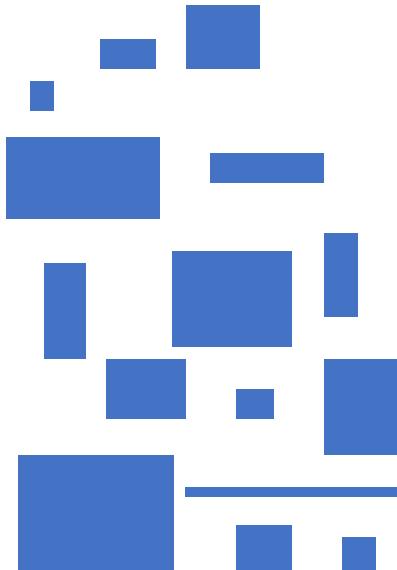


GUIDE TO SANITARY AND SAFETY MEASURES IN *THE TECHNICAL UNIVERSITY OF CIVIL ENGINEERING BUCHAREST*

September 2020



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CONTEXT – WHAT IS COVID 19?

1.1 ORIGIN OF THE VIRUS

The virus identified in January 2020 in China is a new coronavirus called SARS-CoV-2. The disease caused by this virus was named COVID-19 by the World Health Organization – WHO. As of March 11, 2020, WHO called the global situation caused by COVID-19 a pandemic, i.e., a global epidemic.

Coronaviruses are a family of viruses that cause diseases ranging from a simple cold to more severe conditions, such as respiratory distress. COVID-19 is a dangerous virus because:

- it is highly contagious: each infected person will infect at least 3 people in the absence of protection measures;
- a person who is infected but does not yet have symptoms can infect others.

1.2 SYMPTOMS

COVID-19 can manifest by:

- fever or feeling feverish (chills, hot-cold);
- cough;
- headache, body aches, unusual fatigue;
- sudden loss of smell (without nasal obstruction), complete loss of taste or diarrhea;
- in more severe forms: difficulty in breathing that can lead to hospitalization in intensive care or even death.

1.3 TRANSMISSION

The disease spreads through what is generally called droplets: these are invisible secretions that are projected during conversation, by sneezing or coughing.

Contact with a sick person is the main way of transmitting the disease: when you live with a sick person, when you come into direct contact within one meter during a conversation, a cough or a sneeze without protective measures.

Contact with unwashed hands or surfaces contaminated with droplets also exposes you to the risk of contamination.

The disease is transmitted by:

- spreading droplets contaminated by a carrier: *by coughing, sneezing or in case of contact, in the absence of protective measures (physical distancing, barrier measures, wearing a mask)*. Contaminated droplets are inhaled by the healthy person and trigger the disease;
- by direct physical contact (*handshake, hug ...*) between a carrier and a healthy person. The virus is then transmitted to the healthy person when they touch their mouth with their hands;
- by indirect contact, through objects or surfaces contaminated by a carrier. The virus is then transmitted to a healthy person when they manipulate these objects, when they touch their mouth with their hands;

- scientists have alerted WHO about the possibility of aerosol contamination, i.e., by the presence of the virus in the air, mainly in a closed space.

The best protection: *barrier measures, physical distancing measures and regular room ventilation.*

1.4 DETECTION

Virological tests (P.C.R.) are performed in screening centers and aim to break the chain of viral transmission by detecting infected people.

You can get a screening test, at your request and without a prescription, or without even showing symptoms.

If you have been identified as a case of contact, you will be contacted by health insurance services who will ask you to stay isolated at home for 14 days and tell you when to take the test (immediately if you live in the same household as the infected person, or by respecting a period of 7 days from the last contact with this person, if you do not live with them).

GENERAL PRINCIPLES – GUIDE

2.1 PRESENTATION OF THE GUIDE

This Guide is based on ORDER no. 5,487/1,494/2020, published in the The Official Journal of Romania, Part I, No. 804 of September 1, 2020, issued by the Ministry of Education and Research and the Ministry of Health.

The guide is intended for all relevant departments of the UTCB Rectorate, the Dean's offices of the faculties, the services within the General Administrative Directorate as well as all the employees who actively participate in the organization of activities within the university.

The guide is based on 4 main principles:

- Maintaining physical distancing
- Protective gestures
- Cleaning and disinfection of the spaces
- Information and communication

2.2 SOCIAL DISTANCING



To keep a safe distance from the disease, maintain a 1-meter distance from other people!

2.3 PROTECTIVE GESTURES – HEALTH SECURITY IS A PRIORITY AT THE BEGINNING OF THE ACADEMIC YEAR

The protective actions presented in this guide must be applied in the university by both students/candidates, teaching staff, auxiliary and non-teaching staff and visitors. These are the most effective individual preventive measures against the spread of the virus..



Mask for Everyone!

It is mandatory for all students/trainees and the entire UTCB staff to wear a protective mask in the classrooms where teaching activities take place these activities require the physical presence of students/trainees in UTCB, in the secretariat of the department/Dean's office/Rectorate/other functional compartments, when moving around in the university and during breaks between teaching activities (when they are held indoors). When the distance of at least 1 meter between students or trainees is **not** ensured, it is mandatory for all students/trainees to wear a protective mask during breaks in the open air, as well as in crowded spaces.

