

Szczecin, dated: 17.09.2021

**Notice No 7/2021**  
**of the Vice-Rector for Education, University of Szczecin**  
**Guidelines on the rules of conducting classes in the academic year 2021/2022 in**  
**connection with counteracting the spread of SARS-CoV-2 virus among the**  
**academic community of the University of Szczecin**

Pursuant to § 1 point 2 and § 2 point 2 of the Decision No. 193/2021 of the Rector of the University of Szczecin of 17 September 2021 on the determination of the method of conducting classes and other forms of activity in the academic year 2021/2022, it is decided as follows:

Classes in the academic year 2021/2022 will be conducted according to the following rules:

I. Organizational guidelines for conducting classes :

1. Before starting the classes, a student, a doctoral student, a postgraduate student, a course participant is obliged to fill in "Epidemiological survey of a student, a doctoral student, a postgraduate student, a course participant of the University of Szczecin", the sample form of which is appendix to the Decision No. 193/2021 of the Rector of the University of Szczecin of 17 September 2021 concerning the method of conducting classes and other forms of activity in the academic year 2021/2022, and to follow its guidelines. A student, a doctoral student, a participant of post-graduate studies or a course participant are obliged to show a course instructor, before entering the classes, the results of a completed survey on their mobile device (mobile phone, tablet, notebook, etc.) indicating that they are able to participate in the classes. In justified situations, the survey may be completed in paper form and presented to the course instructor.
2. Failure to complete the survey will result in ineligibility to participate in the classes
3. Only a person without symptoms suggestive of COVID-19 infection may attend the class.
4. Classes will be conducted with a 75% room limit under strict sanitation regime. People vaccinated against COVID-19 will not be counted in the limitation.
5. A course instructor is responsible for controlling the ability of the students' participation in classes and for following the guidelines concerning the number of students in a room, as outlined in point 4 and maintaining sanitary safety rules.
6. In the room where classes are held, there should be no outsiders other than: students, doctoral students, postgraduate students, course participants and employees of the University of Szczecin hereinafter referred to as "class participants".
7. It must be ensured that classes are organised in such a way as to allow distance between persons on the premises of the University of Szczecin, especially in common areas, and to limit the accumulation of class participants. While waiting for the commencement of classes, participants should keep a distance of at least 1.5 m from each other and cover their mouth and nose with a mask. The obligation of covering the mouth and nose applies throughout the facility where classes are held. Class participants or persons performing other teaching tasks are required to wear masks both in common spaces of buildings and in lecture rooms. An

academic teacher or other persons supporting the conducting of classes may carry out classes without a mask, observing the principles of sanitary safety.

8. Before entering the room where the classes are held, participants should wash their hands thoroughly with soap and water, disinfect their hands or put on gloves.

9. Class participants are obliged to get acquainted with basic information concerning possible ways of preventing COVID-19 infection, they should be provided with phone numbers of sanitary-epidemiological station, nearest infectious diseases ward, medical services or NFZ helpline.

10. Each person shall use, to the extent possible, their own utensils/objects necessary for the efficient and effective delivery of learning activities. It is necessary to disinfect items used in common if they are not disposable materials.

11. Reduce direct contact between people as much as possible (e.g. during meetings and breaks) and where this is not possible keep a safe distance of at least 1.5 metres.

12. Rooms of instruction should be aired regularly.

13. Clustering of participants before, during, and after class should be avoided.

14. Information on chemical composition of products used for hand and room disinfection should be placed in a visible place, especially next to hand disinfectant containers. A student has the right to use his/her own disinfectants, if he/she is allergic to the ingredients of the products provided by the University of Szczecin.

15. In the case of activities that require participants to be in direct contact with another person, all activities must be carried out using personal protective equipment.

16. During the classes, an instructor remains in the room where the classes take place, ensuring that the rules of epidemiological safety are observed by class participants.

17. The rules of conducting classes may be subject to change in case of limitation of stationary education due to epidemic reasons. The guidelines given by the Chief Sanitary Inspector and the relevant Ministry should be followed on an ongoing basis.

