

Poznan University of Medical Sciences

DOP -232/20

**Regulation No. 104/20
of the Rector of Poznan University of Medical Sciences of September 17th,
2020**

on the organization of education and academic year 2020/2021

Pursuant to § 28 paragraph 1 of the Statutes, it is hereby ordered as follows:

§ 1

With regard to the Regulation No. 82/20 and with regard to the Regulations No. 88/20 and 90/20 the *Guidelines for the students and university teachers associated with the organization of education and academic year 2020/2021* are introduced.

§ 2

The entire academic community is requested to observe these guidelines, as enclosed to this regulation.

§ 3

The execution of the regulation and ongoing supervision over the need to revise it according to the sanitary and epidemiological situation, and to legal regulations is entrusted to the Vice-Rector for Didactic Affairs and the General Director.

Rector

Prof. Andrzej Tykarski, MD, PhD



Appendix to Regulation No. 104/20 of September 17th, 2020

Guidelines for the students and university teachers associated with the organization of education in academic year 2020/2021

I. General guidelines

1. All lectures and seminars, as well as optional courses in the academic year 2020/2021 shall be carried out remotely. In particularly justified cases, the Dean of a Faculty, the Director of Doctoral School and Post-Graduate Education and the Director of Center for Medical Education in English (CNJA) may decide about the direct (contact) form of carrying out the classes and lectures.
2. Direct (contact) classes can be attended by persons who, over the last 14 days prior to the classes did not test positive for SARS-CoV-2, and persons showing no symptoms of respiratory tract infection, fever, loss of smell and taste.
3. Direct classes cannot be attended by persons who are currently subject to a sanitary procedure due to epidemiological threats associated with SARS-CoV-2, persons in quarantine, in home isolation, or subject to epidemiological supervision with a recommendation of social distancing.
4. On the occurrence of any disturbing symptoms among the staff and students, suggesting the possibility of SARS-CoV-2 infection, it is obligatory to stay at home and contact a general practitioner, in compliance with the general National Health Fund (NFZ) guidelines to verify the health condition and take follow-up actions.
5. In case there is no possibility to contact a general practitioner, a student with symptoms indicating possible infection with SARS-CoV-2 shall contact the university's Drive-Thru point, in compliance with the guidelines published on <http://uczelnia.ump.edu.pl/covid>.
6. In case a quarantine is imposed on students, healthy individuals (without a sick leave) participate in remote classes.
7. Absence from the classes will be excused on the basis of a sick leave.
8. Before contact classes, all students are obliged to take and complete an online course UMP-COVID 19. The course will be available



from September 25th on OLAT, and for English-speaking students, materials in an electronic form will be made available in good time allowing the start of the classes.

9. Before starting a class the teacher should draw up an attendance list of all participants, i.e. students, technical staff and patients. The attendance list should be kept by the teacher in compliance with the internal rules, however no shorter than 30 days from the date of completing the classes.
10. No third parties, other than students, employees, and patients are allowed to be in the room where the classes are carried out.
11. No redundant items should be brought in to the classes, including mobile phones.
12. On PUMS facilities all cloakrooms with cloakroom attendants shall be closed until further notice. Individual lockers will be made available to the students. After using a locker, the student should leave it open for disinfection (on PUMS facilities), and in hospitals, the students should clean by themselves high-touch surfaces with an available disinfectant. In case there are no lockers available, students take their outer garments to the classroom, except for hospitals, where it is obligatory to leave the outer garments and change into the medical clothing.
13. Regular disinfection of toilets, and high touch surfaces in general access areas is introduced. Teaching classrooms (touch surfaces) on PUMS premises are disinfected, if possible directly after the classes.
14. If possible, every person uses their own instruments/objects required for effective and efficient class execution. Commonly used items, other than disposable ones, must be disinfected. It is not allowed to borrow objects from other participants of the classes.
15. During the SARS-CoV-2 coronavirus pandemic, teaching rooms subject to central planning located in clinical hospitals may only host clinical classes carried out by the units based in the hospital in which the classroom is located. If the teaching room in the clinical unit does not meet the criteria of maintaining social distancing, a university teacher may transfer the classes to a lecture room, after having checked its availability with the University's Students Service Center.
16. The units conducting teaching classes are supplied with personal protective equipment, and the procurement process is the liability of the Procurement Department.
17. The Procurement Department distributes personal protection equipment according to the following scheme:
 - a) non-clinical teaching units — directly to the units involved (reusable face masks or face shields for university teachers and students, hand and surface disinfectants),