Switching the face mask with other individuals is prohibited!

To put it on your face:

- hold the mask by the ear loops;
- adjust the mask to cover the nose, mouth and chin.

To remove it from your face:

- detach the ear loops to remove the mask from your face.

You need to change the mask:

- if you wore it for more than 4 hours,
- when you want to eat or drink,
- if the mask gets wet,
- if the mask is damaged.

Avoid touching or moving it.

Do not put the mask in your pocket or bag after wearing it.

Never put it in waiting position on your forehead or chin.

Be careful, if you are sick, the mask is not suitable. Consult your family doctor.

How do you maintain your mask?

Wash the mask with detergent for at least 30 minutes at a temperature of at least 60° Celsius.

Use a clothes dryer or hair dryer to dry your mask or air dry it on a disinfected surface.

Warning: this mask does not replace protective gestures!

Hand washing



Hand washing is essential. It will be done with soap and water for at least 30 seconds, followed by thorough drying, if possible, with a disposable paper towel or otherwise outdoors.

Towels for collective use are prohibited. The use of a disinfectant solution may also be considered.

All students/trainees, teachers and other staff must wash/disinfect their hands:

- immediately after entering the university and before entering the room where teaching activities take place, and for these activities the physical presence of the students/trainees in the educational institution is required;
- before and after meals;
- before and after using the toilet;
- after coughing or sneezing;
- whenever necessary.

Manual exchange of pens, documents, various tools, etc. must be avoided or accompanied by disinfection procedures after each use.

Ventilation of rooms and other spaces

The spaces are ventilated for at least 10 minutes every time. The lecture halls/seminar rooms and other rooms occupied during the day will be ventilated:

- in the morning, before the arrival of the candidates – at least 30 minutes,
- during each break,
- at lunch,
- and in the evening when the place is cleaned.

MEASURES FOR ORGANIZING THE BEGINNING OF THE ACADEMIC YEAR

3.1 ENSURING THE COORDINATION OF PREVENTION ACTIVITIES AGAINST THE SARS-COV-2 INFECTION

The University has the obligation to take measures for the prevention and control of diseases caused by SARS-CoV-2 virus in order to organize the activity, as follows:

- a) ensuring the implementation of preventive activities against the infection with SARS-CoV-2;
- b) organizing the spaces to ensure physical distancing;
- c) organizing the access to the university;
- d) organizing the educational program;
- e) ensuring the hygienic-sanitary measures at individual level;
- f) ensuring the hygienic-sanitary measures in the institution;
- g) staff training, permanent communication of student information on the measures taken to prevent the SARS-CoV-2 infection;
- h) ensuring measures for students, teaching staff and other university staff in age groups at risk and/or with chronic diseases and/or disabilities.

Isolation rooms are required in student dormitories: *if a student or a member of their family presents fever or other symptoms that raise suspicion of COVID-19 (cough, difficult breathing, loss of taste and smell), the student must stay in home isolation or in the dormitory's isolation room.*

The university management appoints a person in charge – Vice-Rector, Assoc. Prof. Engineer Mirela-Mădălina STOIAN, Ph.D., who will coordinate the activities for preventing SARS-CoV-2 infection in the institution.

The Vice-Rector will be in contact with the medical staff, with representatives of the public health directorates, of the local public authorities and of the CJSU and CMBSU respectively. At the level of each faculty, a person responsible for coordinating the activities against SARS-CoV-2 infection will also be designated, as follows:

- Faculty of Civil, Industrial and Agricultural Buildings – Vice-Dean, Assoc. Prof. Eng. Cătălin BUDAN, Ph.D.
- Faculty of Building Services Engineering – Vice-Dean, Lect. Eng. Ion SOTA, Ph.D.
- Faculty of Hydrotechnics & Colentina laboratory – Dean, Assoc. Prof. Eng. Alexandru DIMACHE, Ph.D.
- Faculty of Railways, Roads and Bridges – Vice-Dean, Lect. Eng. Corina CHIOTAN, Ph.D.
- Faculty of Godesy – Vice-Dean, Assoc. Prof. Eng. Aurel NEGRILĂ, Ph.D.
- Faculty of Technological Equipment – Assist. Eng. Cristina SESCU, Ph.D.
- Faculty of Engineering in Foreign Languages – Vice-Dean, Lect. Eng. Ruxandra ERBAŞU, Ph.D.
- The Doctoral School – Director of the Doctoral School, Assoc. Prof. Eng. Ilinca NĂSTASE, Ph.D.
- Administration & DPPD facilities – in charge of occupational health and safety, Eng. Elena Herman
- Student dormitories – Dormitory Administrator
- Gymnasium – Administrator

3.2 SCENARIOS APPLICABLE ACCORDING TO THE GENERAL EPIDEMIOLOGICAL SITUATION, which can be implemented by the university:

Scenario no. 1	Physical attendance in the university of all students/trainees to all teaching activities, according to the schedule, in compliance with and application of all the protection rules
Scenario no. 2	Online courses, partially online seminars, practical training, project assignments, laboratories and projects which require the physical presence, in compliance with all the protection rules
Scenario no. 3	Participation of all students/trainees in online teaching activities

Choosing the functioning scenario for the beginning of the academic year:

- The University informs the Ministry of Education and Research about the date on which the academic year begins.
- **One week before the beginning of the academic year, the County Public Health Directorate/the Public Health Directorate of Bucharest (DSP) informs the management of the higher education institutions** about the epidemiological situation in each locality where a higher education institution operates.
- Based on the university autonomy, assuming public responsibility and observing the quality of the teaching activity, one week before the beginning of the academic year, the university will choose its own functioning scenario, in accordance with the epidemiological situation.

