



*Appendix to Regulation No. 147/20 of 30<sup>th</sup> November 2020*  
**Update No. 2**

## **Guidelines for the students and university teachers associated with the organisation 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 in remote form only.
2. As from 17<sup>th</sup> October until further notice, the only classes that can be carried out in contact form shall be the classes developing practical skills in accordance with applicable Rectors' regulation.
3. Students are obliged to check their university assigned e-mail inbox on every education day before attending contact classes. In case of a potential epidemic threat, contact classes will be postponed, and such information will be sent in e-mail communication. No information sent by the Dean Management Office shall mean that contact classes will be conducted as usually.
4. Direct (contact) classes can be attended by students who:
  - a) show no symptoms of respiratory tract infection, fever, sudden loss of smell and taste,
  - b) after infection with SARS-CoV-2, pursuant to the current procedures, have been released from isolation,
  - c) have completed quarantine imposed by sanitary authorities after a contact with a person infected with SARS-CoV-2, however the return to direct classes in clinical units is only possible after 14 days from the date of contact (additional 4 days without contact clinical classes are added to the minimum quarantine period of 10 days),
  - d) are not subject to epidemiological supervision with a recommendation of social isolation.
5. On the occurrence of symptoms of respiratory tract infection, fever, sudden loss of smell or taste 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.



6. In exceptional circumstances, in case there is no possibility to contact a general practitioner, a student with symptoms indicating possible infection with SARS-CoV-2 may contact the university's Drive-Thru point, in compliance with the guidelines published on: <http://uczelnia.ump.edu.pl/covid>.
7. In case a quarantine is imposed on students, healthy individuals (without a sick leave) participate in classes conducted in remote form.
8. During the state of pandemic absence from the classes will be excused on the basis of a sick leave or a certificate from pacjent.gov.pl system or other official documents confirming that a student is subject to isolation or quarantine procedure.
9. Before contact classes, all students are obliged to take and complete an online course UMP-COVID 19. The course will be available from 25<sup>th</sup> September on OLAT, and for English-speaking students, materials in electronic form will be made available in good time allowing the start of the classes.
10. 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.
11. No third persons, other than students, employees, and patients are allowed to be in the room where the classes are carried out.
12. No redundant items should be brought in to the classes, including mobile phones.
13. On PUMS facilities all cloakrooms with human service 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 student should clean by himself or herself the 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.
14. The time spent in service-free locker rooms should be reduced to the minimum, and the principles of sanitary regime must be observed at all times (maintaining social distance, wearing face masks, hand sanitation).
15. There is introduced regular disinfection of toilets, and touch surfaces in general access areas. Teaching classrooms (touch surfaces) on PUMS premises are disinfected, if possible directly after the classes.
16. 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.

17. During 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 Centre.
18. The units conducting teaching classes are supplied with personal protective equipment, and the procurement process is the liability of the Procurement Department.
19. 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 administration of 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 Centre 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 administration of clinical units (surgical disposable face masks, gloves, disposable aprons).
20. Additionally, on PUMS premises, in the lodges, there shall be available face masks, hand disinfectants, and thermometers.
21. 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. Organisation of contact (direct) non-clinical classes**

1. From 17th October until further notice non-clinical contact classes developing practical skills must be reduced to the required minimum.
2. On the teaching premises of PUMS (generally available areas) 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.



3. When awaiting the entry to teaching classrooms, participants should maintain the distance of at least 2 meters.
4. Before entering the classroom each participant is obliged to disinfect their hands.
5. The classes are organised 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 2 meters' distance from other participants and during classes students and teachers shall have their mouth and nose covered with a face mask or a face shield. In particularly justified cases classes developing practical skills can be carried out in classrooms with no possibility to maintain social distance of 2 meters.
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 Centre for Medical Simulation shall prepare detailed guidelines for the organisation of classes carried out in the Centre.
8. In particularly justified cases associated with the epidemiological risk, the manager of a unit, in agreement with the Vice-Rector for Teaching, may temporarily suspend direct classes.

### **III. Organisation of clinical classes**

1. From 17th October until further notice contact clinical classes developing practical skills must be reduced to the required minimum.
2. Contact clinical classes shall be organised in compliance with the sanitary regime minimizing the risk of SARS-CoV-2 virus transmission. Clinical classes that do not require contact with a patient, or do not require learning practical skills (e.g. discussion on the cases or introduction to classes) are carried out in remote form.
3. Students are forbidden to take part in surgical procedures directly in the operating theatre, except for 6<sup>th</sup> year students of the faculty of medicine, 5<sup>th</sup> years 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.
4. 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's identity card allowing access to the hospital.
5. Hospital entrances for students are specifically marked and, if possible, the entry leads through a separate communication route.



