

## **COVID-19 EMERGENCY PROCEDURES FOR PREVENTING INFECTION AND SPREAD OF THE DISEASE**

**The following rules are introduced in case of threat of sars-cov-2 coronavirus among members of the community of Jan Długosz University in Częstochowa:**

1. The Rector may temporarily limit or temporarily suspend the operation of the University taking into account the degree of risk in accordance with the Regulation of the Minister of Science and Higher Education.
2. In cases justified by exceptional circumstances endangering the life or health of students, doctoral candidates, academics and other staff, the Rector may, in accordance with the Regulation of the Minister of Science and Higher Education, temporarily suspend the educational activity of students and doctoral students, taking into account the degree of risk.
3. The Rector shall issue decisions to suspend until further notice the mobility of students, doctoral students, academics and other staff of Jan Długosz University in Częstochowa to areas at risk of sars-cov-2 coronavirus.
4. The Rector decides to suspend until further notice the arrivals of students, doctoral students, academics and other employees from areas at risk of sars-cov-2 coronavirus.
5. The Rector, in case of suspected coronavirus infection with a person accommodated in the Student Dormitory "Skrzat", suspends the accommodation of new persons and prohibits visits by guests from outside the building.
6. In case of apparent symptoms indicating coronavirus infection of a person in the facility, the head of the Student Dormitory sections off a separate room where this symptomatic person is directed to stay in order to isolate and prevent the spread of infection.
7. In the case of persons who have recently returned or are about to return from the affected areas, it shall be indicated that they must remain at home for a period of 14 days from the date of return and monitor their health condition.
8. Persons in quarantine may, with the consent of the Rector, work and educate remotely using modern technologies, e.g. distance learning platforms. Confirmed information about the need to stay at home should be communicated by phone or e-mail to the direct superior, Vice-Rector for Research and International Relations and the Human Resources and Social Affairs Department.

9. It is recommended that students, academics and other staff refrain from private travel to areas at risk of SARS-Cov-2 coronavirus.

10. In order to counteract COVID-19, the Rector may instruct the employee to carry out, for a limited period of time, the work specified in the employment contract, outside the place where it is carried out at all times (remote work).

11. In the case of persons subject to epidemiological surveillance or quarantine, including domestic surveillance due to suspected contact with a person infected with coronavirus or the care of a minor under epidemiological supervision, the absence of a student in teaching activities should be considered justified after appropriate instructions have been given by the Rector. In the case of employees of the University, the Rector may apply an interpretation in accordance with the recommendations of the Social Insurance Institution.

12. Regarding the cancellation of events, including mass events, or events planned by the student community in or outside the University's premises, the order shall be issued by the Rector or Chancellor.

13. The heads of the units are requested to take information and organisational measures that can effectively reduce the spread of COVID-19 and increase the safety of employees and students of our University.

14. In particular, it is important to follow the basic rules of hygiene – to wash hands as often as possible, to cover the nose and mouth during sneezing and coughing.

15. Information contact in the case of suspected coronavirus infection operates 24 hours at the reception of the following University's facilities: Student Dormitory "SKRZAT" – 34 36107382, University building at Waszyngtona 4/8 - 34 3784100, University building at Armii Krajowej 13/15 - 34 36149194, University building at Armii Krajowej 36A - 34 36131205, University building at Zbierskiego 2/4 – 34 37831016, University building at Zbierskiego 6 – 34 36649197, University building at Dąbrowskiego 14 – 34 3681018.

16. It is emphasised that the most important thing is to remain calm, to avoid actions inadequate to the situation and to implement rational prevention. The necessary information can be obtained by calling the 24-hour the National health Fund (PL: NFZ) helpline – 800 190 590.

17. In case of severe symptoms, such as fever, cough, shortness of breath, breathing problems, immediately inform the District Sanitary and Epidemiological Station in Częstochowa: 661 868 810 or call the emergency

number 112, possibly at the infectious department of the Regional Specialised Hospital in Częstochowa, PCK 7 on 34 367 30 00.

18. The authorities of Jan Długosz University in Częstochowa recommend the ongoing monitoring of messages of:

- University
- Ministry of Science and Higher Education
- Chief Sanitary Inspector for universities in relation to the potential risk of coronavirus infection
- Ministry of Health
- Ministry of Foreign Affairs.