

Safety procedures and specific activities at Polish-Japanese Academy of Information Technology connected with the prevention of SARS-CoV-2 virus infection

The implementation of procedures will be supervised by the Administrative Director of PJAIT (PJATK).

I General provisions

1. Entry to the Academy is reserved only to employees, students and guests who do not exhibit symptoms of infection of upper respiratory tract.
2. Persons in quarantine are strictly prohibited from entering the premises. This also applies to persons whose household members are quarantined.
3. The following is a list of symptoms of upper respiratory tract
 - a. Increased body temperature
 - b. Sore throat
 - c. cough
 - d. shortness of breath, difficulty breathing
 - e. also: headache muscle pain, feeling exhausted, lack of appetite, loss of smell/taste.
4. On the PJAIT premises the presence of outsiders is limited. They
 - a. Have their visit registered
 - b. Must keep within certain areas
 - c. Observe sanitary regulations and procedures.

II Hygiene and disinfection

1. Students and employees are required to observe the highest standards of hygiene.
2. It is required that employees and students wash or disinfect their hands following their arrival at the Academy, before eating and after visits to the toilets. Instructions with detailed instructions how to wash hands properly have been hung in many places.
3. During sneezing or coughing the mouth and nose should be covered. It is advised to abstain from touching the eyes and nose.
4. Masks and face-shields must be worn, at least in communication areas, outside buildings of the Academy. Masks and face shields are recommended in classrooms and labs.
5. At every entrance to PJAIT's building disinfectant dispensers have been installed.
6. Social distance of minimum 1.5 m should be kept, especially in communication areas
7. At every entrance temperature will be measured and guests registered.
8. The cleaning service carries on disinfection of selected elements of classrooms, halls, and toilets.

This applies to e.g.: knobs, handles, switches, etc.
9. Special care must be taken of computer keyboards.
10. Classrooms and labs must be aired regularly, after every class.
11. The use of disposable gloves is recommended.
12. Containers for used disposable masks and gloves are located next to building entrances.

III Organisation of work of PJAIT

1. Learning is organized according to the timetable.
2. It is recommended that students' movement in communication passages (corridors halls) be limited.
3. If possible students should remain in classrooms during breaks.
4. Students and lecturers should limit the number of objects brought to class to an absolute minimum.
5. Students should refrain from exchanging implements and utensils.
6. Social distance of minimum 1.5 should be kept in queues to: the dean's office ,library, canteen.
7. Only heavy outer clothing should be left in the cloakroom.
8. Occasions for larger gatherings of staff, teachers and students should be limited to an absolute minimum.
9. For health safety reasons staying in canteen for purposes other than consumption is prohibited.

IV Procedure in case of possible infection

1. There is an isolation room for persons with symptoms possibly related to SARS-CoV-2 on the PJAIT premises.
2. A staff member is obliged to inform his/her immediate supervisor of the possibility of SARS-CoV-2 infection.
3. The head of the organizational unit is obliged to pass the information about the staff member's illness to the administration of the Academy.
4. The obligation to informing the Academy about the possibility of having contracted SARS-CoV-2 applies also to doctoral students, students and postgraduate course participants. The information must be communicated respectively to:
 - a. Head of doctoral studies – applies to doctoral students;
 - b. Head of a didactic unit – applies to students;
 - c. Head of organisational unit – applies to participants of postgraduate courses
5. Directors and heads of units are obliged to pass the information to the administration without undue delay.
6. Temperature reading of over 38 degrees Celsius will result in directing the person to the isolation room.
7. In case of other symptoms: a person may be directed to the isolation room when three of symptoms described in section I point 3 are present.
8. After isolation the family physician should be contacted. If that is not possible Local Sanitary Epidemiological Station (PSSE) must be contacted. The doctor of the PSSE decide on further procedure.

V Final provisions

1. Procedure for action in the event of possible SARS-CoV-2 infection is determined in the **Order of the Rector of PJAIT of 9 October 2020.**
2. Current recommendations of the Chief Sanitary Inspector and the Ministry of Science and Higher Education are also to be observed.

3. The phone number with information of PSSE for citizens concerning health and quarantine – 222 500 115.

Chancellor of Polish-Japanese Academy of Information Technology

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