

Order of the Rector
of Collegium Da Vinci in Poznan
No. 44./2020
dated 15.09.2020

on the introduction of Safety Rules applicable in the building of Collegium da Vinci

In connection with the situation caused by the development of the COVID-19 epidemic and the gradual return of students and employees to the University, I hereby introduce the following set of safety rules applicable at CDV (based on the guidelines of the Chief Sanitary Inspectorate).

§ 1

1. Classes in the case of diploma studies in the academic year 2020/2021 are held according to the hybrid formula, i.e. partly in a fixed location (the CDV building), and partly using distance learning methods, based on the timetable drawn up for each major.
2. For the sake of our safety, the teaching staff shall be obliged to check attendance at every class. There are binders with a relevant printed document in the respective rooms, on which students are required to write their name and surname legibly, while the remaining boxes in the document are to be filled in by the lecturer. After filling in the attendance list, the lecturer should put it into the binder. An employee appointed by the Faculty Dean will collect these lists, and they will be kept at the Dean's Office. If we happen to gain knowledge that a student or lecturer is ill, we will get in touch with the people who were present at the classes together with that person based on the aforementioned attendance lists.
3. In connection with preventing, counteracting and combating COVID-19, only healthy persons may participate in classroom-based classes. Observing any symptoms of the disease or cold should result in staying at home and seeking medical help.
4. The classroom-based classes must not be attended by:

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- a. people who are quarantined or in isolation,
 - b. people who live together with a person that is quarantined or in isolation,
 - c. people with symptoms characteristic for COVID-19 (coughing, cold, shortness of breath, muscle pain, increased body temperature).
5. Absences at classroom-based didactic classes for reasons attributable to COVID-19 are justified and the course participant is obliged to contact the lecturer in order to arrange the possible way to make up for the left courses.
6. Students who are not able to participate in classroom-based classes due to the long-lasting poor health condition, who are classified into the group of increased risk or live with such people at the common place of residence, may apply for the Individual Course of Studies according to the simplified procedure. Those persons will complete the study programme based on materials shared by lecturers on the Moodle platform.

§ 2

1. In the corridors, lecture rooms and common areas of the building, it is absolutely mandatory to wear masks or face shields which cover nose and mouth. This duty does not apply to lecturers who conduct the classes, provided that a distance of 2 metres from participants is kept.
2. Each student and lecturer will receive one short face shield. Detailed information on the distribution of the short face shields will be sent before the start of the academic year.
3. Everyone has a duty to disinfect hands after entering the University premises. Within the University building (at the entrance to the building, at the porter's lodge, in corridors, at toilet exits or in offices), there are hand disinfection agents (alcohol-based agent, min. 60%) – their regular use is recommended. The aforementioned agent as well as the paper towels are also available at lecture rooms.
4. Keep a distance between people moving within the entire building, and between work stations, whereby it is necessary to avoid the formation of large groups of people.
5. In passageways (corridors, staircases), move in accordance with the rules applicable to right-hand traffic.
6. It is not allowed to use the lifts. This ban does not refer to people whose work and health condition require such use. In such a case, maximum 2 people can use the lift at the same time.

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7. It is not allowed to use seats located in corridors of the University, which are excluded from use and marked with a ban.
 8. The maximum number of people, who may stay in bathrooms is indicated on entrance doors to the toilets.
 9. Those persons who have their classes in computer labs must disinfect their hands necessarily before and after the classes. In the respective rooms, on lecturer's desks, there will be anti-bacterial wipe dispensers, which must be used to disinfect the keypad and the mouse. Each user must disinfect the equipment with which they work.
 10. Tables in lecture rooms should be disinfected on a regular basis. It is also recommended that the users disinfect table tops on their own, using disinfection agents available in the rooms.
 11. During the classes, it is recommended to use your own utensils. If handing objects to each other during classes is necessary, they must be disinfected using disinfection agents available in the room.
 12. It is forbidden to use mobile phones during classes. An exception is made for classes where the telephone is necessary to carry out teaching tasks.
 13. Didactic rooms should be aired on a regular basis, also before and during (if possible) the classes and necessarily after each change in the lecture or class group. Between the classes of different groups, there is an obligatory break to ensure the safe exchange of people and airing of the rooms. It is recommended to introduce short breaks during the classes to air the room at least once during a given lesson unit (every 45 minutes).
 14. It is recommended that the classes be held with door open, which will facilitate the airflow in the room.
 15. The dressing room in the building is excluded from use.
 16. The smoking room in the building is excluded from use.
 17. The Student zone on level -1 is excluded from use.
 18. At the entrances to the building, there are information posters, which provide information on the accurate manner of washing hands, as well as contact details of the helpline of the National Health Fund (Polish: NFZ).
 19. All people remaining on the premises of the University are obliged to follow and comply with the messages published on the website and on the Virtual University platform.
 20. Detailed scenarios related to the conduct in the case of occurrence of the epidemiological risk will be specified in a separate Order.

21. If a Student violates the Safety Rules set out in this document, the lecturer is entitled to ask the given person to leave the lecture room. In the event of repeated failure to comply with the rules set out in the document, the lecturer may address a notification to the Disciplinary Committee.

§ 3

1. The bar will be open on level -1. Hand disinfection by the customers is mandatory at the entrance to the bar. Dispensers with a liquid intended for hand disinfection will be made available in the dining room and at order placement points/cash desks. Wearing mouth and nose protections or gloves is not required only in the case of bar guests who are seated in the bar. All tables will be disinfected on a current basis and marked with the following label: "disinfected" In the bar, a distance of 1.5 metres must be kept between people standing in line. The keeping of the distance does apply to families or people living in the same household. Tables will be separated by partitions with a minimum height of 1 m (above the table top).
2. When printers/copiers or vending machines located in corridors are used, it is advisable to disinfect hands before and after using these devices.

§ 4

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