

Pursuant to the Regulation of the Minister of Science and Higher Education of 14 May 2020 (effective as of 18 May 2020) amending the Regulation on the temporary restriction on operations of certain entities of the system of higher education and science to prevent, counter and combat COVID-19, pursuant to the Recommendation of the Ministry and the Letter of the Minister of Science and Higher Education to Rectors of 4 September 2020, Collegium Civitas took more measures to implement procedures involved in the operation of Collegium Civitas in the winter semester of the academic year 2020/2021 and minimise the risk of infection with the SARS-CoV-2 virus at Collegium Civitas.

The aim of the organisational solutions, procedures and recommendations for administrative employees, teachers and researchers and students and learners that were based on professional recommendations and guidelines of the Chief Sanitary Inspectorate (GIS) prepared in connection with the partial resumption of operations at higher education institutions (*“Professional guidelines in connection with the partial resumption of operations at higher education institutions”* of 18 May 2020) and introduced at Collegium Civitas as of 1 October 2020 (until further notice) is to ensure optimal quality of education (in a pandemic situation) and safe access to Collegium Civitas facilities and minimise the risk of infection with SARS-CoV-2 and the spread of the virus to the entire Collegium Civitas community.

## **General guidelines for CC employees, students and visitors staying on Collegium Civitas premises at PKiN:**

- cover your nose and mouth on Collegium Civitas premises (using a face mask or visor);
- maintain a safe distance from your interlocutor and co-workers (the recommended social distancing practice is to maintain a distance of 1.5 m);
- wash your hands regularly and thoroughly using water and soap and disinfect your dried hands with an alcohol-based sanitiser;
- when coughing or sneezing, cover your mouth and nose with a bent elbow or tissue, then dispose of the tissue immediately into a closed bin and wash your hands;
- avoid touching your face (especially your mouth, nose and eyes) with your hands;
- make sure that the workstations are clean and regularly disinfected (remember to disinfect frequently-touched surfaces and visors);



## **Internal communication between employees:**

- limit personal internal communication between employees to an absolute minimum;
- whenever possible, use IT systems in communication between employees, otherwise it is recommended that meetings be arranged at a specific time and that the organiser maintain a register/calendar of meetings (all participants of a meeting must maintain the recommended distance of 1.5 m and use personal protective equipment);
- if possible, replace traditional/paper internal communication with an electronic document management system;

## **Recommendations regarding common areas (reception, corridors, lifts, toilets, kitchen):**

- until further notice, every Collegium Civitas employee, student and visitor must wear a face mask covering their nose and mouth or a visor on Collegium Civitas premises (in circulation routes and common areas);
- disposable gloves and disposable face masks are available to visitors who forgot to bring their own mask at Collegium Civitas Reception;
- anyone who enters or leaves CC should use the hand sanitiser located at Reception;
- hand and surface sanitisers are located at Reception, in offices, on “mobile tables” separating offices from the corridor, in the Library, in selected and accessible lecture rooms, in the kitchen and in the toilets (where there are also bilingual instructions on how to properly wash and disinfect hands);
- dedicated bins for used personal protective equipment (used face masks and gloves) are located at Reception (under the table with the sanitiser) and in the toilets;
- the reception desk has been provided with a plexiglass shield with dedicated mail slots – stand in front of the desktop with the shield to receive information/documents;
- shared/frequently-touched surfaces (railings, tables, door handles, light switches, lift buttons, shared chairs, etc.) should be wiped several times a day with a cleaning agent based on 70% alcohol solution or stronger (employees of the cleaning service and employees of the Administration and Management Department should make sure that common areas are disinfected);
- the number of chairs/seats in the corridors has been reduced and, wherever possible, chairs have been spaced out at 1.5 m from each other; where chairs could not be removed or spaced out, it is recommended to sit on every other seat;



- limit the number of persons using the bathroom at the same time to how many sinks are available (i.e. maximum 2 persons); if possible, the bathroom doors should remain open;
- use the kitchen on a rotational basis – with proper hygiene measures in place, only one person can use the kitchen;
- maintain the distance between persons, as prescribed by law, in one room, in a specific room size, and in the corridors (the recommended distance between persons is minimum 1.5 m);
- if possible, avoid using lifts; otherwise, lifts should not be used by more than 2 persons at a time (they should stand at the maximum distance from each other and cover their mouth and nose);