- b) clinical units based in clinical hospitals — directly to the clinical hospitals (surgical disposable face masks, gloves, disposable aprons, and disposable face masks with FFP2 filter, and face shields in case of participation in activities producing aerosols), and to the University's Center for Dentistry and Specialist Medicine (surgical disposable face masks, FFP2 face masks, gloves, disposable aprons, face shields),
 - c) clinical units on a foreign basis — directly to the clinical units (surgical disposable face masks, gloves, disposable aprons).
18. Additionally, on PUMS premises, in the lodges, there shall be available face masks, hand disinfectants, and thermometers.
19. The staff and the students are recommended to follow and observe the guidelines of the Chief Sanitary Inspector regarding the prevention of infections and SARS-CoV-2 spreading.

II. Organization of contact (direct) non-clinical classes

1. On the teaching premises of PUMS (areas generally available to the public) it is obligatory to wear face masks covering the mouth and the nose. It is permitted to wear a reusable face mask made of cotton or a disposable face mask.
2. When awaiting the entry to teaching classrooms, participants should maintain the distance of at least 2 meters.
3. Before entering the classroom each participant is obliged to disinfect their hands.
4. The classes are organized so as to allow maintaining social distance among the participants of the classes. In lecture/seminar rooms students are requested to take every second seat, maintaining at least a 2-meter distance from other participants. After taking their seats, the students and the teachers are allowed to take off their face masks.
5. In particularly justified cases, when it is not possible to maintain the required social distance in a teaching classroom (there is a greater number of people than half the number of the available seats and it is not possible to maintain a 2-meter distance), as well as during practical classes that require interaction, and decreased social distance, it is strictly required that face masks covering the mouth and the nose are worn at all times during the classes.
6. The classrooms should be ventilated for at least 15 minutes before and after the classes. It is also recommended to ventilate the classrooms every hour during the classes.
7. The Manager of the Center for Medical Simulation shall prepare detailed guidelines for the organization of classes carried out in the Center.



8. In particularly justified cases associated with the epidemiological risk, the manager of an entity, in agreement with the Vice-Rector for Didactic Affairs, may temporarily suspend direct classes.

III. Organization of clinical classes

1. Contact clinical classes shall be organized in compliance with the sanitary regime minimizing the risk of SARS-CoV-2 virus transmission. It is recommended that clinical classes that do not require contact with a patient, or do not require the learning of practical skills (e.g. discussion on the cases or introduction to classes) shall be carried out remotely.
2. Students are forbidden to take part in surgical procedures directly in the operating theatre, except for 6th year students of the faculty of medicine, 5th year students of the faculty of medicine and dentistry, and the students of the final year of the faculty of medicine and the faculty of medicine and dentistry taught in English. Such practical classes for the remaining student groups, if possible, shall be organized in the manner allowing for the broadcasting the procedure to the seminar room, where the teacher discusses the course of the procedure.
3. Students are required to appear for clinical classes in advance, to allow efficient performance of triage procedure (at least 30 minutes before the practical classes). Each student is required to present their student ID card allowing access to the hospital.
4. Hospital entrances for students are specifically marked and, if possible, the entry leads through a separate communication route.
5. While entering the hospital, students are required to cover their mouths and noses with face masks (reusable cotton face masks or disposable face masks). The nose and the mouth must be covered in all hospital areas.
6. In contact with patients, students are required to wear disposable surgical face masks which they get from the unit carrying out the classes.
7. Students are required to get familiar with and observe internal epidemiological rules of the hospital where the classes are carried out.
8. Students leave their outer garments in the cloakroom or in specially designated rooms in the hospitals.
9. The following personal protection equipment for students attending clinical practices in hospital wards in contacts with patients are required:
 - a) student's own apron (preferably with short sleeves), or a T-shirt, washed daily or changed to another one after each clinical class (in case of single-duty reusable clothing such as an apron or a T-shirt washed at home, we recommend that the following rules are applied: safe