6. 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.
7. In contact with patients, students are required to wear disposable surgical face masks which they get from the unit carrying out the classes.
8. Students are required to get familiar with and observe internal epidemiological rules of the hospital where the classes are carried out.
9. Students leave their outer garments in the cloakroom or in specially designated rooms in the hospitals.
10. 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 a single-duty reusable clothing - an apron or a T-shirt- is washed at home we recommend that the following rules are followed: safe transport in a foil bag, washing at the highest temperature available (recommended temperature 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.
11. 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 a single-duty reusable clothing - an apron or a T-shirt- is washed at home we recommend that the following rules are followed: safe transport in a foil bag, washing at the highest temperature available, (recommended temperature no smaller 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.
12. 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, ballpens, 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 between patients, if the mask does not show distinctive damages or soil,
  - 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.
13. In particularly justified cases associated with the epidemiological risk, the manager of a unit, in agreement with the Vice-Rector for Teaching, may temporarily suspend direct classes.
14. If students have attended direct classes in a clinic where a patient or medical staff who tested positive for SARS-CoV-2 virus were identified, and the criteria of close contact of students with the infected person were met, the course coordinator sends information to e-mail [covid@ump.edu.pl](mailto:covid@ump.edu.pl) without undue delay. This information contains a list of students who had close contact with the infected person, including their field of study and number of the group and date of contact. The information does not contain the particulars of the infected person.

#### **IV. Organisation of language courses and physical education**

1. All classes carried out by Foreign Languages Study Centre scheduled for winter semester of the academic year 2020/2021 will be carried out in remote form.
2. Physical education classes in 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 Centre. 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). In winter semester no group classes will be carried out by the Study Centre.



3. From 17th October 2020 until further notice the gym located on the Study Centre premises shall be closed.
4. The Physical Training and Sports Study Centre shall prepare the system of classes organisation allowing for passing the course in compliance with item 2

#### **V. Organisation of Post-Graduate Education and Doctoral School**

1. From 17th October 2020 until further notice, classes in Doctoral School and postgraduate studies, courses and specialization trainings shall be carried out in remote form.
2. Upon the consent of the Vice-Rector for the Doctoral School and Post-Graduate Education and General Manager, classes developing practical skills can be carried out in contact form.
3. Contact classes are organised 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. During the classes, their participants have their mouth and nose covered with a face mask. 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.
4. The teacher is obliged to draw up an attendance list with the names of participants of the classes.
5. 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. Organisation of remote education**

1. Remote education is carried out in synchronous or 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 OLAT platform.
3. In case of asynchronous education, university teachers are obliged to set a 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 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.
7. Academic teachers may carry out remote teaching in the form of telework, however, in such case the teacher must seek consent of the Head of the unit who sends the decision via e-mail to the Employee Affairs Department.

## **VII. Examinations**

1. From 17th October 2020 until further notice all examinations will be arranged in remote form.
2. The following rules concerning remote examinations are introduced:
  - a) written examinations are carried out on 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.
3. Electronic examination procedure on Open OLAT platform is carried out in compliance with the applicable Rector's regulation.

## **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 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 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 a student is confirmed to be infected with SARS-CoV-2 virus:
  - a) the student is requested to forward such information forthwith to the address: covid@ump.edu.pl,
  - b) Vice-Rector for Education Management Office in cooperation with the Dean Management Office prepare a list of persons meeting the criteria of close contact with the infected student. Vice-Rector for Education makes a decision on notifying other organisation units, including the directors of clinical hospitals, if the student has participated in clinical classes, 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.
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 Education, 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 Dean in agreement with the Vice-Rector for Education, makes a decision on temporary suspension of classes in a given group,
  - d) Vice-Rector for Education makes a decision on the notification of other organisation 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 61 854-62-67). General Manager 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 outbreak (e-mail: [dyrekcja@ump.edu.pl](mailto:dyrekcja@ump.edu.pl)), telephone 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 item 4 takes place, the Manager General in agreement with the management team makes a decision on the manner of work organisation, including: remote work, restriction of classes, thorough cleaning, disinfection of 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. Under exceptional circumstances, 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 contact a general practitioner on the phone, as soon as possible; and under special circumstances, 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 through 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 Centre, or any person appointed by him, on the phone:
  - a) of a quarantine or isolation imposed on the student by the Sanitary Inspection,
  - b) of self-isolation imposed by the Dean with regard to waiting for the decision of Sanitary Authorities
  - c) of disturbing symptoms that may indicate SARS-CoV-2 infection,
  - d) of the contact with a person infected with SARS-CoV-2.
  - e) 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), unless there are no places available in isolation facility arranged by NFZ, or the student cannot be isolated at home, the student will be transported, under strict sanitary regime, to the place of isolation indicated by the manager of the Dormitories Management Centre.
5. Students in quarantine may be relocated and their temporary place of residence is to be determined by the Manager of the Dormitories Management Centre in agreement with the Administration Director or General Manager.
6. If possible, the manager of the Dormitories Management Centre, 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 touch surfaces (door handles, railings, handles, etc.).
7. The manager of the Dormitories Management Centre 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.
8. During cleaning the dormitories, there are additionally disinfected the lifts, railings, door handles, light switches, handles, and other touch surfaces, flat surfaces, including table tops in generally available kitchens.



## XI. Main Library

1. The staff and students are obliged to maintain 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 lending and returning books,
  - b) the rules of cleaning and disinfecting surfaces,
  - c) access to equipment activated by touch, including the collections of books.