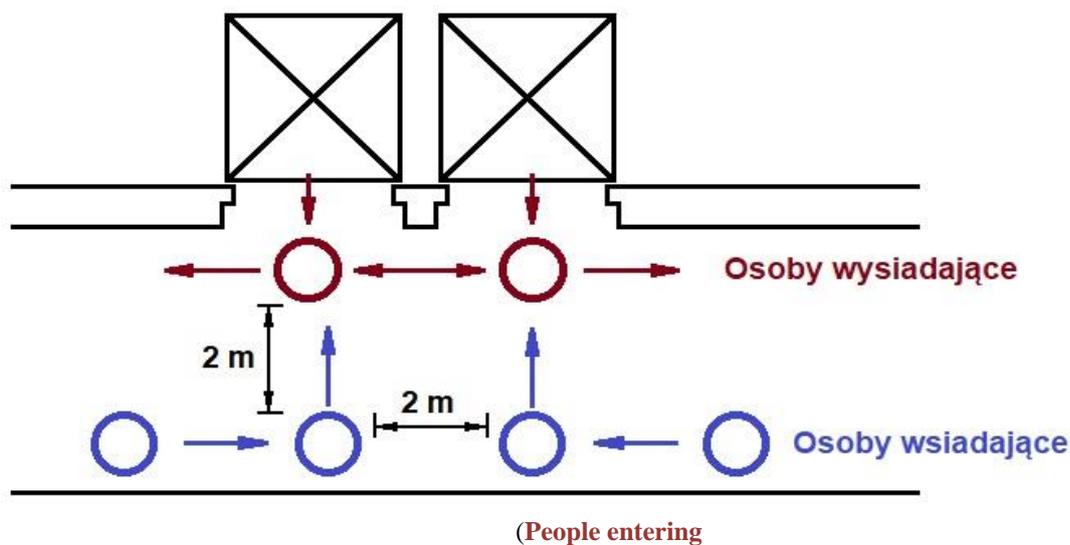
1.11. If the size of the lift is sufficient to allow a distance of 1.5-2 m between passengers, it is recommended to indicate on the elevator floor a point (in the form of a sticker) where the passenger should stand.



(Lift steering panel) An example of marking places for passengers.

1.12. The last person to get off should stand furthest from the exit in the lift.

1.13. On the floors of lift halls, it is recommended to indicate waiting points for passengers. Passengers should stand far enough from the lift door to allow a collision-free exit from the lift.



An example of the organization of waiting points for an elevator.

1.14. In lift cabins it is recommended to constantly run the maximum air flow.

1.15. When moving in corridors and staircases, the rules of right-hand traffic should be obeyed, an appropriate distance kept.

1.16. Before entering the public toilets, bilingual information should be posted about the maximum number of people who may stay in it at the same time. It is recommended to technically limit the use of half of the total number of toilet bowls and urinals in men's toilet facilities and half the use of toilet bowls in women's toilet facilities.

1.17. In each toilet, apart from soap and disposable towels, there should be an up-to-date hand sanitiser and instructions (bilingual in generally accessible toilets) informing about the correct method of:

- washing hands,
- hand sanitising,
- putting on and taking off gloves,
- putting on and taking off masks covering the mouth and nose.

1.18. A lockable waste bin should be placed in each toilet, which will be emptied on a regular basis.

1.19. In toilets equipped with a mechanical ventilation system, it is recommended to keep it in continuous operation 24 hours a day.

1.20. In toilets with a gravity ventilation system, it is recommended to ventilate them additionally by unsealing or tilting the windows.

1.21. If there are vending machines in the corridors or halls of buildings, there should be dispensers with hand sanitiser, bilingual instructions for proper hand disinfection and bilingual information about the need to disinfect hands after using the machine.

2. General rules for the preparation and use of the cloakroom.

2.1. Students participating in classroom activities and people using libraries are required to leave jackets, coats and large luggage in the cloakroom.

2.2. In the cloakroom, one zone should be designated where people who want to leave or pick up clothes will be served. If there are such organizational and human resources, one zone should be designated for leaving clothes and another one for picking them up.

