

Procedures in case students, PhD students, employees staying at the premises of the Faculty of Automotive and Construction Machinery Engineering are suspected of being infected with coronavirus

In case of occurrence of symptoms in one of the employees, PhD students, students:

- cough,
- fever,
- fatigue,
- difficulty breathing (in severe cases);

there is suspicion of coronavirus (COVID-19) infection, it is necessary to immediately perform the following actions:

1. An infected person (suspected of being infected with coronavirus) is to be immediately isolated from other people, limiting contact, and to be moved to room 3.5 on the third floor.
2. Employees, PhD students, students are to be informed about the threat (it is indeed a real threat to the life and health of employees, PhD students, students).
3. A person with a suspected coronavirus infection should notify the nearest Sanitary and Epidemiological Station (Sanepid), or consult their GP (by phone), the precautions for further actions and possibilities of organizing a safe work environment shall be obtained.
4. Examples of organizing work after an employee, a PhD student, a student is suspected of being infected with coronavirus:
 - stopping work until obtaining guidelines from Sanepid;
 - disinfecting the work station of an infected person, including the tools used (preferably the entire department)
 - ordering remote work (telework, home office) for all employees, who can work in this manner and had contact with an infected person;
 - resume work after obtaining an appropriate information issued by Sanepid.
5. Notify employees about actions undertaken pertaining to the situation.



6. Sanepid may decide that a healthy person, who has had contact with an infected person, is to undergo a quarantine for 14 days. The decision of undergoing a quarantine shall determine its length and place, and is an administrative decision. An employee is obliged to immediately notify the employer about the content of the decision, as it prevents an employee from being present at work.

DZIEKAN
Wydziału Samochodów i Maszyn Rolniczych

prof. dr hab. inż. Stanisław Szewski

2020 MAJ. 2-9



**Rules of using room 3.12 designated for diploma exams,
binding from 1 June 2020, implemented in relation to Regulation No. 33/2020 of
the WUT Rector of 26 May 2020**

1. The room may be entered only by a healthy person, without symptoms suggesting an infectious disease. It may not be entered by students, teachers or other employees, who are ill or stay in the house with a person undergoing quarantine or home isolation, or are in quarantine or home isolation themselves.
2. One may not bring any unnecessary objects into the room.
3. It is advised to use mobile phone only in a situation of threat.
4. The room is opened in accordance with the scheduled exams/meetings/classes by a member of Student Office staff or Dean's Office.
5. People waiting to enter room 3.12 gather in room 3.6, abiding by the rules of using room 3.6.
6. In room 3.6 there are plastic bags, where personal belongings not used during the meeting may be stowed, and may be taken to room 3.12.
7. In the room there may be a maximum of seven people at the same time.
8. Everyone entering the room is obliged to disinfect their hands with a disinfectant available by the entrance.
9. Everyone entering the room is to wear a face mask and disposable gloves – available by the entrance to the room.
10. Everyone, if possible, uses their own supplies/devices necessary to efficiently and effectively conduct classes. It is necessary to disinfect objects which are commonly used, unless they are disposable. It is forbidden to lend objects to other people in the room.
11. It is forbidden to use air conditioning in room 3.12.
12. People in the room are to take available seats.
13. In the room it is forbidden to unlock, slide, or move in any way the furniture, especially chairs and armchairs.
14. One may be present in the room for up to 60 min.
15. The break between one group leaves and another enters the room must be at least 15 min.
16. During the break the room shall be ventilated and tables, chairs and devices used by participants of the meeting (microphones, keyboards, OHP remote control) shall be disinfected.
17. In case of deterioration of health condition of people staying in the room, a member of Student Office staff on call must be notified immediately by phone at: 22 234 8181.
18. In case of a suspected infection of a person staying in the building of WUT Faculty of Automotive and Construction Machinery Engineering, until sanitary-epidemiological services take appropriate actions, room 3.5 is



designated as an isolation room, in which one must abide by the rules of using room 3.5.

19. A person leaving the room may dispose of the face mask and glove into a container by the exit of the room.

DZIEKAN
Wydziału Samochodów i Maszyn Rolniczych

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2020 MAJ. 29

**Rules of using room 3.5 designated for isolating an infected person,
binding from 1 June 2020, implemented in relation to Regulation No. 33/2020 of
the WUT Rector of 26 May 2020**

1. The room may be entered only by a person with symptoms suggesting an infectious disease, and by medical and epidemiological-sanitary services.
2. It is advised to use mobile phone only in a situation of threat.
3. The room is open from 7 a.m. to 8 p.m.
4. In the room there may be four people at the same time.
5. Everyone entering the room is obliged to disinfect their hands with a disinfectant available by the entrance.
6. Everyone entering the room is to wear a face mask and disposable gloves - available by the entrance to the room.
7. People in the room are to take available seats.
8. In the room it is forbidden to unlock, slide, or move in any way the furniture, especially chairs and armchairs.
9. One may be present in the room until the arrival of medical and/or epidemiological-sanitary services, or until obtaining further guidelines from the services.
10. The break between one group leaves and another enters the room must be at least 30 min.
11. During the break the room shall be ventilated and tables, chairs, door handles shall be disinfected.
12. Sanepid may decide on other manners of disinfecting room 3.5 after an infected person leaves it.

DZIEKAN
Wydziału Samochodowni i Maszyn Roboczych

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2020 MAJ. 29

Rules of using room 3.6 designated as a waiting room for students before diploma exams,

binding from 1 June 2020, implemented in relation to Regulation No. 33/2020 of the WUT Rector of 26 May 2020

1. The room may be entered only by a healthy person, without symptoms suggesting an infectious disease. It may not be entered by students, teachers or other employees, who are ill or stay in the house with a person undergoing quarantine or home isolation, or are in quarantine or home isolation themselves.
2. In the room there are plastic bags where personal belongings not used during the exam and outerwear must be stowed.
3. It is advised to use mobile phone only in a situation of threat.
4. The room is open from 7 a.m. to 8 p.m.
5. In the room there may be a maximum of five people at the same time.
6. Everyone entering the room is obliged to disinfect their hands with a disinfectant available by the entrance.
7. Everyone entering the room is to wear a face mask and disposable gloves – available by the entrance to the room.
8. People in the room are to take available seats.
9. In the room it is forbidden to unlock, slide, or move in any way the furniture, especially chairs and armchairs.
10. One may be present in the room for up to 60 min.
11. The break between one group leaves and another enters the room must be at least 30 min.
12. During the break the room shall be ventilated and tables, chairs shall be disinfected.
13. In case of deterioration of health condition of people staying in the room, a member of Student Office staff on call must be notified immediately by phone at: 22 234 8181.
14. In case of a suspected infection of a person staying in the building of WUT Faculty of Automotive and Construction Machinery Engineering, until sanitary-epidemiological services take appropriate actions, room 3.5 is designated as an isolation room, in which one must abide by the rules of using room 3.5.
15. A person leaving the room may dispose of the face mask and glove into a container by the exit of the room.

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2020 MAJ. 29