

GUIDELINES ON CONDUCT TO PREVENT, COUNTER AND CONTROL COVID-19 EPIDEMICS AND OTHER INFECTIOUS DISEASES, AIMED AT PROTECTING THE HEALTH AND LIVES OF EMPLOYEES, STUDENTS AND DOCTORAL STUDENTS AT THE UNIVERSITY OF WARSAW

§ 1

Prevention of infections - hygiene guidelines

All members of the University of Warsaw community are advised to take safety measures to prevent infection, consisting in particular of:

- 1) frequent hand washing - especially after every visit to the toilet, before and after eating, after contact with food;
- 2) using correct hand washing techniques, washing hands with soap under warm running water for 20-30 seconds, distributing the soap thoroughly over the hands and fingers;
- 3) using alcohol soaked wipes to clean hands when running water is not available;
- 4) covering the mouth and nose with a tissue or elbow when sneezing or coughing;
- 5) throwing a tissue into the bin immediately after use;
- 6) avoiding touching the mucous membranes of the eyes, nose and mouth with your hands;
- 7) ventilation of the room you are in, if possible; recommended duration: 10 minutes every hour;
- 8) making every effort to ensure that workstations are clean and disinfected, both during and after the working day;
- 9) staying at home and seek medical attention if necessary, in case of symptoms such as cough, sore throat, muscle aches, headache, weakness chills or diarrhoea.

§ 2

Prevention of infections - observance of hygiene principles in the workplace and during classes

In order to minimise the possibility of employees, students and doctoral students of the University of Warsaw becoming infected with the SARS-CoV-2 virus, it is recommended to implement and strictly adhere to hygiene rules adopted by and applicable at the University of Warsaw, including in particular:

- 1) ensuring the disinfection of personal areas, including frequently touched surfaces, in particular such as doorknobs, worktops, desks, keyboards, washbasins, toilets, soap dispensers, etc;
- 2) ensuring daily cleaning with detergents of floors, tables, chairs, cupboards in social areas, etc;
- 3) If possible, provide regular ventilation of the rooms: periodically during the working day; recommended time: 10 minutes every hour;
- 4) as far as possible, set up work stations in such a way as to ensure that a distance of at least 1.5 m is kept between them;
- 5) define the rules for the use of circulation routes such as stairs and corridors, in particular by introducing one-way traffic where possible;
- 6) ensuring that correspondence, postal items or deliveries by couriers are left in separate containers for 2-3 hours before being opened, where possible.

§ 3

Procedures applicable in the event that any employee, student or doctoral student of the University of Warsaw experiences symptoms of COVID-19 disease

The procedures to follow in a case of infection or risk of infection with the SARS-CoV-2 virus:

- 1) if even one of the symptoms characteristic of COVID-19 is observed, stay at home and contact the sanitary-epidemiological station, infectious diseases unit by telephone, and if the condition worsens, call 999 or 112 to inform them of this and the possibility of contracting the SARS-CoV-2 virus;
- 2) in the event of a possibility of contracting the SARS-CoV-2 virus outside the premises of the University of Warsaw through close contact with an infected person, it is advisable to report this fact to one's immediate supervisor by telephone, in the dean's office, in the students' dormitory or by e-mail;
- 3) In the event of contracting SARS-CoV-2 or being placed in quarantine, the infected person should immediately notify their immediate supervisor, the dean's office, and the dormitory administration by telephone or e-mail;
- 4) it is recommended to establish a list of persons present at the same time in the premises of the University of Warsaw where the person suspected of being infected stayed.

§ 4

Close contact with a person infected with SARS-CoV-2 coronavirus

Close contact with a person infected with SARS-CoV-2 coronavirus is understood as:

- 1) being in direct proximity (face to face) with a sick person, at a distance of less than 2 m for more than 15 minutes;
- 2) direct physical contact with a person infected with SARS-CoV-2 (e.g. shaking hands);
- 3) direct, unprotected contact with the secretions of a person suffering from COVID-19 (e.g. touching a used handkerchief, exposure to the cough of a sick person, etc.);
- 4) being in the same room as the COVID-19 patient for at least 15 minutes, e.g. during teaching;
- 5) contact on board aircraft or other means of mass transport involving persons occupying two seats (in either direction) adjacent to a person with COVID-19, persons accompanying or caring for a person with COVID-19, crew members serving the section in which the patient is located.