2.3. The remaining part of the counter or the counter separating the cloakroom from the hall should be secured in a way that prevents people from approaching it or placing objects on it (e.g. buildings, glazing, separation with tape).

2.4. People standing in the line to the cloakroom must maintain a safe distance of at least 1.5 m.

2.5. Clothing accepted for the cloakroom should be hung in such a way that it will not come into contact with other people's clothing (e.g. alternately every second or third hanger).

2.6. Cloakroom workers should be equipped with aprons, disposable gloves, hand sanitisers and visors.

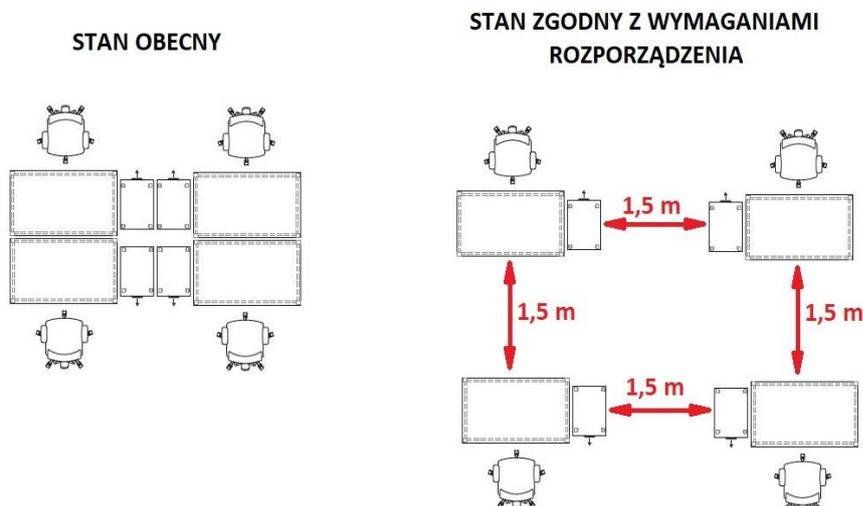
2.7. The use of a visor is not necessary if the counter is covered with a transparent wall that protects the head of the locker room worker.

2.8. In buildings where there are individual lockers for storing hand luggage, systematic disinfection of the locker's keys and doors should be ensured.

3. General rules for the preparation of premises and workstations and the organization of the work process.

3.1. In workplaces where only employees working there are present, there is no obligation to wear mouth and nose masks or visors under the following conditions:

- the workers were equipped with sanitisiers or disposable gloves,
- distances between work stations are not less than 1.5 m.



CURRENT CONDITION

CONDITION COMPLIANT WITH THE REQUIREMENTS OF THE REGULATION)

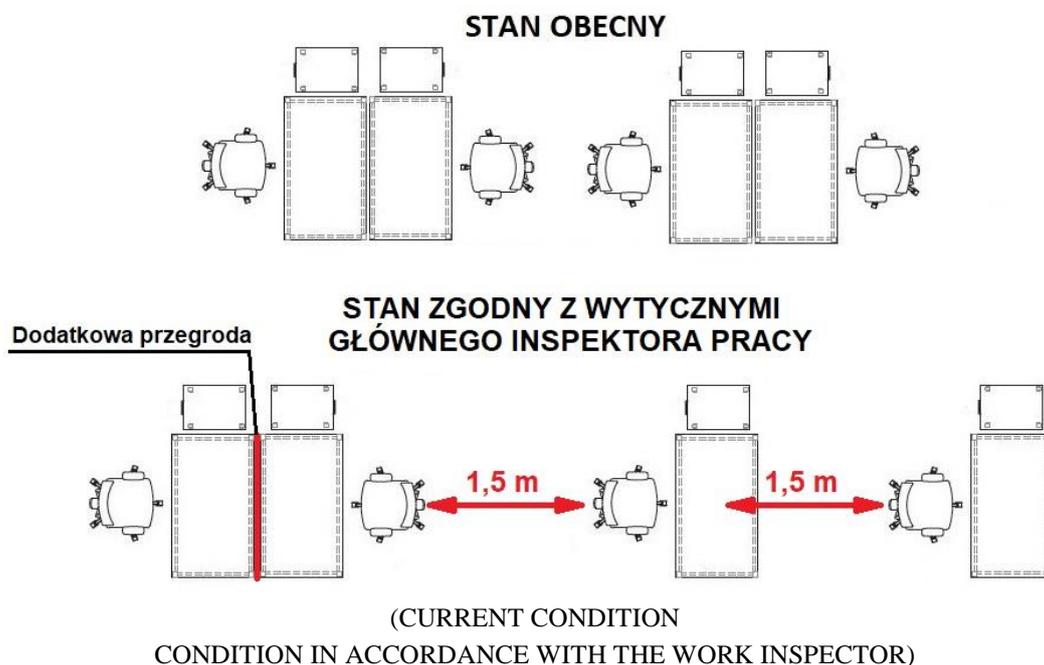
An example of the arrangement of office workstations in accordance with the requirements of the regulation.

