	GUIDELINE OF EPOKA UNIVERSITY “ON THE MEASURES TO PROTECT THE HEALTH OF STUDENTS, STAFF MEMBERS AND OTHER STAKEHOLDERS”				
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I. PURPOSE AND APPLICATION

1.1. Legal Basis

This Guideline is based on the Ordinance of the Minister of Health and Social Protection No. 289, dated 04.05.2020 "On the adoption of the Guide on the measures to be undertaken by educational institutions concerning COVID-19" and on the Statute of EPOKA University.

1.2. Purpose

The purpose of this Guideline is to provide the basis for the measures to be taken by EPOKA University to protect the health of students, staff members and other stakeholders due to the situation caused by the COVID-19 pandemic.

1.3. Scope

This Guideline regulates the measures to be taken by EPOKA University due to the situation caused by the COVID-19 pandemic concerning the following aspects:


1. Entry to and exit from the premises of the university;
2. Stay and conduct of lectures in classrooms;
3. Movement in the inner premises of the university;
4. Hygiene care.

II. FOR STUDENTS

2.1. Entry to and exit from the premises of EPOKA University

- The time of the entry of students to the premises of EPOKA University is regulated by a graph drafted by the Administrator.
- Students present themselves to the premises of EPOKA University by strictly respecting the timetable communicated by the administration of the university.
- Students enter the premises of EPOKA University in line, one by one, in a distance of 1.5 to 2 meters from each other.
- The student who has fever or shows similar symptoms before coming to the premises of EPOKA University notifies the responsible person for health protection, appointed by the administration of EPOKA University, who - in collaboration with the medical doctor of the University or the family medical doctor - verifies if the student is sick or not.
- The responsible person appointed by the administration of the EPOKA University will apply the following procedure on every student:
 - ✓ measures the body temperature with a digital thermometer;

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- ✓ sprays 60% alcohol-based disinfectants on his/her hands;
- ✓ ensures that all students use a disposable mask or a mask washable in 60 degrees and ironed, as well as paper tissues for nasal hygiene.
- Students who refuse to undergo body temperature screening shall be denied entrance into the university campus.
- Students with a body temperature higher than 37.5 degrees Celsius may be denied entrance into the university campus.
- Students are not allowed to exit and enter again the building premises within the same day.
- Only one entry and exit will be allowed at the premises of EPOKA University within the same day.
- The exit must be carried out according to the Guideline, by keeping the appropriate social and physical distancing as specified above (1.5 to 2 meters), under the monitoring of the responsible EPOKA University staff.


2.2. Stay and conduct of lectures in classrooms

- During lectures, the course instructor stays in the classroom by respecting the social and physical distancing with the students and other course instructors (1.5 to 2 meters).
- Inside the classroom, students sit in desks at least 1.5 to 2 meters away from each other. In classrooms where this is not possible, students must be distributed to other classrooms.
- Course instructors make sure that everyone in the classroom has a mask and wears it regularly.
- Where possible, the lecture should be held in an open environment within the university campus by respecting the abovementioned distance and rules.
- No food shall be allowed in the classroom.

2.3. Movement in the inner premises of EPOKA University

- The movement of students in classrooms, labs, halls and hallways will be defined in a way that every area contains the minimum number of individuals using it. For example: students of a particular course shall only enter the classroom defined for this specific class and shall only use the toilets near the classroom, without meeting at any moment the students of other classes.
- The regulation for the movement of students will be displayed in classrooms and hallways.
- Students will not be allowed to stay in the hallways.
- Students shall keep the minimum distance of 1.5 to 2 meters from each other when moving in the hallways.

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- Face-to-face communication between students and staff members shall be possible by respecting the social and physical distancing and other rules specified above.
- No printed course materials shall be used, except cases when students have books which they keep with their personal belongings, or at home.
- Personal belongings which are not necessary for the teaching/learning process shall not be used.
- Any contact with people who may be present in the premises of EPOKA University shall not be allowed.