## **Recommendations regarding administrative employees:**

- in Collegium Civitas administration offices, individual workstations should be spaced out at minimum 1.5 m from each other; if the office cannot be rearranged to meet this standard, introduce alternating remote work schedules;
- every office should be provided with hand and surface sanitisers that employees must use;
- remember to thoroughly disinfect frequently-touched surfaces such as phone receivers, keyboards and mouses, light switches and desktops – to reduce the number of third parties in the room, disinfection of these surfaces is the responsibility of the employees who use them;
- every administrative employee has been provided with a personal visor, which should be signed by the user and used on CC premises only (visors can be used at the same time or interchangeably with masks covering the nose and mouth) – the visor should be disinfected by the user at least once a day with a proper sanitiser (it is recommended to disinfect the visor before and after use);
- enter individual rooms and offices (where employees do not attend to students and that have not been provided with “mobile desks”) one by one and remember to maintain a proper distance from the desks of employees working in the given room;
- if possible, the entrance doors to offices should remain open so that persons entering and leaving do not have to touch the doors and door handles;
- it is recommended to frequently ventilate rooms;

## **Specific guidelines regarding Collegium Civitas employees receiving students/visitors:**

- to limit direct contact with and entering offices by people from outside, visitors should be received at so-called “mobile desks” placed at entrance doors to offices; “mobile desks” have been provided with a plexiglass screen and a hand and surface



sanitiser that should be used to wipe the surface of the desk after each visit of a visitor;

- visits should be limited to an absolute minimum; if possible, visitors should be attended to by e-mail, phone or online
- it is recommended to prearrange appointments with visitors in order to avoid queues and gatherings in Collegium Civitas corridors (a queue management system);
- it is recommended that visitors planning to visit CC cover their mouth and nose and wear disposable gloves, of which they should be notified in advance;
- persons receiving correspondence and employees of the Library and Reception are recommended to use disposable gloves (gloves are available at Reception and in the Library);

## **Using Collegium Civitas facilities by researchers-teachers, teachers and lecturers in the pandemic situation in the winter semester of the academic year 2020/2021:**

### **1. Holding online classes:**

- In particularly justified and exceptional cases, teachers and researchers may use CC facilities at PKiN (lecture hall + electronic equipment, Internet) to hold online classes from Monday to Friday during office hours of CC Reception (8:30 am–4:30 pm) and at session weekends from 8:00 am to 6:00 pm only with the prior consent of the Vice-Rector for Academic Affairs, to whom they should submit an application via the Head of the Office for Academic and Student Affairs (applicable to researchers-teachers, teachers and lecturers holding classes and lectures for students of full-time and part-time programmes); the Rector's Plenipotentiary for Lifelong Learning, to whom they should submit an application via the Head of the Office for Postgraduate Studies, Courses and Workshops (applicable to researchers-teachers, teachers and lecturers holding classes, courses and workshops for participants and learners of post-graduate programmes, courses and workshops), and the Head of the University of the Third Age, to whom they should submit an application via the Specialist responsible for organising classes at the University of the Third Age (applicable to persons who run the online Book Club for learners of the University of the Third Age);
- after the Vice-Rector for Academic Affairs/Rector's Plenipotentiary for Lifelong Learning/Head of the University of the Third Age consents to holding online classes on CC premises, the Head of the Office for Academic and Student Affairs / the Head of the Office for Postgraduate Studies, Courses and Workshops / the University of the Third Age, as appropriate, should report the demand for a room to a Reception employee (by phone at 22 656-71-87 or to the email address at [info@civitas.edu.pl](mailto:info@civitas.edu.pl)) with a minimum of one week's notice, providing the name of the teacher, contact number and the day and start and end time of the classes;



- Persons who report their wish to use CC facilities for an entire semester are given priority booking;
- after finishing online classes, leave the lecture room immediately and return the key collected before the classes to Reception;
- the number of rooms available for online classes is limited;
- each classroom has been provided with a hand and surface sanitiser, and users of classrooms and electronic equipment must disinfect their hands and workstations before and after using Collegium Civitas facilities;

