

## **Procedure for reporting suspected and confirmed cases of SARS-CoV-2 virus infection among the members of the CUT community**

### **I. Information**

1. It has been decided to establish one informational e-mail address for the whole university: [infocovid@pk.edu.pl](mailto:infocovid@pk.edu.pl) dedicated exclusively for submitting questions related to COVID-19 at CUT and one information line at CUT: 12-628-20-71.
2. The e-mail and telephone line referred to in point 1 will be operated by an employee of the CUT Chancellor's office from Monday to Friday, between 08:00 and 14:00, and at other times the phone will be operated by the reception employees.

### **II. Definitions**

1. **Close contact** – staying in direct proximity (face to face) with an infected person at the distance of less than 2 m for more than 15 minutes, direct physical contact with a person infected by the SARS-CoV-2 virus (e.g. by shaking hands), direct contact without protective equipment with body fluids of a person infected by SARS-CoV-2 (e.g. touching a used tissue, exposure to an infected person's cough), staying in the same room as a person with COVID-19 for at least 15 minutes (e.g. in work rooms, a conference room, halls and corridors, sanitary facilities).
2. **Isolation** – an order to remain in solitary confinement so as to prevent the spread of infection transmitted by direct and indirect contact. The mandatory isolation or isolation at home is required of persons who have tested positive for the SARS-CoV-2 virus infection or have fallen ill with COVID-19 caused by this virus, or are suspected of being infected or ill. The order of isolation or isolation at home is issued by a doctor.
3. **Quarantine** – is imposed by the poviatsanitary and epidemiological station on persons who have been exposed to the possibility of being infected with SARS-CoV-2 and lasts for 10 days. Members of the same household may also be ordered to quarantine or subjected to epidemiological supervision.
4. **Self-isolation** – a decision of the university community member to go into isolation at their place of residence, taken in consultation with their direct superior/dean/administration, as a result of this person displaying symptoms indicating COVID-19. Self-isolation lasts until the virus infection has been confirmed and the order of isolation has been obtained or some other condition has been diagnosed and a doctor's leave has been issued.

5. **Self-observation** - monitoring one's health in order to spot the appearance of symptoms indicating COVID-19.
6. **Symptoms indicating COVID-19** – fever, cough, shortness of breath, muscle aches, loss of smell and taste.
7. **The university community** – employees, students, doctoral students, participants of other forms of education offered at CUT, residents of the student housing complex.

### **III. Recommendations for the university community aimed to lower the risk of contracting a coronavirus infection**

1. It is recommended that members of the university community should:
  - 1) avoid contact with persons showing symptoms indicating COVID-19,
  - 2) take notice of the information that their relatives and friends have had contact with infected persons,
  - 3) avoid staying in crowded places,
  - 4) observe the sanitary regulations specified in the Rector's Ordinance on the rules of Cracow University of Technology functioning in the winter semester of the academic year 2020/2021, as amended, (i.e. keep the prescribed distance, disinfect hands, cover their mouths and noses and observe the rules of hygiene while coughing and sneezing),
  - 5) buy a mask immediately at retail points situated within the area of the CUT campus (appendix no. 3 to the Procedure) if they happen not to have one with them,
  - 6) strictly observe the provisions of the CUT document management instruction related to circulation of documents in the in-house process (see art. 4 points 3 and 4 of the CUT document management instruction introduced by Ordinance no. 82 of 2017, as amended),
  - 7) heads of units are obliged to make attendance lists for all meetings taking place at the university.
2. The premises of Cracow University of Technology should be thoroughly disinfected by cleaning companies, particularly the surfaces of doorknobs, elevator buttons and toilets.
3. Entrance doors to buildings and corridors should be open as much as possible in order to eliminate the need to touch doorknobs, and hand disinfecting lotion should be present in all buildings.
4. The maximum number of people using an elevator at the same time is 2 persons observing the rules of social distancing.
5. Receptionists should be equipped with non-contact thermometers.
6. Cloakrooms should remain closed until the end of the epidemic.

