



**Order of the Rector**

**of Collegium Da Vinci in Poznan**

**No. 47/2020**

dated 23 September 2020

**on the introduction of scenarios of conduct in situations related to potential infections with SARS-CoV-2 coronavirus among lecturers and students**

**§ 1**

I hereby introduce the following applicable rules of conduct in situations related to potential infections with SARS-CoV-2 coronavirus among teachers and students, which shall be included in Appendix No. 1 to this Order.

**§ 2**

The Order shall come into force as of the date of its execution.

## Scenarios for handling situations related to potential infections with SARS-CoV-2 coronavirus among teachers and students

### A. Students

The following rules of conduct apply to all students of graduate studies at Collegium Da Vinci. The rules are subject to changes, if any new guidelines are introduced by the sanitary-epidemiological service.

#### I. Rules of conduct in the event of suspected SARS-CoV-2 infection in CDV students.

1. If a student is outside the CDV building, then in the event of any disturbing symptoms (fever, cough, breathing problems, shortness of breath, loss of the sense of smell and taste), the student should stay at home, consult his/her health condition with a doctor and act in accordance with his/her instructions. If there is a necessity to perform tests with regards to the suspicion of the SARS-CoV-2 infection, the student should contact the district sanitary-epidemiological station and the test result should be reported to the University using the following e-mail address: [covid@cdv.pl](mailto:covid@cdv.pl).

2. If the student is inside the CDV building, then in the event of sudden occurrence of the above-mentioned symptoms, which suggest the infection with SARS-CoV-2 coronavirus, the student:

a. leaves his/her classes;

(1) reports their suspicions via e-mail, using the following e-mail address: [covid@cdv.pl](mailto:covid@cdv.pl), then (2) fills in the information form sent in return as a reply to the e-mail message, in which they indicate the list of people with whom they had direct contact during the last 7 days;

b. maintains the sufficient distance and precautions while walking around the University (to the necessary extent only) in order to avoid the transmission of the infection;

c. leaves the workplace, if he/she has a possibility of using his/her own means of transport;

d. in the case of waiting for transport, they should stay in the so called "Isolation room" located in room A 320 on the third floor.

3. In both cases, the person on duty who replies to e-mails, should send this information to the relevant Head of the Chair and the Centre for Admissions and Educational Support using the following e-mail address: [planowanie@cdv.pl](mailto:planowanie@cdv.pl), then the Centre for Admissions and Educational Support draws up the list of people with whom the student suspected of being infected had contact during the last 7 days (consulting it with the students on telephone).

4. If the infection is confirmed, it is mandatory to follow the instructions of the district sanitary inspector. Close contact people may be placed in quarantine while other people who did not have a direct contact or in the case of whom the contact was only short-lasting, may be subject to epidemiological supervision.

## **II. Rules of conduct when a student gains knowledge that he/she is placed on the list of first-contact persons who had contacts with a person infected with SARS-CoV-2 coronavirus.**

1. When a student gains knowledge that he/she had a direct contact with another person infected with SARS-CoV-2, he/she is obliged to call the sanitary-epidemiological station and notify it of his/her situation. There, he/she will receive information on what to do next. The student does not come to the University and is quarantined for a period indicated by the sanitary service. During this period, he/she participates in the planned online classes and gets in touch with the teacher in order to determine whether it is possibly necessary for him/her to make up for the absences.

2. The student should inform the University about his/her situation, sending an e-mail message to the following address: covid@cdv.pl, and should provide the list of people with whom they had direct contact during the last seven 7 days. The person on duty who replies to e-mails should inform the relevant Head of the Chair, who informs the interested parties (students in the group or teachers, with whom they had classes) about the situation through the Centre for Admissions and Educational Support, and also provides information about further procedures.

3. By the time the information regarding the results of the quarantined student's tests is obtained, other direct contact persons (students and teachers) should particularly make sure that they temporarily limit direct contacts, maintain social distancing, and in the event of any disturbing symptoms (fever, fatiguing cough, breathing problems, shortness of breath, loss of the sense of smell and taste) stay at home, consult their health condition with a doctor and follow his/her instructions.

4. If it turns out that the student has been infected with SARS-CoV-2, people who had direct contact with him/her are subject to the measures taken by sanitary service (section 1).

5. Other students in the group will be informed by the University about the current situation; the group will now have all its classes organised in the online form for a period of 10 days or longer. The relevant decisions on this issue will be taken by the Head of the Chair, taking into account the circumstances of the event.

### **B. Lecturers**

The following rules of conduct refer to all full-time teachers and lecturers who cooperate with the University within the framework of civil-law contracts. The rules may be subject to changes, if any new guidelines are introduced by the sanitary-epidemiological service.

### **I. Rules of conduct in the event of suspected SARS-CoV-2 infection among CDV teachers.**

1. If a teacher is outside the CDV building, then in the event of any disturbing symptoms (fever, cough, breathing problems, shortness of breath, loss of the sense of smell and taste), the teacher should stay at home, consult his/her health condition with a doctor and act in accordance with his/her instructions. Then he/she should provide the information about the current situation via e-mail, using the following e-mail address: covid@cdv.pl If there is a necessity to perform tests with

regards to the suspicion of the SARS-CoV-2 coronavirus infection, the teacher should contact the district sanitary-epidemiological station and the test result should be reported to the University via e-mail address given above.