The decision on the functioning scenario shall be updated weekly or whenever it is necessary, during the entire academic year.

Responsibilities:

- The Ministry of Education and Research and the Ministry of Health, through the specialized directorates and subordinated institutions, establish the principles, elaborate the guidelines, plans and measures that will be implemented;
- The public health directorates monitor their correct implementation and application and intervene whenever there are cases of infection in the higher education institution and calculate the weekly infection rate at 14 days for each locality, making the results available to the Ministry of Education and Research and universities.

3.3 PREPARING THE UNIVERSITY FOR THE OPENING OF THE NEW ACADEMIC YEAR

The institutional capacity is determined in such a way as to comply with the sanitary measures to be applied.

The University will:

- a. evaluate the infrastructure

The University will identify the spaces that can be used in the educational process, as well as spaces for the temporary isolation of suspect cases.

The organization of the spaces where teaching activities take place will be done so as to ensure physical distance of 1 meter between students/trainees, as well as between them and the teacher;

- b. establish functional circuits;
- c. organize recreation spaces;
- d. assess the need for human resources;
- e. provide cleaning, hygiene and disinfection materials;
- f. ensure a permanent stock of protective materials for students/trainees and staff.

How will the entrance into the university be organized?

- The access and flow of people will be managed at the entrance to the university by persons appointed by the university management.
- Physical distancing will be maintained at the entrance, using any possible means (panels, markings applied on the ground, distancing devices, barriers, etc.).
- It is recommended to enter the university in stages at set time intervals, depending on areas or buildings (floor, wing, etc.).
- It is recommended to enter through several access doors to reduce the flow of students/trainees. If this separation is not possible, it is essential to respect physical distancing of the people who enter the university.
- Visible and easy-to-understand signs (panels, arrows, etc.) will be used.
- The access points (gate, door) will be kept open during the entrance of students/trainees, in order to limit the contact points.
- After hand disinfection, students will go directly to the rooms where the teaching and research activities are scheduled.

How will the spaces for teaching activities be organized?

- The room where teaching activities are carried out and for which the physical presence of the students is required will be arranged so as to ensure physical distancing between students, which implies the following:
 - eliminating unnecessary furniture and/or arranging the furniture so that a minimum distance of 1 meter between students is ensured;
 - establishing the arrangement of the students in each room according to the configuration of each room and the number of students in a study group; the students will be arranged in such a way that they do not face each other.
- The composition of the study groups will be maintained. Students will be able to change the study group during a semester only in justified situations. Students from different study groups will avoid contact.
- Moving around the room where teaching or research activities are carried out, and these activities require the physical presence of the students in the university will be limited as much as possible.
- Meetings between students will be limited to the perimeter of the room.

- The ventilation of the rooms where teaching activities take place will be made before the students arrive, by opening the windows for at least 30 minutes, then during the breaks between teaching activities, at least 10 (ten) minutes, at the beginning and end of the day;
- The students/teaching staff/auxiliary/non-teaching staff will wear a mask both during the teaching activities which require the physical presence of the students, as well as during the breaks, and during the whole time they are inside the university building;
- The places for the garbage bins used to dispose of used masks are to be established. It is recommended to use garbage bins with lids and pedals which have a bag inside.

How will the teaching activity timetable be drawn up?

The organization of the educational process will take into account the possibility of starting classes at different time intervals, conducting teaching activities modularly, so as to optimize time spent indoors, ensure ventilation of spaces and avoid crowds at entry and exit during breaks.

How will the exams be organized?

The exams will be organized according to the ways decided at the level of each university/faculty in compliance with the general rules regarding the access, people flow and physical distance.

Possible situations when the student's temperature is above 37.3 C will be solved punctually either by reprogramming the examination of the student or by providing a separate space to examine the student.

What preventive actions will be taken during breaks?

- The breaks between teaching activities shall be established in stages for each study group, where possible.
- The formation of groups of students/trainees from different study groups shall be avoided.
- Students will ensure physical distancing during breaks.
- Students will not eat or drink together and will not exchange items for personal use (phones, tablets, writing instruments).

How will the headquarters of the department secretariat /Dean's office/Rector's office be organized?

- Teachers shall be required to disinfect their hands in the following situations:
 - upon entering the headquarters of the department secretariat/Dean's office/Rectorate;
 - when taking over documents or other materials used in common.
- Physical distance of at least 1 meter between persons will be maintained.
- Food should be consumed with caution, in compliance with hygiene standards.

How will the inner courtyards/outer spaces of the university buildings be organized?

- The outdoor furniture will be organized (where appropriate) so as to ensure physical distancing.
- The inner courtyards/outer spaces of the buildings belonging to the higher education institutions, where people pertaining to the community usually gather, shall be swept and washed periodically with water jets in the morning, before the beginning of the teaching activities.