3.2. In the event that the condition related to the minimum distance of work stations cannot be met, employees should be equipped with personal protective equipment (e.g. masks or visors), or additional partitions between work stations should be used.

3.3. Reorganization of workstations in order to adapt them to the requirements resulting from the epidemic status may not lead to deterioration of occupational health and safety conditions.

3.4. Pursuant to the guidelines of the National Labor Inspectorate, it is possible to arrange workstations in such a way as to ensure that the minimum distance between employees of 1.5 m.

3.5. Workstations shall be avoided so that workers are forced to sit face to face. In such a situation, it is obligatory to use partitions made of easily washable materials, e.g. foil or plexiglass.



An example of the arrangement of work stations in accordance with the requirements of PIP.

3.6. Hands should be disinfected before and after sharing office equipment such as printer, multifunction device, shredder, touch control panel, etc.

3.7. In rooms where customers are served, a separate service station should be designated. The employee receiving applicants must be equipped with a mask or visor protecting the mouth and nose, and when working with documents provided by the client, also with disposable gloves.

3.8. If the housing conditions allow it, it is advisable to allocate a separate room intended only for serving customers.

3.9. The client service station should also be equipped with a liquid for hand sanitiser or a dispenser with the liquid in front of entering the room.

3.10. Direct contacts between employees working in separate rooms should be limited as much as possible. If such contacts cannot be avoided, it is mandatory to wear mouth and nose masks or visors and minimize the duration of the contact.

- 3.11. Work rooms should be ventilated frequently, at least once an hour.
- 3.12. Movement of employees around the facility and between different University buildings should be limited to a minimum.
- 3.13. For contacts between individual organizational units, electronic means of communication should be used to the maximum extent or documents should be sent via the UMCS Office.

4. General rules for the use of social rooms and employee locker rooms.

- 4.1. Next to the entrance to the break room and the cloakroom, information should be placed on the maximum number of people who may stay in them at the same time. The number of people should be determined in such a way as to maintain a minimum distance of 1.5 m.
- 4.2. It is inadvisable for people working in different work rooms to stay in the break room at the same time.
- 4.3. Employees using break rooms may only use their own cutlery, cups and plates.
- 4.4. Break-room areas should be equipped with washing-up liquids, surface and hand sanitisers.
- 4.5. Each employee using the break room is obliged to disinfect the used equipment, i.e. wipe with a disinfectant for the table top, chair backrest, buttons of household appliances, etc.
- 4.6. Disinfect hands before entering the break room or locker room and after leaving them.
- 4.7. Limit the number of employees using common areas at any given time by, for example, spreading out meal breaks and starting and ending work times.

5. General rules for the organization of internal conferences and meetings.

- 5.1. Internal conferences should be organized primarily using electronic means of communication.
- 5.2. Direct meetings and internal discussions, as well as meetings with contractors, if necessary, should be as short as possible, with the number of participants kept to a minimum.
- 5.3. Meetings and discussions should be conducted with open windows or doors, or in rooms equipped with mechanical supply and exhaust ventilation.
- 5.4. During meetings and discussions, a safe distance of at least 1.5 m between participants should be maintained.
- 5.5. If during a meeting or discussion it is not possible to keep the minimum distance, all participants are required to use masks or visors protecting their mouth and nose.
- 5.6. Persons participating in the discussion or meeting should disinfect their hands before entering the room and after leaving it.