- transport in a plastic bag, washing on the highest temperature setting, no less than 60°C, separately from other clothes),
- b) disposable surgical face mask,
 - c) hand disinfectant,
 - d) disposable gloves (in case of performing procedures with breaking the continuity of tissues, or following the recommendations of the teacher),
 - e) disposable FFP2 face mask, a face shield and disposable apron, in case of participating in activities generating aerosols.
10. The following personal protection equipment for students of the faculty of medicine and dentistry, attending practices classes in contacts with patients are required:
- a) student's own apron (preferably with short sleeves), or a T-shirt, washed daily or changed to another one after each clinical class (in case of single-duty reusable clothing such as an apron or a T-shirt washed at home we recommend that the following rules are applied: safe transport in a plastic bag, washing on the highest temperature setting, no less than 60°C, separately from other clothes).
 - b) disposable apron,
 - c) surgical face mask or disposable FFP2 face mask, in compliance with the guidelines applicable in the clinic,
 - d) hand disinfectant,
 - e) face shields or protective goggles,
 - f) disposable gloves.
11. On treatment premises students are requested to strictly obey the epidemiological recommendations, including:
- a) limit to the minimum the number of personal objects brought in — it is forbidden to bring in mobile phones to the ward — the phones must be left in the cloakroom or in the locked lockers in the areas designated for the students,
 - b) equipment and personal belongings used during the classes must be wiped with a disinfectant after the classes, e.g. stethoscopes, ballpoint pens, ID badges,
 - c) hands are disinfected before and after each contact with a patient,
 - d) a disposable surgical face mask is changed in case it gets dirty, wet, it does not let the air through; it cannot be used for more than one day for classes in contacts with patients,
 - e) FFP2 filter masks in a single cycle may be worn for up to 8 hours at most — it is not required to change the mask while treating patients, if the mask does not show any distinctive damages or it is not soiled,
 - f) in case the mask is put on again, it is required to disinfect hands before and after putting it on,
 - g) touching the inner surface of the mask must be avoided.



12. In particularly justified cases associated with the epidemiological risk, the manager of a unit, in agreement with the Vice-Rector for Didactic Affairs, may temporarily suspend direct classes.

IV. Organization of language courses and physical education

1. All classes carried out by Foreign Languages Study Center scheduled for the winter semester of the academic year 2020/2021 will be carried out remotely.
2. Physical education classes in the winter semester of the academic year 2020/2021 include individual classes carried out by the students on their own (controlled, individual physical training of students) monitored by the staff of the Physical Training and Sports Study Center. Moreover, remote classes are carried out (including verification and discussion of physical activity of students, tasks associated with promotion programs and healthy life style, participation in campaigns building physical activity), and the gym on the Study Center premises is made available to the students under sanitary regime. In the winter semester no group classes will be carried out by the Study Center.
3. The Physical Training and Sports Study Center shall prepare the system of classes organization allowing for passing the course in compliance with item 2

V. Organization of Post-Graduate Education and Doctoral School

1. Doctoral School classes are carried out remotely.
2. Post-graduate studies and specialization courses and trainings are carried out in a hybrid system, which means that some of the classes are carried out remotely. It is recommended that greater part of the classes is carried out in a synchronous remote form (Teams or Zoom tools), or an asynchronous form (e-learning).
3. A decision on the contact form of selected classes is made by the studies or course manager in consultancy with the Vice-Rector for Doctoral School and Post-Graduate Education, and General Director.
4. Contact classes are organized in compliance with sanitary regime allowing the observance of maintaining the distance of minimum 2 meters between the participants, and occupying half of the available seats in the room, hand disinfection and obligatory temperature measurement before the classes. It is recommended that participants have their mouths and noses covered during the classes. In case of clinical classes, if maintaining the distance is not possible, it is recommended that the rules are followed as in case of clinical classes in pre-graduate education.



5. The teacher is obliged to draw up an attendance list with the names of participants of the classes.
6. Each participant of post-graduate studies, courses or training, is obliged to sign a statement associated with preventing SARS-CoV-2 infection. The statement is stored for 30 days from the end of the classes, by the studies or course manager.

VI. Organization of remote education

1. Remote education is carried out in a synchronous or an asynchronous form.
2. Asynchronous education assumes that during the classes the university teachers and students are not engaged in the teaching process at the same time, and is based on the prepared and supplied e-learning materials available on the OLAT platform.
3. In case of asynchronous education, university teachers are obliged to set consultation duty hours for the students.
4. Synchronous education assumes that during classes the teachers and students are present at the same time on the indicated education platform. Synchronous education is carried out with the use of Teams and Zoom platforms.
5. During seminar and practical classes in a synchronous mode, students are required to turn on the sound and video transmission.
6. To connect with the platform indicated by the course coordinator, the students only use the e-mail addresses assigned to them by PUMS.

VII. Examinations

1. In the academic year 2020/2021 three student examination paths are admissible:
 - a) written examinations at the Center for Innovative Education Techniques (Centrum Innowacyjnych Technik Kształcenia - CITK) in a direct (contact) form,
 - b) examinations in a remote form,
 - c) examinations in a direct (contact) form with the observance of sanitary regime.
2. Decision on the form of examination shall be made by the course coordinator, upon the consent of the Faculty Dean, the Director of Doctoral School or the Director of the Center for Medical Education in English (CMEE).
3. In a given course, the same form of examination is obligatory for all students.