How will the bathrooms be organized?

- Where possible, breaks will be delayed so that the number of persons present in bathrooms and common areas is reduced, in order to respect physical distancing;
- In order to manage the flow of people using the bathrooms, the information regarding the maximum number of people who can have simultaneous access to the bathrooms will be posted at the entrance to these spaces;
- It will be strongly required to comply with the hygiene standards.
- Constant checks will be made to see if the bathrooms allow students/trainees and staff to wash or disinfect their hands; disposable paper towels are recommended. Electric hand dryers and textile hand towels are forbidden;
- Checking and refill/recharge of the supplies in sufficient quantities in the bathroom shall be made regularly during the day (liquid soap, toilet paper, disposable towels, etc.).
- The daily cleaning and regular disinfection of frequently touched surfaces shall be done (according to the cleaning and disinfection plan).
- Proper hygiene information shall be displayed.

How will the sports activities be organized?

- It is recommended to carry out sports activities in open spaces or, if this is not possible, according to a schedule established and monitored by the teacher.
- Sports equipment handled by all students will not be used.
- Physical education classes taking place in the gymnasium must be limited to sports activities that do not involve medium/intense effort, maintaining a mandatory physical distance of at least 1.5 meters, in which case wearing a mask is not indicated.
- Physical education classes will be carried out after the students will be instructed not to touch their face, mouth, eyes, nose with unhygienic hands during the entire activity.
- At the beginning and end of physical education classes, all students must sanitize their hands with an alcohol-based disinfectant.
- The gymnasium will be cleaned, disinfected with special solutions and ventilated after each teaching activity with a study group.

How will the specialized practice be organized and carried out?

- Specialized practice shall be carried out at the headquarters/working point of the legal person according to the specific regulations, and pedagogical practical training is organized according to the specific regulations in education.
- The use of teaching materials by several students/trainees shall be limited to a minimum, providing adapted disinfection methods.
- Individual activities shall be organized to avoid the exchange of materials.
- Teaching materials shall be cleaned and disinfected after use.
- When different groups of students/trainees are changed in laboratories/spaces where specialized practice takes place, the surfaces, equipment and materials touched by students/trainees, after each study group, shall be cleaned and disinfected.
- Proper ventilation of the spaces shall be done for 10 minutes every hour.
- At the end of the classes, the doors shall be cleaned, the floors, desks, chairs, furniture, materials and work equipment used by students/trainees shall be disinfected.

3.4 TRAINING AND PERMANENT COMMUNICATION OF INFORMATION ON THE PREVENTION OF SARS-COV-2 INFECTION

- a. The staff designated by the university shall train the entire staff of the institution to observe the health status of students/trainees, as well as to implement the regulation presented in this document and shall provide information on: general information about SARS-CoV-2 infection, such as respiratory hygiene, hand washing technique, recognition of COVID-19 symptoms, correct wearing and disposal of masks and the necessary measures of physical distancing.
- b. In order to apply the isolation protocol, teachers are required to notify the person designated by the university management if students/trainees show respiratory symptoms (e.g., cough, fever, respiratory problems) or other symptoms of infectious disease (vomiting, myalgia, worsened general condition), accompanied or not by an increase in their temperature.
- c. Regular training of students/trainees: in order to comply with the measures for protection and prevention against the SARS-CoV-2 infection, on the first day of the academic year and at least once a week the students/trainees will be trained by the designated staff/teachers;

Types of messages:

- Wash your hands frequently and regularly for at least 20 seconds with soap and water.
- Keep as much distance as possible from other people.
- Wear a protective mask correctly.
- Avoid touching your eyes, nose and mouth with unsanitized hands.
- Cover your mouth and nose with a disposable handkerchief or sneeze or cough into your bent elbow. After that, dispose of the used handkerchief.
- Clean the frequently used or touched objects/surfaces using wipes, cloths/biocidal products.
- Seek specialist advice if you experience symptoms such as fever, cough or difficult breathing or any other symptoms of the disease.
- Talk to your teachers if you have questions or concerns.

3.5 COMMUNICATING INSTRUCTIONS

The student has the obligation to notify the university about his absence, in the following situations:

- shall present specific symptoms;
- shall have been diagnosed with SARS-CoV-2;
- shall be a direct contact of a person diagnosed with SARS-CoV-2 and is in quarantine.

Measures for students/trainees, teachers and other categories of university staff who are in risk age groups and/or with chronic conditions and/or disabilities

- The staff at risk of illness (for example, the elderly, people with diabetes or other chronic diseases, people with deficient immunity) will return to the university upon the advice of the occupational medicine doctor;
- The students/trainees included in a risk group (e.g., severe chronic respiratory diseases, severe obesity, type I diabetes, inflammatory, immune/autoimmune diseases, rare diseases, hereditary metabolic diseases, disabilities, immunosuppressive therapy) will return to the teaching activities which require the physical presence of the students/trainees, with the approval and specific

recommendations of the attending physician. In their case, the university will identify, where appropriate, solutions to ensure an online educational process/through technology and the Internet or in conditions of increased safety.