Chapter V

General rules for the organization of classes conducted by the University.

1. Principles of organizing stationary classes.

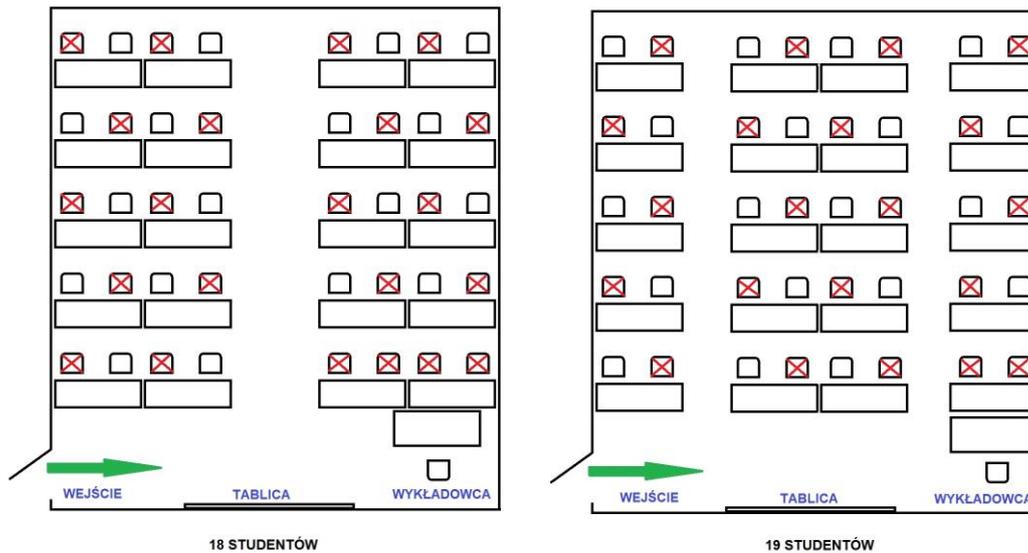
1.1. The deans of faculties prepare schedules for stationary classes, which should take into account the following requirements:

- 1) Classes should be planned in such a way as to limit the number of class participants staying in the didactic building at the same time.
- 2) The hours of starting and ending classes by individual groups should be set in such a way as to limit the number of participants entering / leaving the building at the same time and using the cloakroom.
- 3) Lecture halls and classrooms should be opened well in advance to limit the attendance of class participants in the corridors and lobbies.
- 4) Specialist laboratories and laboratories are opened by the person conducting the classes.
- 5) The size of the groups must take into account the possibilities of teaching rooms which, due to the need to maintain a safe distance between students, will be able to accommodate a smaller number of people.
- 6) Classes should be planned and grouped in such a way - if it is possible - that the participants of classes on a given day take them in the same lecture or class room, without having to move around the building.
- 7) Attendance lists should be checked at all times during all classroom activities, as this may be needed to establish close contacts if you are diagnosed with COVID-19. The attendance list is checked only by the person conducting the classes. For hygienic reasons, students cannot be required to enter or sign the list.
- 8) For hygienic reasons, during classes, it is necessary to avoid providing students with paper materials and receiving reports and studies prepared in this form from them. If keeping the paper form is necessary due to the specific nature of the classes, these materials should be quarantined for three days. However, they should be distributed and collected by the teacher in protective gloves. If the nature of the classes allows it, it is recommended to use the Teams or Virtual Campus application to share materials or receive reports and studies.
- 9) All kinds of materials necessary to conduct classes should be made available to students in an electronic form with the option of printing them on their own.

1.2. Each classroom (auditorium, seminar room, classroom, specialist lab, laboratory, etc.) must have a maximum number of people who can stay there set.