4. Examinations are arranged in such a manner that the adopted form of examination allows verification of the assumed learning effects, and the applied measures minimize the risk of non-independent exam taking.
5. Examinations carried out at CITK are executed in compliance with the applicable sanitary regime, in particular: the number of participants present at the same time in one room is restricted, before entering the examination room, the students wait in front of the room, wearing face masks covering their mouths and noses, the procedure of entering the examination room is extended to avoid crowd accumulation before the examination, each time after the exam the touch surfaces, including computer keyboard overlays, are disinfected and rooms are ventilated between the exams for at least 15 minutes.
6. The following rules concerning remote examinations are introduced:
 - a) written examinations are carried out on the Open OLAT platform,
 - b) examinations used with the tools made available by NBME, WebEx, ProctorExam platforms (education in English),
 - c) oral examinations are executed with the use of Teams or Zoom tools, and during such examination students are required to turn on the video streaming,
 - d) it is recommended to install a safe browser for students participating in the exams.
7. Detailed rules of conducting contact exams in the building of the Center for Innovative Teaching Techniques shall be specified by the CITK Manager.
8. Electronic examination procedure on the Open OLAT platform approved by the Dean of a Faculty should be presented to the students in good time before the exam.
9. In case of examinations carried out in a contact form (in a lecture/seminar room), the same epidemiological rules apply as in case of seminar and practical classes specified under the item II.

VIII. Duty hours and consultations by academic teachers

1. Academic teachers are obliged to arrange regular duty hours for the students.
2. Academic teachers' duty hours, and additional consultations for the students shall be generally held in a remote form.
3. Upon the unit's manager consent, and with the observance of the sanitary regime compliant with the applicable regulations, duty hours may be held on the University premises in a direct form.



4. Academic teachers are obliged to present to the unit's manager a schedule of duty hours and agree with the unit's manager their form (remote or direct).
5. Units' managers are obliged to publish the academic teachers' duty hours schedule for the students.

IX. Procedure in case of infection with SARS-CoV-2 or on the suspicion of infection of a staff member or a student

1. In case of an occurrence of a confirmed case of SARS-CoV-2 infection among the participants of non-clinical classes in pre-graduate education:
 - a) the student forwards such information forthwith to the address: covid@ump.edu.pl,
 - b) Vice-Rector's Office for Didactic Affairs and the teachers prepare a list of all participants of the last class, in cooperation with the student who tested positive for SARS-CoV-2. Vice-Rector for Didactic Affairs makes a decision on notifying other organization units, including the directors of clinical hospitals, if the student participated in clinical classes in the last 14 days, notifying Sanitary Inspection in compliance with the applicable legal regulations and taking further steps, including: drawing another list of persons that might have had contact with the infected person on the University premises, introducing a restriction of classes, excluding a part of the building from holding classes, thorough cleaning, disinfection of touch surfaces,
 - c) in case of a suspicion of a contact with an infected person, the student should also contact on the phone/via e-mail the teacher or the manager of the unit, to confirm the possibility to participate in further classes.
2. In case of a suspicion of SARS-CoV-2 infection among the participants of clinical classes, or confirmed SARS-CoV-2 infection:
 - a) the teacher notifies the management of the hospital, the manager of the clinic, or course coordinator, and Vice-Rector for Didactic Affairs, at: covid@ump.edu.pl,
 - b) the student is tested for SARS-CoV-2 infection, just like medical staff of the treatment facility, and is subject to the follow-up procedure applicable in the hospital,
 - c) the unit's manager, in agreement with the Vice-Rector for Didactic Affairs, makes a decision on temporary suspension of classes in a given group,
 - d) Vice-Rector for Didactic Affairs makes a decision on the notification of other organization units, including the directors of clinical hospitals.