- Compliance with protection and hygiene measures, recommended to all students/trainees, should be monitored more closely when students/trainees suffering from chronic diseases are involved.
- Students/Trainees who suffer from chronic diseases and have reservations about the resumption of teaching activities which require the physical presence will be advised by their attending specialists and psychologists regarding the additional measures necessary to make them feel safe.
- Students/Trainees who live in the same home with a person who is included in a high-risk group can return to university in normal circumstances. There may be certain cases in which, after a certain and individual assessment of the degree of illness of that person and the risk of contamination with SARS-CoV-2 which predisposes his family to infection at home, the attending physician may recommend that the student/trainee be absent from physical teaching activities, for a limited period of time.
- For those who cannot return to teaching activities, the university will identify solutions to ensure the online educational process;
- Students/Trainees with disabilities, taking into account the specifics of their condition, will be offered adapted information and they will learn the rules of prevention considering the specific disability.

CRITERIA FOR SUSPENSION OF THE TEACHING ACTIVITIES WHICH REQUIRE THE PHYSICAL PRESENCE OF THE STUDENTS, IN CASE OF CONFIRMATION OF ONE/MORE CASES OF COVID-19

- The public health directorates must inform the university about each positively confirmed case of students, teachers or other categories of staff.
- If there is a case/several cases of COVID-19 in the university, the situation will be analyzed by DSP together with the management of the institution.
- The decision to suspend the teaching activities which require the physical presence of the students is made, according to Article 7 of the Government Emergency Ordinance No. 141/2020, by decision of the University Senate, in compliance with the measures established by ordinance, in the following circumstances:
 - Upon the occurrence of a COVID 19 confirmed case in one of the study groups in the university that carried out the teaching activities with the physical presence of the students/trainees, the teaching activities that involve the physical presence are **suspended for a period of 14 days** for the respective study group and of all the other structures it is part of, if there were common teaching activities, as well as of all the study groups where the teachers who interacted with the student found positive carried out teaching activities. In the event that 2 (two) or more study groups carry out their teaching activities in a classroom, the teaching activities that require the physical presence will be suspended only for the study group in which the COVID-19 case has been confirmed, proper

- cleaning, disinfection and ventilation shall be done, and the students/trainees of the next cycle shall carry out their activities normally.
- If there are 3 (three) confirmed cases of COVID-19 infection in different study groups of the university, the teaching activities which require the physical presence are suspended in the entire institution, for a period of 14 days from the date of onset of the last case.
- If there are cases of COVID-19 infection among teachers, they have the obligation to notify the university management that will inform DSP about the event.
- The university cleaning staff and security guards, provided that they have not been in contact with the case confirmed with COVID-19, will continue to work.
- During the period of partial or total suspension of the teaching activities which require the physical presence of the students/trainees in the higher education institution, the management of the institution shall order the accomplishment of the following obligatory activities:
 - cleaning and ventilation of rooms;
 - disinfection of the spaces in the higher education institution (classrooms, hallways, toilets);
 - DSP will inform the university management who are all the direct contacts of the confirmed cases in order to apply the quarantine/isolation measures;
- The resumption of the teaching activities which require the physical presence of the students/trainees in the university, in conditions of health security, is ordered by a decision of the University Senate, after obtaining the DSP approval, which certifies the fulfillment of epidemiological safety conditions for the resumption of the activity.
- Depending on the epidemiological situation in the county, DSP may recommend to the university the extension of the period of partial/total temporary suspension of the teaching activities that require the physical presence of the students.

PROTOCOLS: triage, student dormitories, university canteen

5.1 TRIAGE PROTOCOL

- a. The epidemiological triage of students/trainees is carried out according to the legal provisions in force, respectively Order No. 653/2001 of the Minister of Health on the medical assistance of preschoolers, pupils and students, with subsequent amendments and completions.
- b. Daily triage; important points:
 1. students/trainees shall be clearly informed and understand why people who present symptoms should not attend the teaching activities which require the physical presence;
 2. the entire academic community shall collaborate in monitoring students/trainees, teachers and other categories of staff to reduce the risk of infection.

The daily triage is performed by students/learners at home by measuring body temperature and assessing their own state of health, after which each individual decides on their own attendance of the teaching activities which require the physical presence.

The following categories of individuals will not attend the teaching activities which require the physical presence on that day:

- those with a temperature higher than 37.3 ° C and/or symptoms specific to SARS-CoV-2 infection (cough, breathing difficulty – shortness of breath, diarrhea, vomiting) or other infectious diseases;
- those confirmed with SARS-CoV-2 infection, who are in the isolation period at home;

- those who are declared contacts, close to a person infected with SARS-CoV-2, in the period of home quarantine/institutionalized quarantine.

Students/trainees shall attend the teaching activities which require the physical presence on that day:

- if they have a negative COVID-19 test result if one of the family members/people close to them show symptoms of respiratory tract infection;
- those with typical symptoms of pollen allergy (well-known pollen allergies, runny nose with clear nasal discharge, watery eyes/itching).

The isolation protocol shall be applied in the following case: students/trainees present a febrile state or symptomatology specific to the infection with SARS-CoV-2 during the teaching activities which require the physical presence.

