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## **OHS (Occupational Safety and Health) procedure for restrictions and compliance with safety rules to counter the risk of spread of the SARS-CoV-2 virus in force on the premises of the Maritime University of Szczecin**

### **GENERAL INFORMATION**

In order to limit the spread of the SARS-CoV-2 virus and to ensure safety, the following should be observed until further notice:

1. Each person should have their temperature measured before they enter the premises of the University.
2. Provide hand disinfectants with appropriate information (at least bilingual) in public areas; building entrances, lobbies, corridors, teaching rooms, etc.
3. Limit the possibility of congestion at the entrance when lecture halls and other teaching rooms are being entered (rooms should be opened earlier).
4. Place information at the entrance doors and, as far as technically possible, make information available through the university's internal communication tools (at least bilingual) about the maximum number of people allowed in a room.
5. Clearly mark the chairs that cannot be taken. The distance between the seated persons should be in accordance with the law.
6. If it is not possible to keep the distance, separate the positions by means of a partition/blank.
7. Vent the rooms regularly, after each group leaves. There should be a break in between classes according to the schedule for a safe exchange of people and ventilation of the room.
8. Leave the door to the classrooms or rooms open if possible. If the door cannot be left opened for safety reasons, the handles/ handlebars and surfaces must be regularly disinfected.
9. Completely disinfect: tables, worktops, handrails, handles, light switches, keyboards and computer equipment, chairs and toilets.
10. Outerwear should be left in the cloakroom if it is strictly forbidden in a given room.
11. The lecturer is obliged to acquaint the class participants with the rules of the sanitary regime in force at the University. This fact should be recorded in the Learning Result Register/class register.
12. An inventory of the premises used should be provided by the faculties/training centers to the facility administrators before the education and training process begins. Any changes shall be immediately notified to the facility manager in order to correctly designate the premises for cleaning and disinfection after the day's activities.
13. The list of isolation units shall be updated and made available to the public by the Vice-Rector for Education.

### **SPECIAL PROVISIONS**

1. The education and training process can only be undertaken by a person without symptoms suggestive of a contagious disease.
2. Persons who are sick, are at home with a person in quarantine, or are themselves under quarantine or isolation at home are prohibited from participating in education and training.
3. In a room, simulator, laboratory room, lecture hall, where teaching and compensatory classes, examinations, credit examinations, consultations, diploma examinations are held, there should be persons participating in the education process.

4. Each person should use, as far as possible, their own tools/items necessary for the efficient and effective implementation of education and training. In the case of items used together by more than one person, if they are not disposable materials, it is necessary to disinfect the items or use disposable gloves.
5. The maximum number of people that may be present in a room during classes is indicated in the (bilingual) information at the door. Before starting the class, the lecturer is obliged to count the number of people in the room and verify with the allowed number of people.
6. The lecturer is obliged to note the attendance of participants at all classes conducted in the on-site in-person form.
7. It is recommended to limit personal belongings brought in to a minimum.
8. During the break in classes, it is allowed to go out and stay outside the building while maintaining the social distance, as defined by law.
9. It is permitted to bring a drink/water, food that can only be consumed during the interval between classes.

#### **PRINCIPLES OF PERSONAL PROTECTION**

1. There is absolute obligation to disinfect hands after entering the building, before entering a classroom / simulator (alcohol-based agent, min. 70%) in accordance with the instructions provided for proper hand disinfection.
2. Instructions for proper hand washing and disinfection are placed in hygienic and sanitary facilities.
3. Every person on the premises covers their mouth and nose with a small mask, mask or visor.
4. In designated classrooms it is obligatory to wear personal protection in the form of a disposable suit.
5. If it is not possible to each time disinfect or use any other form of protection for the teaching aids used in the education and training process, it is obligatory to use disposable rubber gloves.

#### **PROCEDURE IN CASE OF SUSPICION OF INFECTION IN A PERSON STAYING AT A UNIVERSITY FACILITY**

1. If a person develops symptoms suggestive of SARS-CoV-2 infection, they must be isolated immediately in a designated isolation unit and reported to the emergency services.
2. The area in which the person has stayed must be thoroughly cleaned and disinfected in accordance with the procedures in force.
3. It is recommended to establish a list of persons staying at the same time in the part(s) of the facility where the person suspected of infection was staying, which will be helpful in conducting the epidemiological investigation by the State Sanitary Inspectorate.

The supervision and control of the implementation of this procedure is entrusted to the heads of the divisions according to the powers granted.

The Chairman of the Task Force for monitoring the operation of the university during a period of epidemic risk and the development of business continuity plans for the institution  
– Vice Rector for Education  
of the Maritime University of Szczecin

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