1.3. Bilingual information on the permissible number of people should be posted at the entrance door to the room.

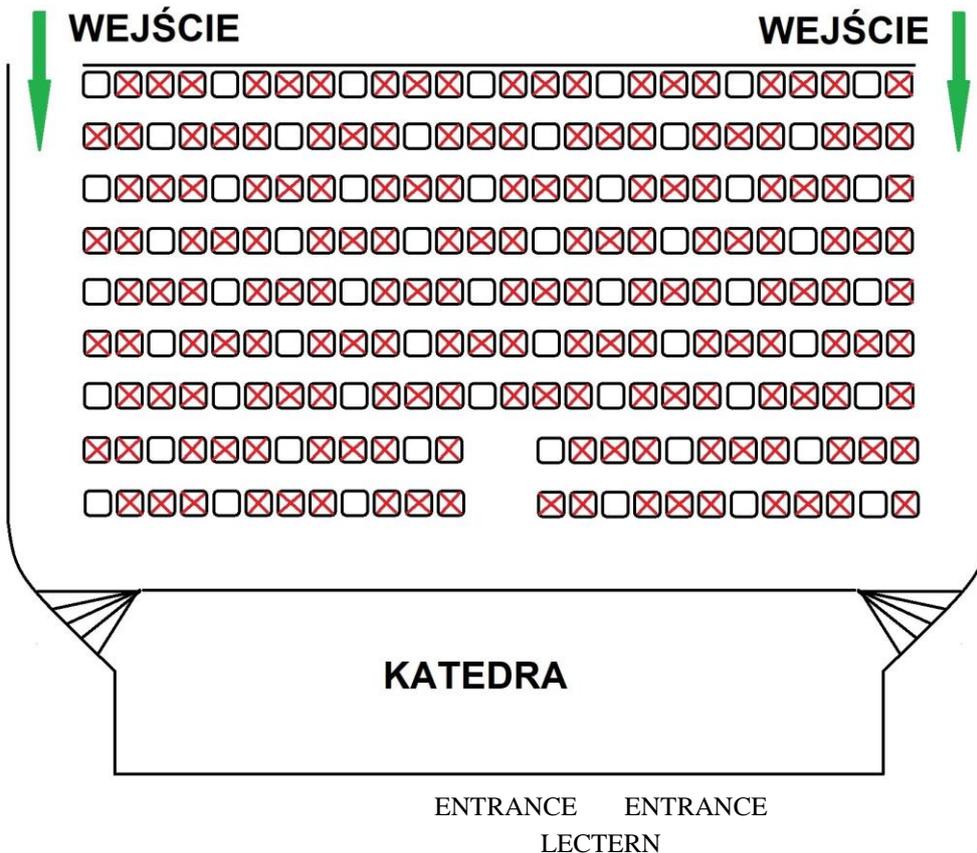
1.4. Chairs that cannot be occupied should be clearly marked in classrooms. The distance between seated persons must be at least 1.5 m.



ENTRANCE BOARD LECTURER
18 STUDENTS 19 STUDENTS

Examples of the arrangement of people in the training room.

1.5. In the auditorium, in order to ensure the required distance, the principle of alternating seats in a row, with at least three free seats between people, should be adopted.



An example of the arrangement of people in the auditorium with three vacancies.

- 1.6. In the event that the auditorium adopts the principle of taking every second seat, all persons must wear masks or visors to protect the mouth and nose.
- 1.7. The maximum number of people staying in the auditorium at the same time may not exceed half the number of seats.
- 1.8. In teaching rooms equipped with mechanical supply and exhaust ventilation, it should be turned on at least 30 minutes before the beginning of classes and turned off not earlier than 60 minutes after their end. Ventilation must be constantly on during classes.
- 1.9. Teaching rooms that do not have mechanical supply and exhaust ventilation should be regularly aired. Ventilation should be carried out during classes at least every hour (during breaks in classes) and before and after each class.
- 1.10. Whenever possible, doors to teaching rooms should be kept open. This prevents the need to touch the handles when entering and leaving the room and improves air exchange during classes.
- 1.11. At the entrance doors to the teaching rooms, dispensers with hand sanitisers and bilingual instructions for their proper use should be placed.
- 1.12. If there is an exchange of student groups between subsequent classes, a sufficiently long break should be guaranteed, which will allow for safe exchange of groups as well as ventilation and disinfection of the classroom.
- 1.13. If it is necessary to use masks or visors protecting the mouth and nose and other necessary protective measures during the classes, the person conducting the classes is responsible for supervising their proper use.
- 1.14. Employees conducting classes with students (regardless of their type and protective measures used) should keep a safe distance of at least 1.5 m.