The students/trainees who have had health problems and have been absent from the teaching activities which require the physical presence will be able to return to their group of students/trainees only with a medical certificate stating the diagnosis, and this certificate will be submitted to the secretariat upon returning to the first teaching activity.

The certificates will be centralized at the medical office or by the person designated by the management of the higher education institution.

Teachers, auxiliary and non-teaching staff who have symptoms specific to a potentially infectious condition (fever, cough, headache, sore throat, difficult breathing, diarrhea, vomiting) will isolate themselves at home, and they will contact their family doctor and notify immediately the person appointed by the university management.

5.2 ISOLATION PROTOCOL APPLIED TO INFECTED STUDENTS/TRAINEES

It shall be applied if, during the teaching activities which require the physical presence of the students/trainees in higher education institutions or in student dormitories, they present fever and/or respiratory symptomatology (e.g., cough, difficult breathing) or other symptoms specific to an infectious disease (vomiting, diarrhea, myalgia, worsened general condition).

- The student/trainee will be isolated immediately in the isolation room or in the specially designated space of the faculty/university. The student/trainee will wear a mask, will be separated from the rest of the group/roommates. A window will be opened for ventilation.
- If during the isolation period the student/trainee who shows symptoms uses the bathroom, it must be cleaned and disinfected, using approved cleaning products, before being used by anyone else.
- The student/trainee will not be transported to the family doctor, pharmacy, emergency service or hospital, unless the symptoms/signs are severe, in which case the emergency service 112 will be called.
- The person helping the isolated student/trainee must avoid contact with him/her, wear a mask and wash his/her hands thoroughly for at least 20 seconds.
- In order to reduce the risk of transmitting the infection to other people, the sanitation of the bathroom will be done with an approved disinfectant, after the student/student has left the respective bathroom.
- The student/trainee will return to the teaching activities which require the physical presence of the students/trainees in the higher education institution, respectively in the dormitory, with a medical certificate, issued by the attending physician/family doctor, specifying the diagnosis.

5.3 STUDENT DORMITORY PROTOCOL

- Prior to reopening the dormitory, all common spaces and rooms will be properly cleaned and disinfected.
- Common spaces will be cleaned and disinfected daily.
- Protection measures:
 - The way how the student dormitories are occupied shall to be established, depending on the number of accommodated students.
 - The way the student dormitory will be occupied is to be established, depending on the number of accommodated students.
 - The rooms shall be distributed according to the number of students, keeping a physical distance of at least 1 m between beds.
 - In order to limit the contact of students from different specializations, rooms shall be allocated for the accommodation of 2 (two) students per room or, if this is not possible, due to the high number of accommodation requests from students, the rooms shall be occupied by students from the same specialization, in compliance with the provisions of Article 55 of the Annex to the Order of the Minister of Health No. 119/2014 for the approval of the hygiene and public health Standards regarding the living environment of the population, with the subsequent modifications and completions.
 - Walking around the dormitory shall be limited and agglomerations shall be avoided.
 - Wearing a mask is mandatory in common areas.
 - Students shall be constantly instructed on compliance with the individual protection measures.
 - Common spaces shall be cleaned, disinfected and ventilated regularly.
 - The use of rugs/carpets shall be avoided.
 - Students who are accommodated in the dormitory have the obligation to keep the rooms clean, disinfected and regularly ventilated.
 - Rotational access to common areas (bathrooms, dining rooms or rooms for shared use) shall be recommended, so that disinfection adapted to the specifics of each space is possible.
 - Students shall be advised to avoid common areas as much as possible and to carry out activities in their own room.
 - The security staff shall be trained on the specific rules of the student dormitory operation during that period.
 - In the event of a suspected or confirmed case of SARS-CoV-2, the isolation protocol shall be implemented and DSP wil be notified or the 112 emergency service will be called.
 - The confirmed student will be isolated either in the isolation and treatment units attached to the hospitals, or at home, provided that the trip to his home is made by personal means of transport and not by public transport.
 - The roommates of the confirmed student will be quarantined in the dormitory room, provided that it has its own bathroom; if it does not have its own bathroom, they will be quarantined in the isolation room.
 - There will be adapted solutions for quarantined students, in order to provide them with food at the room door.

5.4 UNIVERSITY CANTEEN PROTOCOL

- It is recommended, where possible, to eat a packaged meal, possibly a pre-ordered one.
- If meals are provided in the canteen or in the dining room, the intervals between meals and the access shall be organized in such a way as to avoid crowds.
- Compliance with physical distancing measures is applied in any context and in any space, both at the table and for the intervals of transit, circulation, distribution of food, etc.
- Manipulation of specific equipment and objects (trays, cutlery, water carafes, etc.) shall be adapted so that contacts are limited. It is recommended to use disposable cutlery.
- Before and after each meal students/trainees will be recommended to wash their hands and follow hygiene rules;
- The students shall remove their mask only when they sit down at their tables.
- The dining hall shall be ventilated before and after meals.
- The cleaning and disinfection operations of the dining halls will be strictly carried out, according to the cleaning and disinfection plan.

5.5 TRANSPORT PROTOCOL

During the transport to and from the university, the students will comply with the general measures of conduct, provided by the approved norms for public transport. Wearing a mask is mandatory. If the transport of students is carried out with a vehicle provided by the university, the driver and accompanying staff will comply with the general protection measures. The vehicle will be properly ventilated and disinfected after each use.