#### IV. Places of temporary isolation at the CUT premises (appendix no. 1 to the Procedure)

1. The following places of temporary isolation have been established at Cracow University of Technology:
  - 1) the campus at 24, Warszawska street:
    - the teaching and research building *Działownia*, room 1/5,
    - the building of the Faculty of Civil Engineering, room no. 07C
    - the building of the Faculty of Environmental and Power Engineering, room no. 20, ground floor,
    - the teaching and administration building *Houston*, room nr. H-14, ground floor,
  - 2) the campus at 37, Jana Pawła II Av. in Czyżyny:
    - room in building A (the former stationary shop – ground floor)
  - 3) the campus at 1, Podchorążych street:
    - room no. 19 on the ground floor
  - 4) the teaching and administration building, 1 Skarżyńskiego street:
    - Student Residence Hall no. 1, 3 Skarżyńskiego street, room no. 511
  - 5) The Student Housing Complex in Skarżyńskiego street:
    - Student Residence Hall no. 1, 3 Skarżyńskiego street, room no. 511,
    - Student Residence Hall no. 2, 5 Skarżyńskiego street, room no. 215,
    - Student Residence Hall no. 3, 7 Skarżyńskiego street, room no. 404a,
    - Student Residence Hall no. 4, 9 Skarżyńskiego street, room no. 115,
    - Student Residence Hall no. B-1, 19A Bydgoska street, room no. 003.
2. Information on places of temporary isolation (appendix 1 to the Procedure) will be displayed at visible places together with the phone numbers of the relevant reception serving a particular building.
3. Places of temporary isolation will be equipped with:
  - 1) a place to sit or lie down,
  - 2) personal protection equipment and a disinfectant,
  - 3) a thermometer,
  - 4) a telephone for contact (upon request),
  - 5) instruction with the commands to follow (appendix no 2 to the Procedure),
  - 6) drinking water and disposable cups,
  - 7) a rubbish bin.

**V. Rules of conduct for the university community members when they suspect they have been infected with the coronavirus (they experience symptoms indicating COVID-19) outside the premises of the university**

- 1) immediately go into self-isolation,
- 2) immediately contact a primary health care doctor for teleconsultation,
- 3) inform the following persons on the condition of their health and indicate the persons from the university with whom they had had close contact in the period of 3 days before the symptoms appeared:
  - a) employees – their immediate superior,
  - b) students, participants of doctoral study courses – the dean’s office,
  - c) doctoral students of the Doctoral School – the Doctoral School office,
  - d) students residing at the student housing complex – management of their student residence hall,
  - e) foreign students – the International Relations Office (tel. 12 628 25 22; e-mail: [dwm@pk.edu.pl](mailto:dwm@pk.edu.pl)), and students participating in the Erasmus Programme – tel. 12 628 25 04, e-mail: [erasmus@pk.edu.pl](mailto:erasmus@pk.edu.pl) – from Monday to Friday, between 08:00 and 15:00,
  - f) participants of other forms of education – the office of the unit running the other form of education;
- 4) follow the doctor’s recommendations, in particular regarding the test for coronavirus infection,
- 5) go into isolation in the extent specified by the doctor,
- 6) inform on an ongoing basis the immediate superior/dean’s office/other relevant office on the current status, as decided by the doctor (coronavirus infection or other condition resulting in a doctor’s leave).

***Rules of conduct in the situation when a member of the university community has tested positive for the coronavirus***

***The member of the university community who has tested positive should:***

- 1) immediately inform the same units and persons as in the situation when they experience symptoms indicating COVID-19 (*see point 3) above*),
- 2) submit a list of persons with whom they had close contact at the CUT premises in the period of 3 days before the test, stipulating – as far as possible – their e-mail addresses and contact telephone numbers,
- 3) go into isolation as prescribed by the primary health care doctor,
- 4) immediately upon learning of an infected member of the university community, heads of units / dean’s offices/ other relevant offices are obliged to contact the persons who have come into close contact with the infected person and send the information on the case of infection to the addresses: [rektor@pk.edu.pl](mailto:rektor@pk.edu.pl) and [kanclerz@pk.edu.pl](mailto:kanclerz@pk.edu.pl) alongside the information whether the sanitary and epidemiological station has been

notified, they are also obliged to notify the sanitary and epidemiological station at the address [student@pssekrakow.pl](mailto:student@pssekrakow.pl) and attach a list of persons with whom the infected person had close contact at the premises of the university.