## 2. Research and teaching, internal meetings:

- In particularly justified and exceptional cases, teachers and researchers-teachers may use CC facilities at PKiN for organising internal meetings and research and teaching work from Monday to Friday during office hours of CC Reception (8:30 am–4:30 pm) and at session weekends from 8:00 am to 6:00 pm only with the prior consent of the Vice-Rector for Academic Affairs, to whom they should submit an application via the Head of the Office for Academic and Student Affairs (applicable to researchers and lecturers); the Vice-Rector for Scientific Research, to whom they should submit an application via the Head of the Scientific Research Department (applicable to researchers-teachers); the Rector's Plenipotentiary for Lifelong Learning, to whom they should submit an application via the Head of the Office for Postgraduate Studies, Courses and Workshops (applicable to researchers-teachers, teachers and lecturers holding classes, courses and workshops for participants and learners of post-graduate programmes, courses and workshops);
- after the Vice-Rector for Academic Affairs/Vice-Rector for Scientific Research or Rector's Plenipotentiary for Lifelong Learning consents to organising an internal meeting at the CC registered office or booking a room, an employee of the Office for Academic and Student Affairs / Scientific Research Department / Postgraduate Studies, Courses and Workshops Department, as appropriate, should report the demand to a Reception employee (by phone at 22 656-71-87 or to the email address at [info@civitas.edu.pl](mailto:info@civitas.edu.pl)) with a minimum of one week's notice, providing the name of the meeting organiser/room booker (including the contact number), the day and start and end time of the meeting/finishing work, as well as the names of meeting participants;
- the number of rooms/offices is limited: rooms 1222 and 1226 have been designated for larger internal meetings (for up to 15 participants) and room 1237 (located next to the "quiet room") has been designated for small meetings (for up to 2–3 participants);
- if you wish to use Collegium Civitas facilities for research work, you may book room 1236, the so-called quiet room (for up to 3 persons), and room D1, the so-called Professor room (for up to 4 persons)



- after finishing work/the internal meeting, leave the office/lecture room immediately and return the key to Reception;
- each classroom and workstation has been provided with a hand and surface sanitiser, and users of electronic equipment must disinfect their hands and workstations before and after using Collegium Civitas facilities;

### 3. Meetings with students/learners:

- In particularly justified and exceptional cases, teachers may use CC facilities at PKiN for organising meetings with students from Monday to Friday during office hours of CC Reception (8:30 am–4:30 pm) and at session weekends from 8:00 am to 6:00 pm only with the prior consent of the Vice-Rector for Academic Affairs, to whom they should submit an application via the Head of the Office for Academic and Student Affairs (applicable to teachers and lecturers) or the Rector's Plenipotentiary for Lifelong Learning, to whom they should submit an application via the Head of the Office for Postgraduate Programmes, Courses and Workshops (applicable to researchers-teachers, teachers and lecturers holding classes, courses and workshops for participants and learners of post-graduate programmes, courses and workshops);
- after the Vice-Rector for Academic Affairs/Rector's Plenipotentiary for Lifelong Learning gives their consent, an employee of the Office for Academic and Student Affairs/Postgraduate Studies, Courses and Workshops Department, as appropriate, should report the demand for a room to a Reception employee (by phone at 22 656-71-87 or to the email address at [info@civitas.edu.pl](mailto:info@civitas.edu.pl)) with a minimum of one week's notice, providing the name of the meeting organiser, the contact number, the day and start and end time of the meeting, as well as the names of students/learners participating in the meeting;
- arrange meetings with students at Collegium Civitas only in exceptional cases and hold them individually (if required, a maximum of 3 students may participate in a meeting);
- students should not stay on Collegium Civitas premises longer than the prearranged meeting lasts;
- follow the rules of safety and hygiene applicable during the pandemic on CC premises and at PKiN during meetings;
- after finishing the meeting, leave lecture room immediately and return the key to Reception;
- each classroom and workstation has been provided with a hand and surface sanitiser, and users of electronic equipment must disinfect their hands and workstations before and after using Collegium Civitas facilities;



## **Using Collegium Civitas facilities by students in the pandemic situation in the winter semester of the academic year 2020/2021:**

### **1. Student organisation meetings at Collegium Civitas:**

- In particularly justified and exceptional cases, representatives and members of student organisations may use CC facilities at PKiN to organise a meeting from Monday to Friday during office hours of CC Reception (8:30 am–4:30 pm) and at session weekends from 8:00 am to 6:00 pm only with the prior consent of the Vice-Rector for Student Affairs, to whom they should submit an application via an employee of the Career Centre;
- after the Vice-Rector for Student Affairs consents to organising a student meeting at CC, an employee of the Career Centre should report the demand for a room to a Reception employee (by phone at 22 656-71-87 or to the email address at [info@civitas.edu.pl](mailto:info@civitas.edu.pl)) with a minimum of one week's notice, providing the name of the meeting organiser, the contact number, the day and start and end time of the meeting, as well as the names of students participating in the meeting;
- students should not stay on Collegium Civitas premises longer than the prearranged meeting lasts;
- all participants must follow the rules of safety and hygiene applicable during the pandemic on CC premises and at PKiN during meetings;
- after finishing the meeting, students should leave the lecture room immediately and return the key to Reception;
- each lecture room and workstation has been provided with a hand and surface sanitiser, and users of electronic equipment must disinfect their hands and workstations before and after using Collegium Civitas facilities;