Annex 1 – CLEANING AND DISINFECTION PLAN

(faculties, laboratories)

The cleaning and disinfection plan covers the rooms with the following destination:

- teaching activities which require the physical presence of the students
- secretariat
- departments
- Dean's office
- functional compartments within the faculty
- common spaces: hallways, etc.

The cleaning and disinfection plan must contain:

1. The operations and the order in which they shall be carried out:
 - ✚ room ventilation: *before the students/trainees arrive, by opening the windows for at least 30 minutes, then during the breaks between teaching activities, for at least 10 minutes, at the beginning and end of the day;*
 - ✚ waste collection – *the places where the garbage bins will be placed for throwing/disposal of used masks shall be established* – it is recommended to use garbage bins with lids and pedals, which have a bag inside;
 - ✚ sweeping the floor;
 - ✚ washing and disinfecting the floor:
 - before disinfection, the surfaces shall be cleaned with detergent and water;
 - a disinfectant approved against viruses (with virulicidal action) shall be used;
 - the instructions given on the label must always be followed. If the concentrated product is diluted according to the manufacturer's instructions, the solution which is obtained can be used within 24 hours. The product name, concentration, date and time of preparation shall be noted on the vial;
 - detergents and disinfectants will be stored in specially designed spaces, where students/trainees do not have access;
 - it is mandatory to wear a mask and gloves and ensure adequate ventilation when the product is used. Eye protection and immediate access to a water source for washing the eyes in the event of accidents is recommended.
 - ✚ wiping and disinfecting windowsills;
 - ✚ disinfection of door handles, window handles, clothes racks, switches, etc.
 - the type of surface and how often it is touched will also be taken into account. Priority will be given to the disinfection of the areas which are frequently touched, such as:
 - door handles, locks, doorknobs and grab handles;
 - stairs;
 - students' desks, teachers' desks and chairs in the classrooms;
 - railings;
 - light switches;
 - equipment handles and machine handles (e.g., those of the exercise machines);
 - buttons of elevators and vending machines;
 - common classroom objects;

- computer, keyboard, mouse, laptop and tablets shared by several people. The computer keyboard can be covered with a plastic wrap, which is removed after each user.
2. Materials to be used for each operation: cleaning products, biocidal products for surfaces, etc.
 3. The technique to be applied for each operation;

E.g., in order to clean and disinfect the toilets, four cleaners/wipes of different colors will be used, these shall be established by internal procedures regarding the disinfection of the toilets: one for the door handles of the toilet cabins and for the handle of the water supply connector of the tank/toilet bowl, the second for the walls and the cabin door, the third for the toilet seat and the fourth for the floor. The cleaners will be washed, disinfected daily, individually, in a washbasin intended for this purpose in the cleaning office and replaced periodically/as needed.

4. Frequency of cleaning and disinfection, taking into account the time required to ventilate the space:

- ⊕ **in the rooms where teaching activities take place** and these activities require the physical presence of the students/trainees in the university, immediately after the students/trainees leave the room at the end of the study hours of the respective day or after each use by different study groups;
- ⊕ **in the rooms of the secretariat of the department/Dean's office/functional compartments** within the university, immediately after the departure of the teachers/other types of personnel at the end of the study hours of the respective day or after each use by a different group of teachers/staff;
- ⊕ for **bathrooms**, after each break, at the end of the day and whenever necessary.

Student bathrooms are separated from those used by the staff and they are separated by gender. In each toilet there will be toilet paper and a garbage bin with a lid, pedal and garbage bag.

5. Who shall do the cleaning and who supervises the proper cleaning, how the monitoring information is displayed (e.g., *a table containing information on who did it, the time and who supervised it*).

Date/time	Name, surname, cleaning staff signature	Name, surname, supervisor signature

- ⊕ in each of the areas that are sanitized, the cleaning and disinfection schedule shall be displayed in a visible place, containing the cleaning and disinfection operations, their frequency, the schedule and a place for the signature of the person who carries out these operations and the supervisor's signature.
6. The ventilation frequency and duration in the rooms where teaching activities are carried out, for which the physical presence of the students/trainees in the university is required, the secretariat of the department/Dean's office/Rector's office/functional compartments within the institution and other rooms (*after cleaning and disinfection, at least 10 minutes*), as well as ensuring ventilation during teaching activities, by opening the windows;

7. In each of the areas that are sanitized, the cleaning and disinfection schedule will be displayed in a visible place, containing the cleaning and disinfection operations, their frequency, the schedule and a place for the signature of the person who carries out these operations, and the supervisor's signature.

It is not necessary to routinely apply disinfectants to surfaces that are not frequently touched or surfaces with low risk (for example, library shelves, storage cabinet tops).

In the sanitation/disinfection process, other means such as UVC lamps, nebulizers for air disinfection or other similar means can be used.

The need and availability of cleaning and disinfection products and personal protective equipment suitable for their use shall be periodically assessed.

A protective mask and gloves shall be worn during the cleaning and disinfection activities, and after removing them, the hands shall be washed.