2. Additional rules for the organization of classes in laboratories, specialist laboratories and workshops.

- 2.1. Employees conducting classes in laboratories, specialist laboratories or workshops are obliged to make these rooms available at such a time that students do not have to wait for the classes to start in the corridors or lobbies.
- 2.2. In laboratories, specialist laboratories and workshops, places should be designated where students can safely place bags which they came to class with. If the teacher decides that the brought items are too large, the student will have to deposit them in the cloakroom.
- 2.3. Due to the uniqueness of classes conducted in laboratories, specialist laboratories and workshops, it is necessary for all participants to use masks or visors to protect the mouth and nose.
- 2.4. In laboratories, specialist laboratories and workshops where the use of visors is impossible due to the safety or uniqueness of the work performed, all participants must wear mouth and nose masks. Information about this should be provided to students during the first class devoted to organizational matters and training in occupational health and safety.
- 2.5. In laboratories, specialist laboratories and workshops, where it is necessary for safety reasons to use protective gloves, dispensers with hand sanitisers must not be placed at the entrances.

2.6. In laboratories, specialist laboratories and workshops where masks, visors and protective gloves are required, instructions on the correct way of putting them on and removing them should be posted.

2.7. Used protective equipment should be disposed of in closed mixed waste bins.

2.8. Upon completion of the course, students are required to clean and disinfect the tools and equipment they used during their work.

2.9. Having completed classes in computer labs, after complete power-off, students should disinfect keyboards, mice, control panels of central units and working surfaces of desks. Disinfection of computer equipment after each class is not necessary if other means of protection have been applied, e.g. obligatory use of disposable gloves by students.

2.10. Supervision over disinfection carried out by the participants of the classes is exercised by the employees conducting the classes.

2.11. In the case of research, measuring, optical, etc. equipment, disinfection is carried out by engineering and technical workers who support the teaching process, and in exceptional cases, by teaching staff.

3. General rules for the organization of field activities.

3.1. During field classes, the participants and employees conducting the classes are bound by the general safety rules resulting from restrictions, orders and bans introduced in the country in connection with the occurrence of the epidemic.

3.2. The person organizing the classes must be up to date with the information on the current epidemiological status in the poviats where the classes are to be conducted. If this area is classified as a yellow or red zone, the possibility of conducting classes and the necessary organizational measures should be analyzed.

3.3. The basic rule is to keep a safe distance between participants of at least 1.5 m (2 m is recommended).

3.4. In a situation where this condition cannot be met, all participants must use masks or visors to protect their mouth and nose.

3.5. When performing tests, measurements, sampling, etc. in a team, or when using the same equipment, all participants in the field activities must wear protective gloves.

3.6. Disposable gloves, liquids for disinfecting hands and equipment used during classes are provided by the University.

3.7. When using public transport, it is essential to comply with the applicable sanitary regulations and guidelines.

3.8. The person conducting the field activities is responsible for the safety of the participants.

4. General rules for the organization of sports activities.

4.1. The director of the Center for Physical Culture is responsible for the preparation of the schedule of classes, which will guarantee the application of the general rules during the implementation of the classes.

4.2. Contact sports should be avoided when planning and conducting activities.

4.3. Hygienic and sanitary facilities used by students must be cleaned and disinfected after each class. The entry of a new group to these rooms will be possible only after performing these procedures and thorough ventilation.

4.4. Mechanical ventilation in changing rooms, sports halls and rooms should be constantly turned on in accordance with the general rules for teaching rooms.

4.5. The director of the Center for Physical Culture (CKF) is responsible for the preparation of detailed rules for the organization of sports activities.

4.6. The principles mentioned above should be made available in the form of instructions intended for employees, students and other users of the CKF.