***Rules of conduct upon learning that a member of the university community had close contact in the last 3 days with a person who has been confirmed to be infected, or a person with whom a member of the university community shares a common household had such contact***

1. If an employee has come into close contact with an infected person, or a person sharing a common household with the employee has come into such contact, the university employee is obliged to notify their immediate superior of this fact and jointly decide upon the further course of action.
2. If the close contact with an infected person took place within the period of the last 3 days, it is recommended that the employee should stay at home maximum up to 2 days (self-observation) and perform their professional duties in the form of distant work, as long as the conditions specified in the *Rector's Ordinance on the rules of functioning of Cracow University of Technology in the winter semester of the academic year 2020/21*, as amended, and the *Ordinance on the functioning of Cracow University of Technology following subjecting the city of Kraków to additional restrictions applicable to red zones* are fulfilled; otherwise the superior may decide to lay off the employee temporarily or grant them a holiday leave.
3. After 2 days of self-observation, the employee is obliged to submit a doctor's leave to the employer, request a holiday leave or return to work.
4. If a student, doctoral student or a participant of other forms of education has come into close contact with an infected person, or a person sharing a common household with them has come into such contact, they should immediately notify the relevant dean's or other office (foreign students and the Erasmus programme students as in **point 5**).
5. If the close contact with an infected person took place within the period of the last 3 days, it is recommended that the student, doctoral student or participant of other forms of education should stay at home maximum up to 2 days (self-observation).
6. If the sanitary and epidemiological station decides to quarantine a member of the university community, they should immediately notify their immediate superior/dean's office/other relevant office of this fact, foreign students should notify the International Relations Office at the e-mail address: [dwm@pk.edu.pl](mailto:dwm@pk.edu.pl), and students of the Erasmus Programme – [erasmus@pk.edu.pl](mailto:erasmus@pk.edu.pl).

**VI. Rules of conduct for the university community members when they suspect they have been infected with the coronavirus (they experience symptoms indicating COVID-19) within the premises of the university**

1. Employees of the university who start to experience flu-like symptoms while performing their professional duties, should immediately inform their direct superior and leave their workplace. If the condition of their health allows, they should go to their place of residence wearing a mask and gloves. If they are unable to go to their place of residence on their own, they should retreat to the relevant place of temporary isolation specified in *Chapter IV Places of temporary isolation* following a phone call to the reception to ask for opening the room prepared as a place of temporary isolation; the list of the phone numbers below:
  - 1) the campus at 24, Warszawska street; mobile phone 533 484 667, tel. (12) 628 22 89,
  - 2) the campus at 37, Jana Pawła II Av.; mobile phone 533 417 964, tel. (12) 628 32 99,
  - 3) the campus at 1, Podchorążych street; mobile phone 533 299 551, tel. (12) 628 25 80
  - 4) building at 1 Skarżyńskiego street; tel. (12) 628 32 95
  - 5) Student Residence Hall no. 1; tel. (12) 649 71 28
  - 6) Student Residence Hall no. 2; tel. (12) 649 57 70
  - 7) Student Residence Hall no. 3; tel. (12) 649 51 22
  - 8) Student Residence Hall no. 4; tel. (12) 649 65 69
  - 9) Student Residence Hall no. B-1, 19A Bydgoska street; mobile phone 518 762 740.
2. An employee who experiences symptoms indicating COVID-19 and has already retreated to the place of temporary isolation, shall contact a primary health care doctor and follow their recommendations. They are also obliged to contact their direct superior in order to pass on the following information (if it is impossible to contact the superior immediately, they should do so at the nearest possible time):
  - 1) their personal data (name and surname, address, status at CUT),
  - 2) their private telephone number,
  - 3) a list of persons they have come into close contact within the last 3 days,
  - 4) whether they have a vehicle and are able to leave the university premises or they will be transported by a family member,
  - 5) which rooms at the university they stayed in on the day when the suspected infection was reported.
3. If necessary, CUT shall transport the person to their place of residence, observing the sanitary rules.
4. If the health condition of the person deteriorates rapidly and they experience difficulty breathing, medical services shall be called to the place of temporary isolation.
5. The direct superior, who has received the information, shall:
  - 1) notify the persons with whom the person experiencing symptoms indicating COVID-19 has had close contact (and recommend self-observation)

- 2) send information on the incident and the person concerned to the addresses: [rektor@pk.edu.pl](mailto:rektor@pk.edu.pl) and [kanclerz@pk.edu.pl](mailto:kanclerz@pk.edu.pl).
6. Once the person exhibiting symptoms of COVID-19 has left the place of temporary isolation, the reception employee informs the cleaning services (equipped with personal protection gear) on the necessity to disinfect thoroughly this place and the halls and corridors used by the person with symptoms indicating COVID-19.
7. Upon return to their place of residence, the employee notifies their direct superiors of any new developments related to the situation and decisions of the primary health care doctor.
8. If the person tests positive for the coronavirus, provisions of Chapter V (section *Rules of conduct in the situation when a member of the university community has tested positive for the coronavirus*) shall apply.