2.4. Hygiene Care

- Students must constantly become aware and be reminded on the importance of physical distancing and personal hygiene at the inner and outer premises of EPOKA University, through awareness messages sent by the administration.
- Students must be constantly reminded on the hygiene rules, hand washing, and on how to cough and sneeze.
- Every student in the premises of EPOKA University must wash his/her hands after every action that might comprise a danger for the spread of the virus, such as touching the nose, eyes, mouth etc.
- EPOKA University will provide constant water supply, liquid soap, paper for hand drying and 60% alcohol-based disinfectants.
- During the stay at the premises of EPOKA University, every person must wear a mask.
- Windows must be kept open, or alternatively classrooms, halls and labs should be ventilated at least 5-6 times during lectures.
- Classrooms must contain the number of students which ensures the 1.5 to 2 meters distancing from each other. Gatherings and face-to-face meetings at the premises of EPOKA University are not allowed.
- If a student shows signs of stress and anxiety, he/she is conveyed to the Dean of Students Office.
- Students must stay in classrooms or labs in a way that the social and physical distancing can be implemented.
- Extracurricular, sports or artistic activities are not allowed.
- Clear and short messages and posters on the prevention measures concerning COVID-19 must be displayed throughout the premises of EPOKA University.
- Specific posters on the correct way of washing hands will be displayed.
- At the entry and exit of the premises of EPOKA University, hand sanitizer containing 60% alcohol, will be present at all times.

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- Every classroom must be disinfected daily. After the teaching process, all surfaces and furniture must be disinfected.
- At the end of every day, the disinfection of common areas must be planned and implemented.
- Only students who sign the **form** on the prevention of the spread of COVID-19 shall be accepted at the premises of the education institution.
- Prior to resuming the on-the-campus teaching process at the education institution premises, according to the new regulations on the prevention of the spread of COVID-19, students must fill out the **Self-declaration Form** with regard to the health condition of their own and of their family members, which will serve to identify any possible COVID-19 infection hearth.

2.5. Measures applied in cases of non-compliance with the Guideline

Students who do not comply with the provisions of this Guideline are subject to disciplinary measures based on the Regulation “On Student Discipline”.

III. FOR STAFF MEMBERS (INCLUDING COURSE INSTRUCTORS)

3.1. The medical staff of EPOKA University, or the personnel appointed by the administration and trained on the following actions, applies the following procedure on every staff member:

- measures the body temperature with a digital thermometer.
- sprays 60% alcohol-based disinfectant in the hands of staff members.
- checks if every staff member is wearing a mask.


3.2. Staff members who refuse to undergo body temperature screening shall be denied entrance into the university campus.

3.3. Staff members with a body temperature higher than 37.5 degrees Celsius may be denied entrance into the university campus.

3.4. During the entry to and exit from the premises of EPOKA University as well as during their stay in the inner premises, staff members must keep the appropriate social and physical distancing and must wear a mask.

3.5. During the lecture, the course instructor stays in the classroom by respecting the social and physical distancing with students.

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3.6. Staff members who do not comply with this Guideline are subject to disciplinary measures based on the Regulation “On the Discipline of the Managing, Academic and Administrative Staff”.

IV. FOR STAFF MEMBERS OF SUB-CONTRACTED COMPANIES

4.1. The medical staff of EPOKA University, or the personnel appointed by the administration and trained on the following actions, applies the following procedure on every staff member of sub-contracted companies:

- measures the temperature with a digital thermometer.
- sprays 60% alcohol-based disinfectant in the hands of staff members of sub-contracted companies.
- checks if every staff member of sub-contracted companies is wearing a mask.

4.1. Staff members of sub-contracted companies who refuse to undergo body temperature screening shall be denied entrance into the university campus.

4.2. Staff members of sub-contracted companies with a body temperature higher than 37.5 degrees Celsius may be denied entrance into the university campus.

4.4. During the entry to and exit from the premises of EPOKA University as well as during their stay in the inner premises, staff members of sub-contracted companies must keep the appropriate social and physical distancing and must wear a mask.


4.5. Staff members of sub-contracted companies who do not comply with this Guideline are immediately reported to the responsible person of the sub-contracted company to take all the necessary measures to ensure full compliance with the provisions of this Guideline.

V. FOR OTHER STAKEHOLDERS

5.1. The medical staff of EPOKA University, or the personnel appointed by the administration and trained on the following actions, applies the following procedure on every visitor:

- measures the body temperature with a digital thermometer.
- sprays 60% alcohol-based disinfectant in the hands of visitors.
- checks if every visitor is wearing a mask.

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5.1. Visitors who refuse to undergo body temperature screening shall be denied entrance into the university campus.

5.2. Visitors with a body temperature higher than 37.5 degrees Celsius may be denied entrance into the university campus.

5.4. During the entry to and exit from the premises of EPOKA University as well as during their stay in the inner premises, visitors must keep the appropriate social and physical distancing and must wear a mask.

VI. CONCLUDING PROVISIONS

6.1. Entrance into Force

This Guideline enters into force on the day of approval by the Rectorate of EPOKA University.

6.2. Enforcement

The enforcement of this Guideline is ensured by the Rector of EPOKA University

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