### **2. Using Collegium Civitas IT facilities by students:**

- workstations will be set up in two rooms at the Collegium Civitas registered office for students to use a computer and the Internet in a situation which prevents or limits their ability to study online;
- a limited number of students will be able to use CC IT facilities at PKiN from Monday to Friday during office hours of CC Reception (8:30 am–4:30 pm) and at session weekends from 8:00 am to 6:00 pm;
- students will book a computer workstation using a queue management system based on which an employee of the Career Centre will report the demand for computer bookings to a Reception employee (a copy of the list with bookings will be submitted to the email address at [info@civitas.edu.pl](mailto:info@civitas.edu.pl)); bookings should be made with a





minimum of several days' notice, providing the surname of the booker, the contact number and the day and start and end time of using the computer;

- due to health considerations, every student should have their own earphones (mini jack or USB plug);
- students should not stay on Collegium Civitas premises longer than the prearranged computer workstation booking;
- students must follow the rules of safety and hygiene applicable during the pandemic on CC premises and at PKiN when staying at Collegium Civitas and using computer workstations;
- users of electronic equipment must disinfect their hands and workstations before and after using Collegium Civitas facilities;
- after the booking time for the computer workstation has expired, students should leave the computer lab immediately;

## Library and Reading Room:

- if possible, introduce an online book borrowing system to limit direct contacts between Library employees and Students;
- books may be returned to a designated bin for quarantined items located at Reception;
- the Library and Reading Room will resume full operations gradually, as per detailed instruction prepared by the Head of the Library (Instruction on the Rules for Returning and Borrowing Books and the Possibilities and Rules of Use of the Reading Room); the instruction will be distributed among CC students and employees;
- Library employees should use personal protective equipment, i.e. visors/face masks and disposable gloves and make sure that surfaces at the Library and the Reading Room are disinfected;

## Exchange of information, announcements:

- any announcements on changes to the rules of conduct and recommendations should be prepared in advance (taking into account the need to reach the entire Collegium Civitas community) and distributed using the communication system that is already in place;
- if you or a household member of yours **have been diagnosed with an illness caused by the SARS-CoV-2 virus**, immediately notify the relevant sanitary authority and the Collegium Civitas Administration of the suspected illness, illness or quarantine imposed by the sanitary inspection (by phone at **22 656-71-87** or by email at **[rektorat@civitas.edu.pl](mailto:rektorat@civitas.edu.pl)**);





## Operating procedure for suspected SARS-CoV-2 infection:

- a person showing clear symptoms of an illness (such as persistent cough, malaise, difficulty breathing, loss of taste or smell) **should not be admitted into Collegium Civitas** (they should be advised of the need to immediately report to the nearest infectious diseases ward or call a sanitary station at **800 190 590**);
- if a person showing symptoms of an illness stayed on Collegium Civitas premises, this should be immediately reported to the Collegium Civitas Administration (Rector's Office: **22 656 71 78**, [rektorat@civitas.edu.pl](mailto:rektorat@civitas.edu.pl)), the Head of the Administration and Maintenance Department (**22 656 71 88**, [izabela.blaszczak-hamouda@civitas.edu.pl](mailto:izabela.blaszczak-hamouda@civitas.edu.pl)) and the PKiN Management (**22 656 77 90**, [zarzad@pkin.pl](mailto:zarzad@pkin.pl)), which will make it possible to determine the area where the person was moving and staying, clean and disinfect the frequently-touched surfaces, as well as to establish the list of persons present in the rooms where the person with symptoms of an illness was staying at the time and recommend that they follow the guidelines of the Chief Sanitary Inspector available at [gis.gov.pl](https://gis.gov.pl) and <https://www.gov.pl/web/koronawirus/> for individuals who have come into contact with the infected;
- if a person staying on Collegium Civitas premises has shown alarming symptoms suggesting coronavirus infection, the person should be immediately sent back home using a private means of transport or, if this is impossible, the person showing symptoms of infection should await transport in a designated isolation room (room 1025 on the 10th floor of PKiN); please immediately notify the local district sanitary station (and strictly follow its instructions) and notify the Rector's Office, the Administration and Maintenance Department and the PKiN Management;