***Rules of conduct for students, doctoral students and participants of other forms of education who start to experience symptoms indicating the coronavirus infection while in class***

1. If the symptoms indicating COVID-19 appear during class or before their commencement at the premises of the university, the student, doctoral student or participant of other forms of education is obliged to notify the person teaching the class of the fact of experiencing symptoms indicating COVID-19, and subsequently:
  - 1) go back to their place of residence, wearing a mask and gloves, if the health condition allows (the class teacher makes note of this fact and reports it to their direct superior),
  - 2) if the health condition prevents the person in question from travelling home on their own, the teacher directs them, having previously called the reception, to the nearest place of temporary isolation at the CUT premises referred to in this procedure (Chapter IV *Places of temporary isolation at CUT*).
2. Further action should be taken as presented in points 2- 6 *Rules of conduct for the university community members when they suspect they have been infected with the coronavirus (they experience symptoms indicating COVID-19) within the premises of the university*, but the student, doctoral student or participant of other forms of education shall inform the dean's office or other relevant office.
3. The teacher suspends/cancels continuation of the class in order to protect the remaining students, doctoral students or members of the group in which the incident has taken place.
4. Reception employees call the cleaning services (equipped with personal protection gear) to disinfect and air thoroughly the room where the incident took place and the halls and corridors used by the person with symptoms indicating COVID-19 (the room shall be excluded from use for 2 hours).

5. Upon learning that the student/doctoral student/participant of other forms of education who took part in class together with a group of people has tested positive, the dean shall inform the sanitary and epidemiological station and decide on how the group in question should continue their education.

**VII. Rules of conduct applicable when a resident of the Student Housing Complex starts to experience symptoms indicating COVID-19 or when an infection has been confirmed among the SHC residents**

1. A resident of the CUT Student Housing Complex who experiences symptoms suggesting SARS-CoV-19 coronavirus infection, must immediately contact a primary health care doctor and the management of their student residence hall within their working hours or a reception employee (telephone numbers are to be found in Chapter VI. *Rules of conduct for the university community members when they suspect they have been infected with the coronavirus (they experience symptoms indicating COVID-19) within the premises of the university*).
2. The list of contact data to the managers of student residence halls:  
Manager of SRH 1, tel. 12 648 25 91, e-mail: [mgerula@pk.edu.pl](mailto:mgerula@pk.edu.pl),  
Manager of SRH 2, tel. 12 648 26 72, e-mail: [magdalena.czyz@pk.edu.pl](mailto:magdalena.czyz@pk.edu.pl),  
Manager of SRH 3, tel. 12 648 25 54, e-mail: [zsleczek@pk.edu.pl](mailto:zsleczek@pk.edu.pl),  
Assistant manager of SRH 4, tel. 12 647 08 13, e-mail: [gklimek@pk.edu.pl](mailto:gklimek@pk.edu.pl),  
Manager of SRH B-1, tel. 12 363 40 01, e-mail: [mjarek@pk.edu.pl](mailto:mjarek@pk.edu.pl)
3. If a resident of the student housing complex has not signed up to any primary health care doctor's practice, they should first make telephone contact with the nearest hospital infectious disease ward or sanitary and epidemiological station in order to obtain further information; if this course of action brings no results, they should organize transport for themselves, observing the sanitary regulations, to take them to the nearest infectious disease ward.
4. The management of the student residence hall should immediately isolate such person at the nearest place of temporary isolation indicated in Chapter IV *Places of temporary isolation at the CUT premises*.
5. The isolation should take place within the working hours of the student residence hall management, and if the situation arises outside the working hours of the complex management, the place of temporary isolation shall be opened by an employee of the reception (equipped with the personal protection gear).
6. The resident in isolation should follow the recommendations of the primary health care doctor and call the student residence hall management within their working hours or the student residence hall reception outside the management's working hours for an interview.
7. They may leave the place of temporary isolation, taking all the necessary precautions, to get tested for the coronavirus,