Annex 2 – CLEANING AND DISINFECTION PLAN (student dormitories)

The cleaning and disinfection plan is meant for the following types of rooms:

- rooms for student accommodation,
- functional compartments
- common spaces: hallways, etc.

Prior to reopening the dormitory, all common spaces and rooms will be properly cleaned and disinfected; The cleaning and disinfection plan must contain:

1. The operations and the order in which they will be carried out:
 - ⊕ waste collection - *the places where the garbage bins will be placed for throwing/disposal of used masks shall be established* – it is recommended to use garbage bins with lids and pedals, which have a bag inside;
 - ⊕ sweeping the floor;
 - ⊕ washing and disinfecting the floor:
 - before disinfection, the surfaces shall be cleaned with detergent and water;
 - a disinfectant approved against viruses (with virulicidal action) shall be used;
 - the instructions given on the label must always be followed. If the concentrated product is diluted according to the manufacturer's instructions, the solution which is obtained can be

- used within 24 hours. The product name, concentration, date and time of preparation shall be noted on the vial;
- detergents and disinfectants will be stored in specially designed spaces, where students/trainees do not have access;
 - it is mandatory to wear a mask and gloves and ensure adequate ventilation when the product is used. Eye protection and immediate access to a water source for washing the eyes in the event of accidents is recommended.
-  wiping and disinfecting windowsills;
-  disinfection of door handles, window handles, switches, etc. The type of surface and how often it is touched will be taken into account. Priority will be given to the disinfection of the areas which are frequently touched, such as:
- door handles, locks, doorknobs and grab handles;
 - stairs;
 - railings;
 - light switches;
 - buttons of the elevators and vending machines.

2. The materials to be used for each operation: *cleaning products, biocidal products for surfaces, etc.*

3. The technique to be applied for each operation;

E.g., in order to clean and disinfect the toilets, four cleaners/wipes of different colors shall be used, these shall be established by internal procedures regarding the disinfection of the toilets: one for the door handles of the toilet cabins and for the handle of the water supply connector of the tank/toilet bowl, the second for the walls and the cabin door, the third for the toilet seat and the fourth for the floor. The cleaners will be washed, disinfected daily, individually, in a washbasin intended for this purpose in the cleaning office and replaced periodically/as needed.

4. Frequency of cleaning and disinfection, taking into account the time required to ventilate the space:

-  **in the rooms corresponding to the functional compartments** of the dormitory, immediately after the departure of the staff at the end of the working hours of the respective day;
-  for **bathrooms**, at the end of the day and whenever necessary.

5. Who shall do the cleaning and who supervise the proper cleaning, how the monitoring information is displayed (e.g., a table with information on who did it, the time and who supervised it).

Date/time	Name, surname, cleaning staff signature	Name, surname, supervisor signature

-  in each of the areas that are sanitized, the cleaning and disinfection schedule will be displayed in a visible place, containing the cleaning and disinfection operations, their frequency, the schedule and a place for the signature of the person who carries out these operations and the supervisor's signature.

6. The frequency and ventilation time of the rooms where the functional compartments of the dormitory are and of the other rooms (*after cleaning and disinfection, at least 10 minutes*).

7. Protection measures:

The way how the student dormitories are occupied shall to be established, depending on the number of accommodated students;

- ⊕ The rooms will be distributed according to the number of students, respecting physical distance of at least 1 m between beds;
 - In order to limit the contact of students from different specializations, rooms will be allocated for the accommodation of 2 (two) students per room or, if this is not possible, due to the high number of accommodation requests from students, the rooms will be occupied by students from the same specialization, in compliance with the provisions of art. 55 of the annex to the Order of the Minister of Health No. 119/2014 for the approval of the hygiene and public health Standards regarding the living environment of the population, with the subsequent modifications and completions;
- ⊕ Common bathrooms shall be properly organized, and have especially liquid soap; if necessary, the students who are accommodated in the dormitory will be given sufficient alcohol-based solutions;
 - Walking around the dormitory shall be limited and agglomerations shall be avoided.
 - Wearing a mask is mandatory in common areas.
 - Students will be constantly instructed on compliance with individual protection measures.
 - Common spaces will be cleaned, disinfected and ventilated regularly.
 - The use of rugs/carpets shall be avoided.
 - Students who are accommodated in the dormitory have the obligation to keep the rooms clean, disinfected and regularly ventilated.
 - Rotational access to common areas (bathrooms, dining rooms or rooms for shared use) shall be recommended, so that disinfection adapted to the specifics of each space is possible.
 - Students shall be advised to avoid common areas as much as possible and to carry out activities in their own room.
 - The security staff shall be trained on the specific rules of dormitory operation during that period;
- ⊕ In the event of a suspected or confirmed case of SARS-CoV-2, the isolation protocol will be implemented and DSP will be notified or the 112 emergency service will be called.

It is not necessary to routinely apply disinfectants to surfaces that are not frequently touched or surfaces with low risk (for example, library shelves, storage cabinet tops).

In the sanitation/disinfection process, other means such as UVC lamps, nebulizers for air disinfection or other similar means can be used.

The need and availability of cleaning and disinfection products and personal protective equipment suitable for their use shall be periodically assessed.

A protective mask and gloves shall be worn during the cleaning and disinfection activities, and after removing them, the hands shall be washed.