3. In case of a confirmed case of SARS-CoV-2 infection among the participants of post-graduate classes, the studies or course manager forwards this information forthwith with a list of persons participating in the classes to the Post-Graduate Studies Center (e-mail: alewczuk@ump.edu.pl, telephone number: 61 854-62-67). General Director shall make the decision on notifying the participants of the classes and on further steps, including: preparing a list of persons that might have had contact with the infected person on the premises of the University, notification of the Sanitary Inspection in compliance with the legal regulations, excluding a part of the building from holding classes, thorough cleaning, disinfection of touch surfaces.
4. In case of a confirmed case of SARS-CoV-2 infection among the University staff, the person concerned is requested to notify the Secretariat of the Directorate, in order to take immediate actions to reduce the risk of developing an epidemic centre (e-mail: dyrektor@ump.edu.pl), telephone number: 61 854-62-59). The use of this information shall be subject to data protection according to applicable law.
5. If the situation described under the item 4 takes place, the Manager Director in agreement with the management team makes a decision on the manner of work organization, including: remote work, restriction of classes, thorough cleaning, disinfection of high touch surfaces.
6. If a class participant demonstrates disturbing symptoms of an infectious disease, they must be immediately:
 - a) withdrawn from the class, isolated in a special room or a place designated for this purpose, with the minimum distance of at least 2 meters from other persons,
 - b) in case the health condition does not require the assistance of an ambulance, the class participant should go home by individual transport, stay there and make use of a telephone consultation with a general practitioner. If the consultation with the general practitioner is not possible, the student shall contact the University's Drive-Thru point, in compliance with the guidelines specified on: <https://uczelnia.ump.edu.pl/covid>,
 - c) In case the health condition of the affected person deteriorates, an ambulance must be called to transport the person to the nearest isolation ward, and the situation must be immediately reported to the appropriate district sanitary inspectorate.



X. Dormitories

1. In dormitories the following rules shall be upheld:
 - a) outside guests visits are forbidden,
 - b) arrangement of assemblies in dormitories is forbidden,
 - c) common areas in dormitories (except for kitchens, washing rooms and drying rooms) shall be closed,
 - d) hand disinfection on entering the dormitories is obligatory.
2. In case an inhabitant of a dormitory demonstrates disturbing symptoms suggesting a coronavirus infection:
 - a) such person should be instructed by the dormitory staff to contact a general practitioner on the phone, as soon as possible; if such contact with the general practitioner is not possible, the inhabitant of the dormitory should contact the University's Drive-Thru point, in compliance with the guidelines published on <http://uczelnia.ump.edu.pl/covid>,
 - b) in case of English-speaking students, it is required to contact the general practitioner named by the Centre for Medical Education in English. In case of threat to health and life, contact Medical Rescue Team.
3. Moreover, the students living in dormitories are obliged to notify the manager of the Dormitories Management Center, or any person appointed by him, on the phone:
 - a) of a quarantine imposed on the student by the Sanitary Inspection,
 - b) of disturbing symptoms that may indicate SARS-CoV-2 infection,
 - c) of the contact with a person infected with SARS-CoV-2.
 - d) Polish-speaking and English-speaking students living in a dormitory shall report all cases to the 24h-operated telephone number 507 434 364.
4. In case of students subject to isolation (positive PCR test result for SARS-CoV-2 infection), and in case of students in quarantine, if it is not possible to maintain sanitary regime at the place of their current place of residence (no independent segment with a plumbing system), the student is granted a temporary place in Hipokrates Dormitory, playing the role of the students' isolation facility. The decision on a temporary relocation of the student is made by the manager of the Dormitories Management Center in agreement with the Administrative Director or General Director.
5. If possible, the manager of the Dormitories Management Center, specifies the area where the infected inhabitant of the dormitory moved around or resided, in order to establish a list of persons that he or she might have had contact with. Moreover,



it is required to perform thorough cleaning, in compliance with the specified procedures, and to disinfect the high touch surfaces (door handles, railings, handles, etc.).

6. The manager of the Dormitories Management Center provides the inhabitants of dormitories with hand disinfectants at the entrance to the facility, and sufficient information (information boards in conspicuous places) on the obligation to strictly follow the rules concerning hands hygiene, coughing and sneezing hygiene, avoiding touching the mouth, nose and eyes with hands, strictly avoiding contacts with sick persons, in particular the ones demonstrating the symptoms of respiratory tract infection, hand washing instructions, and at the disinfectant dispensers — the instruction on hand disinfection.
7. While cleaning the dormitories, all lifts, railings, door handles, light switches, handles, and other touch surfaces, flat surfaces, including table tops in generally available kitchens are disinfected.

XI. Main Library

1. The staff and students are obliged to maintain a proper distance between them (at least 2 meters) in the Main Library.
2. In the Library students are required to wear face masks covering the mouth and the nose.
3. The manager of the Main Library specifies the detailed rules of operation of the Library during the pandemic, including in particular:
 - a) the rules of checking out and returning books,
 - b) the rules of cleaning and disinfecting surfaces,
 - c) access to touch-activated equipment, including the collections of books.