2. If a teacher is inside the CDV building, then in the event of sudden occurrence of the above-mentioned symptoms, which suggest the infection with SARS-CoV-2, the teacher:

a. stops working;

reports their suspicion via e-mail, using the following e-mail address: covid@cdv.pl, then (2) fills in the information form sent in return as a reply to the e-mail message, in which they indicate the list of people with whom they had direct contact during the last 7 days and (3) notifies the porter;

b. maintains the sufficient distance and precautions while walking around the University (to the necessary extent only) in order to avoid the transmission of the infection;

c. leaves the workplace, if he/she has a possibility of using their own means of transport;

d. in the case of waiting for transport, he/she should stay in the so called. "Isolation room" located in room A 320 on the third floor.

3. In both cases, the person on duty who replies to e-mails must inform the relevant Head of the Chair and the HR Department.

4. The area within which the teacher/lecturer suspected of being infected was present at that time will be disinfected by a person appointed for this purpose.

5. If the infection is confirmed, it is mandatory to follow the instructions of the district sanitary inspector. Close contact people may be placed in quarantine while other people who did not have a direct contact or in the case of whom the contact was only short-lasting, may be subject to epidemiological supervision.

## **II. Rules of conduct when a teacher gains knowledge that he/she is placed on the list of first-contact persons who had contacts with a person infected with SARS-CoV-2.**

1. When a lecturer gains knowledge that he/she had a direct contact with another person infected with SARS-CoV-2, they are obliged to call the sanitary-epidemiological station and notify it of their situation. There, they will receive information on what to do next. The teacher does not come to the University and is quarantined for a period indicated by the sanitary service.

2. The teacher must provide information about their situation via e-mail, using the following e-mail address: covid@cdv.pl, fills in the information form sent in return as a reply to the e-mail message, in which they indicate the list of people with whom they had direct contact during the last 7 days. The person on duty who replies to e-mails must inform the relevant Head of the Chair and the HR Department.

3. By the time the information on the results of the quarantined teacher's tests is obtained, other direct contact persons should particularly make sure that they temporarily limit direct contacts, maintain social distancing, and in the event of any disturbing symptoms (fever, fatiguing cough, breathing problems, shortness of

breath, loss of the sense of smell and taste) stay at home, consult their health condition with a doctor and follow his/her instructions.

4. If it turns out that the teacher/lecturer has been infected with SARS-CoV-2 coronavirus, people who had direct contact with him/her are subject to the measures taken by sanitary service (section 1).

5. Other employees will be informed about the current situation by the Employer; the student groups, which had any classes with this person may switch to online classes only for a period of 10 days or longer, which is to be decided by the Head of the Chair.

### **Information regarding direct contact people**

1. The definition of DIRECT PHYSICAL CONTACT shall refer to:

- a. each employee or student remaining in direct contact with a sick person or in contact at a distance of less than 2 metres for over 15 minutes,
- b. face-to-face conversation with a person having symptoms of the disease for a longer period of time,
- c. each person living in the same household as the sick person.

2. The direct contact people are NOT considered infected, if they feel all right and have no symptoms of the disease, and also if it is not likely that they can spread the infection to any other people. However, it is suggested that they:

- a. be subject to the monitoring of an employee of the sanitary-epidemiological station, in particular, that they share their phone number in order to enable contact and conduct an interview regarding their health condition.
- b. stay at home and observe their own situation by measuring their body temperature on a daily basis, and consciously pay attention to their health condition - the length of the quarantine will be determined by the employee of the sanitary-epidemiological station,
- c. if any symptoms are observed during the self-isolation period (fever, cough, shortness of breath, breathing problems, loss of the sense of smell and taste), it is necessary to inform the sanitary-epidemiological station about this fact immediately or come to the infectious diseases ward or isolation-infectious diseases ward directly, where further medical procedures will be determined.

3. Basic contacts:

- a. District Sanitary-Epidemiological Station in Poznan: phone: 609 194 670 or 61 6568050
- b. National Health Fund's 24-hour helpline providing information on what to do in the case of suspicion of being infected with coronavirus, phone: 800 190 590.

### **Rules of conduct in the case of absence at work in connection with the epidemiological situation**

#### **1. Disease**

During the Covid-19 pandemic, avoid coming to work with symptoms of cold (cough, increased body temperature, sore throat or shortness of breath).

In the case of any disturbing symptoms, an employee should stay at home, consult their health condition with the doctor and act in accordance with his/her instructions. The absence is justified in the same manner as has been the case so far, i.e. in accordance with the applicable rules and regulations.

## **2. Mandatory quarantine**

If a full-time employee is subject to mandatory quarantine ordered by the sanitary-epidemiological services, he/she can:

- a. carry out his/her work online under conditions agreed upon with the Head of the Chair (in accordance with the rules applicable at CDV).
- b. if the work cannot be carried out online, the employee files an application to the Social Security Institution to be awarded the sickness benefit (80% of the salary payable on terms which also apply to the sickness leave).