## II. Classroom arrangements when a class participant is found to be infected with COVID-19:

1. In the case of COVID-19 infection found in a student who participated in classes or other forms of activity in the mode of direct contact, classes for the entire group (practical exercise, tutorials, laboratory, seminar, lecture, foreign language courses) conducted so far in the mode of direct contact are suspended and switched to a remote form (using methods and techniques of distance learning). The duration of classes in the remote form is determined by the dean, the director of the University of Szczecin Doctoral School, the head of the supporting organizational unit, each in his/her scope and is subject to the decision of the Poviats Sanitary Inspector. Switching to remote education conducted using distance education methods and techniques shall not divide class participants into vaccinated and unvaccinated persons.

2. The Dean of the Faculty, the director of the University of Szczecin Doctoral School, the heads of the supporting organizational units, Academic Language Centre, University Education Center, Centre for Physical Education and Sports are responsible for the proper organization of classes in case of COVID-19 infection in a student.

3. If COVID-19 infection is found in a student, the Dean of the Faculty or the Director of the University of Szczecin Doctoral School or the heads of the supporting organizational units, as

appropriate: Academic Language Centre, University Education Center, Centre for Physical Education and Sports shall take into account the guidelines of the Poviast Sanitary Inspector who shall conduct an epidemiological investigation.

4. Classes conducted remotely (using distance learning methods and techniques) are conducted via the MS Teams platform; in particularly justified cases, given the effectiveness of education, other tools may be used with the permission of the dean of the faculty.

5. When classes are conducted remotely (using distance learning methods and techniques), they should be conducted in accordance with the accepted programme of study (course plan) for the semester; only in justified cases, in agreement with the students or doctoral students or participants in post-graduate studies or course participants and after obtaining the consent of the appropriate Dean or, as appropriate, the Director of the University of Szczecin Doctoral School a classes instructor may set another date for classes.

6. In the situation of switching to distance learning (using distance learning methods and techniques), consultations should take place on the MS Teams platform at a time previously agreed with the Dean or Director of the Doctoral School and communicated by the academic teacher to the relevant course participants and the authorities of the appropriate organizational unit: Academic Language Centre, University Education Center, Centre for Physical Education and Sports.

7. In the case of distance learning (using distance learning methods and techniques), an academic teacher is obliged to share the team code created for the purposes of conducting classes and consultations on the MS Teams platform with: the Dean of the Faculty and the Director of the Doctoral School of the USz, the Director of the Institute or persons authorised by them who co-organise the process of education in a given field of study, doctoral studies, Doctoral School, postgraduate studies or course participants; the team code will be displayed in the weekly timetable of classes (schedule of classes) and in the schedule of consultations.

8. In a situation where a given course group completes its education remotely during a credit tests and examination session, credit test and examinations shall also be carried out remotely for that group.

### III. Management of suspected COVID-19 infection in a student

1. If a class participant begins to exhibit alarming symptoms of COVID-19 infection during classes, an instructor should:

- a) immediately remove and isolate such a student in a separate room prepared for this purpose;
- b) notify his/her immediate superior, the Head of the Occupational Health and Safety and Environmental Protection Department or a person designated by him/her of the situation;
- c) establish a list of persons in the rooms or common areas of the facility where the person was present at the time in order to minimize the possible spread of the virus;
- d) obtain information from the isolated person about the means of transportation he/she used to get to classes or to work, and if the person's health condition does not require medical attention, the necessity of returning home by personal transportation should be indicated;
- e) notify the family of the isolated person, if possible, and if no transportation is available, inform them of the need to pick him/her up by individual transportation;

- f) offer assistance in obtaining medical assistance while respecting the principles of privacy.
2. In case of deteriorating health of a person, one should immediately call an ambulance in order to transport the ill person to the nearest infectious diseases ward, and immediately inform the appropriate Poviast Sanitary and Epidemiological Station about the existing situation.
  3. The rooms where the sick person stayed should be disinfected (including all touch surfaces, e.g.: handles, handrails, grips) in accordance with the recommendations in force at the University of Szczecin.