

PRINCIPLES FOR ORGANIZING TEACHING CLASSES IN LECTURE, SEMINAR AND TUTORIAL ROOMS

The academic teacher should present the epidemiological guidelines to the student group as the Regulations of Didactic Classes in writing.

A Student signs the ATTENDANCE LIST after familiarizing himself/herself with the epidemiological requirements

1. University employees and students come to work/classes without symptoms of respiratory tract infections (fever, cough, breathing difficulties).
2. When entering the university building where classes will be held, you must cover your mouth and nose with a protective mask / face shield.
3. The schedules of the classes must be arranged in such a way as to prevent excessive crowding in the cloakroom. The student cloakroom is cleaned every day after the end of the classes, and the touch surfaces (cabinets, doors, knobs, handles, etc.) are disinfected between individual groups of students.
4. Students leave the university building no later than 15 minutes after the end of classes.
5. The student must leave any items that are not necessary during classes in the cloakroom.
6. The academic teacher is obliged to provide the students with the following telephone numbers:
 - State Sanitary and Epidemiological Station – 52 – 515-40-20 – until 3 p.m. and 24-hour number: +48 222-500-115,
 - the Tadeusz Borowicz Provincial Infectious Diseases Hospital in Bydgoszcz – 52- 325-56-00,
 - National Health Fund hotline - 800190590
7. The number of people participating in classes depends on the area of the room - it is necessary to keep a 1.5 m distance from other people in each direction.
8. Seats should be arranged in such a way that there is a distance of at least 1.5 m between people in each direction.
9. Students and lecturers are required to cover their nose and mouth. It is allowed to be exempted from the obligation to cover the mouth and nose of the person conducting the classes, provided that a distance of 2 meters from other persons is kept.
10. Classes and examinations should be organized in such a way as to minimize contact between people by reducing the number of people in groups.
11. The possibility of people gathering when entering lecture halls and other classrooms should be limited (rooms should be opened in advance).

12. The information about the maximum number of people staying in the room at the same time should be placed on the entrance door.
13. Seats that cannot be occupied should be marked, assuming that the distance between sitting persons should be minimum 1.5 m in each direction.
14. Alcohol-based hand sanitiser should be available in every classroom.
15. After classes, exams and credits for each group, the following should be disinfected:
 - a) chairs and touch surfaces,
 - b) keyboards, computer mice and touch monitors or laptops used in classes,
 - c) equipment and devices used in conducting practical classes.
16. Breaks between classes in a given group cannot be shorter than 30 minutes.
17. The rooms should be aired during breaks and, if necessary, also during classes.
18. Workstations in the case of laboratory classes should be arranged in such a way as to ensure a 1.5-metre distance between students or, if possible, to separate individual workstations with partitions, e.g. made of plexiglass.
19. If possible, the door should remain open during classes.
20. If personal protective equipment is provided to students during practical classes by University, a special container for used personal equipment and its collection point should be provided.
21. Students are required to provide their own stationery and possibly the required aids, as well as personal protective equipment (disposable masks and gloves), if not provided by the University.
22. **Each time the classes start, the student is required to certify on the ATTENDANCE LIST with his/her own signature that during the last 14 days he/she:**
 - **Has not been in touch with any person diagnosed with coronavirus,**
 - **Has not had an infection with cough, shortness of breath or fever,**
 - **Has not been in the quarantine imposed by the Sanitary Inspection.**
23. Students who give a negative answer to all the above questions can attend classes. If the answer is positive, the student cannot attend the classes personally.
24. If a student/employee shows disturbing symptoms of COVID-19, he/she should be immediately removed from classes and isolated in a separate room prepared for this purpose. This room must be separated and equipped, among others, in personal protective equipment (FFP2 protective masks, barrier aprons, protective gloves, face shields) and an alcohol-based hand disinfectant. All academic staff are required to familiarize themselves with the location of the isolation room in individual university buildings.

25. If the state of health does not require the intervention of the Emergency Medical Services, the student/employee should go home by individual transport, stay there and use medical telecounselling.
26. In the event of a deteriorating health condition, the Emergency Medical Services should be called in order to be transported to the nearest infectious department, and immediately inform the District Sanitary and Epidemiological Station of the situation and strictly follow the instructions and orders given.
27. The area in which the person has moved should be thoroughly cleaned with the use of washing and disinfecting agents with a medium effect (B, F, V, Tbc) in accordance with the operating procedures.
28. A list of people staying at the same time with a person suspected of being infected with SARS CoV 2 should be created in accordance with the recommendations of the District State Sanitary Inspector.

NOTE

Each academic teacher conducting classes with students is obliged to read and comply with the rules contained in Annex 1 to Order No. 188 of the Rector of the Nicolaus Copernicus University of 15 September 2020. "Detailed rules for the use of University buildings and their preparation for users"