8. If they obtain information that they have tested positive for the SARS-CoV-2 coronavirus, and must therefore be hospitalized or quarantined, the resident of the CUT Student Housing Complex should immediately notify the student residence hall management of this fact.
9. The student residence hall management immediately notify the CUT Student Housing Complex manager and the infected person's roommates of this fact and report this incident to the sanitary and epidemiological station together with a list of persons who have come into close contact with the infected person to [student@pssekrakow.pl](mailto:student@pssekrakow.pl).
10. The Student Housing Complex manager informs their direct superiors and sends information to the following addresses: [rektor@pk.edu.pl](mailto:rektor@pk.edu.pl) and [kanclerz@pk.edu.pl](mailto:kanclerz@pk.edu.pl) stipulating whether the incident has been reported to the sanitary and epidemiological station.
11. The person who has tested positive or has been quarantined shall be transferred to the indicated places in SRH B-1 and SRH 3, taking all the necessary safety precautions, or remains in isolation in the room they were transferred to right after they started to experience the symptoms (the decision is to be taken by the manager of the student residence hall).
12. The decision to transfer the infected person's roommates is to be taken by the manager of the student residence hall, in compliance with the guidelines of the sanitary and epidemiological station.
13. Infected persons staying at places of isolation shall remain in mail and telephone contact with the student residence hall management within their working hours.
14. If quarantine has to be introduced or a case of the coronavirus infection has been confirmed on the premises of one of the student residence halls, the management of the SRH may, if necessary, hire external companies to ensure that the infected or quarantined persons have been provided with adequate living conditions.
15. A resident of a student residence hall in quarantine or staying at a place of isolation for infected persons or a place of temporary isolation is responsible for the provision of catering for themselves as well as the personal hygiene products (it is recommended to order meals or groceries with delivery) and bears the cost thereof.
16. A resident in quarantine or staying at a place of temporary isolation indicates a person from any CUT Student Residence Hall (not in quarantine or infected) responsible for carrying the food (groceries and meals) from the reception and leaving them at the room door of the said resident or at the door on the floor (SRH 3). It is permitted for the courier to enter the premises of the student residence hall and leave the meal at the indicated door, yet they must be informed that they make the delivery for persons remaining in isolation due to the coronavirus infection or suspected infection. Where no such person may be indicated, the meal should be carried to the door by an employee of the reception.
17. All cases not settled in this procedure shall be regulated by the ordinance of the CUT rector on the Safety regulations applicable to all residents of the CUT Student Housing Complex due to the current epidemic.

## **VIII. Absences from work/classes due to the coronavirus infection or suspected infection**

### **EMPLOYEES**

1. An employee subjected to isolation is considered incapable of work (with a diagnosed SARS-CoV-2 virus infection or COVID-19 condition) and obliged to notify the employer immediately of this fact. For the duration of isolation, the employee is entitled to the same pay as for the duration of illness. The duration of isolation (at home or at a place of isolation as well as a stay at hospital) shall be documented by the decision of a sanitary and epidemiological station or by a doctor's leave.
2. An employee subjected to quarantine is obliged to notify their employer immediately of this fact. The decision of a sanitary and epidemiological station stating the necessity of a quarantine is the grounds for applying for sick pay.
3. The head of an organizational unit may, with the consent of their superior, order an employee quarantined by the decision of the relevant sanitary and epidemiological station, with their consent, to work in the distant mode, but only on condition that performing the professional duties in the distant mode does not violate the rules of the quarantine. The quarantine decision, alongside the written order to work in the distant mode with the employee's consent, shall be submitted to the Human Resources and Social Benefits Department.
4. The decision to self-isolate shall always be taken in consultation with the direct superior. The employee in self-isolation may not be ordered to work in the distant mode. Within 3 days of the decision to self-isolate, the employee must obtain teleconsultation from a primary health care doctor or, if this is difficult, the teleconsultation should be obtained from "the night and holiday health care" within its working hours. The direct superior should be immediately notified of how the absence will be excused, i.e. by a doctor's leave (issued by a doctor in compliance with the applicable provisions) or a holiday leave, or notified of the isolation or home isolation ordered by a doctor.

### **STUDENTS, DOCTORAL STUDENTS, PARTICIPANTS OF OTHER FORMS OF EDUCATION**

1. Excusing absence from class of a student or doctoral student who has decided to self-isolate in consultation with the relevant dean's office or other relevant office remains at the discretion of the dean of the faculty. A student, doctoral student or participant of other forms of education should send an e-mail with a justification of their self-isolation to the relevant dean's office.
2. A student, doctoral student and participant of other forms of education quarantined by a sanitary and epidemiological station or subjected to isolation by a doctor shall have their absence from class excused. The decision of the sanitary and

epidemiological station should be sent by e-mail to the relevant dean's office or other relevant office.