



## **INSTRUCTIONS FOR CARRYING OUT WORK AT THE JOŽEF STEFAN INTERNATIONAL POSTGRADUATE SCHOOL PREMISES WHILE THE MEASURES FOR COMBATTING THE SPREAD OF SARS-CoV-2 (COVID-19) ARE IN FORCE**

### **INTRODUCTION**

Instructions for carrying out work at the IPS premises while the measures for combatting the spread of SARS-CoV-2 (COVID-19) are in force apply to performing individual IPS activities. Based on the spread of the disease, expert opinion, measures in force, as well as recommendations and instructions of competent authorities, the IPS Dean determines, by decision, which activities may be carried out at the IPS premises, and which should take place in an adapted manner or elsewhere. Instructions shall apply *mutatis mutandis* for activities which in a given moment take place at the IPS premises.

The purpose of these instructions and any further decisions is to limit the spread of COVID-19 while causing as little collateral damage as possible in other fields and ensuring the execution of IPS activities in all circumstances.

**The most important measure for controlling the infection is to stay at home if you are feeling sick. Respiratory and cough hygiene and keeping a safety distance are of key importance for containing the spread of the virus and other micro-organisms through droplets, while maintaining a hand hygiene and especially avoiding touching your face with unwashed hands are important for preventing indirect contact with micro-organisms. Maintaining an increased safety distance will reduce the risk of infection, even before the onset of signs and symptoms of disease.**

**The main principles for the instructions are the following:**

- if you are feeling sick, stay at home;
- when using the premises, regularly disinfect your hands and wear face masks;
- in closed spaces, keep a safety distance of at least 1.5 metres from others.

### **ENTRANCE RESTRICTIONS**

**Only healthy students and employees (showing no signs of acute respiratory infection) are allowed to enter the IPS premises.**

In case a member of a family or a household (child, adolescent, or adult) is experiencing health restrictions, we advise the employee or student to refrain from coming to IPS. The arrival restrictions due to health reasons shall be subject to the decision of a personal physician.

### **ENTERING JOŽEF STEFAN INTERNATIONAL POSTGRADUATE SCHOOL**

Entrances to the IPS shall be equipped with warning signs stating:



- that only healthy individuals may enter the premises,
- potential special protocols of entering / exiting,
- general recommendations on hygiene.

Each entrance shall be equipped with hand sanitisers and surface disinfectants. A bin for used masks and gloves shall be placed next to the exit.

## **LECTURE ROOM**

The entrance to the lecture hall shall be equipped with:

- hand sanitiser,
- surface disinfectant,
- infographic with instructions on how to use a face mask properly,
- poster with general hygiene measures.

Equipment in the lecture hall and other working spaces shall be rearranged in a way that respects at least the minimum safety distance among students. Where this is not possible, the teaching practice and examinations shall be carried out in smaller, adapted groups.

## **IPS OFFICE**

Students and professors shall enter the IPS office if needed and if feeling comfortable to do so. They should mind the orderliness, cleanliness and hygiene. The IPS office shall also be equipped with surface disinfectants with a diffuser and cleaning cloths so the surfaces can be disinfected quickly. The IPS office shall be used simultaneously by as many people as can respect the minimum safety distance. The entrance to the IPS office shall state the number of persons that can stay in the room at the same time.

## **REDUCING CONTACT**

Work shall be organised in a way that requires as little contact as possible. In the study process, this shall be ensured by reorganising the timetable.

### ***Lectures***

Lectures and defences shall be carried out in accordance with the current epidemiological situation following the three models stated below:

**GREEN:** The entire teaching practice shall be carried out in person, students may also attend lectures and consultations via Zoom.



**YELLOW:** The teaching practice shall be carried out remotely via Zoom, while the individual research/project work organised by supervisors shall be carried out according to the supervisors' instructions.

**RED:** The entire teaching practice shall be organised remotely via Zoom or according to the course leaders' instructions.

### ***Special forms of the study process***

All forms of teaching practice are allowed if they cannot be carried out outside of the IPS lecture room. In case the given standards cannot be ensured, students shall be warned additionally.

### ***Other activities***

Meetings or other sessions organised by IPS bodies, working parties and consultative bodies shall continue to take place via conferencing systems to the greatest extent possible. If inevitable, a meeting may take place in the IPS lecture room under the condition that the minimum safety distance among participants be respected. External visitors must be familiarised with the instructions in force and enter the common areas wearing face masks.

## **COMING FROM ABROAD**

Students and employees coming from countries on the red list will have to respect the given quarantine. The IPS should take this into account when planning the study activities and reach potential specific agreements with foreign students about fulfilling the study obligations.

## **EMPLOYEES AND STUDENTS WITH HEALTH RESTRICTIONS**

In case an employee or student cannot return to IPS premises based on a recommendation from a doctor due to health restrictions, the IPS shall find a solution together with the employee or student to continue carrying out work or study obligations or they shall jointly agree on other solutions.

Person responsible for monitoring the implementation of instructions:

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