4.7. Detailed rules for the organization of classes must take into account the general provisions of this procedure and the current requirements of the Chief Sanitary Inspector (GIS) regarding the organization of sports events, the operation of gyms, fitness clubs, climbing facilities, swimming pools and saunas.

4.8. When developing the rules for organizing sports activities, the possibility of qualifying the city of Lublin and the Puławy powiat to the red or yellow zone should be taken into account .

4.9. In the case of organizing mass sports events (e.g. street runs, tournaments, etc.), their organizer must prepare an epidemiological security plan for the event, which will take into account all the currently applicable GIS requirements for the organization of such events.

4.10. The plan is subject to an opinion from the relevant university services and to be agreed with the PSSE.

5. General requirements for participation in stationary classes.

5.1. In teaching facilities, participants are obliged to follow all safety rules introduced in this procedure.

5.2. The stationary classes may only be attended by people who do not show symptoms of upper respiratory disease and do not have fever or low-grade fever. In the case of chronic diseases that may cause similar symptoms, e.g. asthma, the student is required to inform the teachers about this fact and present a medical certificate confirming such a disease.

5.3. The participants of the classes come to the building just before the classes and should leave it immediately after the end of the classes.

5.4. Inside the building, the participants follow the shortest route to the classroom where the classes are held.

5.5. Participants of the classes are required to leave overcoat and larger luggage (bags, backpacks, etc.) in the cloakroom. Only necessary things should be taken to classes.

5.6. Each time before entering the room where the classes are held, participants are required to disinfect their hands.

5.7. It is forbidden to use mobile phones during classes in laboratories, specialist laboratories and workshops. Phones placed in bags remaining in these rooms must be muted or turned off.

5.8. Detailed information on participation in classes at individual faculties may be determined by internal procedures, resulting from the uniqueness and organization of the teaching process at a given faculty.

Chapter VI

General rules of functioning of the Main Library, department libraries as well as the Archives and Museum of UMCS.

1. The Director of the Main Library, in consultation with the heads of departmental libraries, develops detailed regulations of their functioning.
2. The rules mentioned above should be made available in the form of instructions intended for employees, students and other users of libraries.
3. Detailed rules of operation must take into account the general provisions of this procedure and the current requirements of the Chief Sanitary Inspector (GIS) regarding the operation of such facilities and the recommendations of the National Library.
4. The Director of the Archives and the Museum of UMCS prepares detailed rules for the functioning of subordinate units in the same way as specified for libraries.
5. These rules should be made available in the form of instructions intended for employees of the UMCS Archives and Museum, UMCS employees submitting materials to the archives, users of the collection sharing facility, and employees of the UMCS Museum.
6. Detailed rules for the functioning of the archives must take into account the general provisions of this procedure and the current requirements of the Chief Sanitary Inspector (GIS) regarding the functioning of archives and museums as well as the recommendations of the General Director of the State Archives.

Chapter VII

General principles of cooperation with entities conducting business activity on the premises of the University and providing services to the University.

In order to increase the security of cooperation with subcontractors, cleaning, security, courier, transport companies and other external suppliers among others, it is recommended to make arrangements regarding:

1. Securing the company's employees with personal protective equipment.
2. Obliging the contractor to verify the performance of work conducted by healthy people, i.e. not suffering from disease symptoms - preventing sick people from working.
3. During the provision of the service, complying with the provisions of this procedure and detailed instructions regarding safety during an epidemic or epidemic threat.

4. Mutual exchange of information about cases of infection, suspected disease caused by SARS-CoV-2 virus or suspected infection with this virus, which are associated with the possibility of close contacts between employees of these companies with employees and students of the University.

5. Transmission of accounting documents in an electronic way.

List of appendices.

1. Appendix No. 1 - Form for receiving the isolation / quarantine report.
2. Appendix No. 2 - Diagram of information flow regarding notifications about infection, suspected disease caused by SARS-CoV-2 virus or suspected infection with this virus.
3. Appendix No. 3 - An example of marking the entrance door to the room intended for visitors.
4. Appendix No. 4 - Marking of isolation room.
5. Appendix No. 5 - Additional marking of the door to the isolation room where the person with the symptoms is present.