

**Directive of the Rector of the Medical University of Lodz
no 82/2020 of 7th September 2020**

**on the guidelines for conducting classes, credit tests and examinations at the
premises of the Medical University of Lodz in relation to preventing the spread of
SARS-CoV-2 virus**

Based on Article. 50 sec. 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended), in connection with the Act of 2 March 2020 on special solutions related to prevention, counteraction and eradication of COVID-19, other infectious diseases and infection-related crisis situations (Journal of Laws, item 374, as amended), and pursuant to § 12 it. 3 and § 13 it. 2 of the Statute of the Medical University of Lodz of 17 June 2019, as amended, in connection with § 5 it. 4 of the directive No. 47/2020 of 22 May 2020 of the Rector of the Medical University of Lodz on conducting examinations and credit tests in connection with counteracting the spread of SARS-CoV-2 virus among members of the Medical University of Lodz community, the following is ordered:

General Provisions

§ 1

1. The directive specifies the guidelines for conducting classes, credit tests and examinations at the premises of the Medical University of Łódź, hereinafter referred to as the "University", in connection with preventing the spread of SARS-CoV-2 virus.
2. Whenever the directive refers to students, it also means postgraduate students and doctoral students.
3. Students and the academic teachers / examiners are required to follow the sanitary guidelines contained in the generally applicable provisions of law, guidelines issued by the Chief Sanitary Inspector and other authorized entities, and specified in this directive.

Responsibilities of an academic teacher / examiner

§ 2

An academic teacher / examiner conducting classes is obliged in particular to:

- 1) maintain the recommended social distance;
- 2) regularly wash and disinfect hands with the use of personal hygiene products and disinfectants;
- 3) have their own disinfectants, regardless of the resources made available by the University;
- 4) cover the mouth and nose with a mask or a visor, however the use of a visor is allowed only in the case of medical contraindications for covering the mouth and nose; after the start of the classes, it is allowed to remove the mask or visor,

provided that the recommended social distance between the teacher / examiner and students is maintained;

- 5) supervise compliance with the sanitary regime during classes, credit tests or examinations, including verification of the cleanliness of whitecoats worn by students.

Responsibilities of a student

§ 3

1. Student is obliged in particular to:
 - 1) maintain the recommended social distance;
 - 2) regularly wash and disinfect hands with the use of personal hygiene products and disinfectants;
 - 3) have their own disinfectants, regardless of the resources made available by the University;
 - 4) cover the mouth and nose with a mask or a visor, however the use of a visor is allowed only in the case of medical contraindications for covering the mouth and nose;
 - 5) have their own writing instruments;
 - 6) change shoes, which should be washable, and wear a clean and ironed whitecoat, which is a condition for participation in the classes;
 - 7) immediately report any symptoms of disease to the teacher / examiner;
 - 8) follow the instructions of the teacher / examiner;
 - 9) unconditionally submit to the regulations of classes, credit test or examination.

Organization of classes, credit tests and examinations

§ 4

1. The following persons are responsible for the organization of classes, credit tests and examinations in compliance with the sanitary regime and the guidelines set out in this directive: the Dean or the Vice-Dean appointed by the Dean, the Rector's Plenipotentiary for Postgraduate Education, the Director of the International Doctoral School, doctoral studies coordinators and course coordinators.
2. These guidelines should be placed at the entrance to the classroom where classes, credit test or examination are conducted (in a visible place).
3. In the bathrooms, instructions for proper hand washing, recommended by the Chief Sanitary Inspector, are placed.
4. The classrooms must be regularly ventilated or equipped with a supply and exhaust ventilation. It is recommended to ventilate the rooms during each break in classes.
5. In classrooms and in so-called common spaces, the surfaces of tables, benches, desktops, door handles, light switches, handrails and other frequently touched surfaces are disinfected by a company providing cleaning services to the University. It is recommended to disinfect frequently touched objects and surfaces also on your own.
6. The principle of covering the mouth and nose is in force throughout the facility where classes, credit test or examination take place. If the mouth and nose cover must be removed, it is imperative to observe the recommended social distancing principle.

§ 5

1. Only the students and the teacher / examiner may be present in front of the entrance to the classroom.
2. Students appear at the entrance to the classroom no earlier than 5 minutes before the planned commencement of classes, credit test or examination.

3. Before entering the classroom, students and the teacher / examiner are required to disinfect their hands.
4. The teacher / examiner may order a student to temporarily remove the mask in order to confirm their identity.
5. It is forbidden to arbitrarily change the group by students (this also applies to individual classes). Such a change is possible before the start of the semester, in consultation with the relevant dean's office, only if there are appropriate organizational conditions (appropriate size of individual groups).
6. In the case of students undergoing quarantine or isolation at home, the homework to make up for missed classes is determined by the course coordinator. It is recommended to implement the program content remotely. If possible, the student may also remotely participate in practical classes.

Conducting classes, credit tests and examinations

§ 6

1. The course coordinator is responsible for conducting classes, credit test or examination in compliance with the sanitary regime and the guidelines set out in this directive, including the principle of maintaining the recommended social distance.
2. Before the commencement of classes, credit test or examination, the teacher / examiner informs the students about the guidelines specified in this directive.
3. Lectures are conducted with the use of distance learning methods and techniques, and seminars - with the use of the method chosen by the course coordinator.
4. Optional classes and language courses are conducted using the distance learning method and technique chosen by the course coordinator.
5. Each student uses only his / her own writing instruments.
6. All teaching materials, forms, answer cards and examination tests are handed out and collected from students only by the teachers / examiners.
7. Students are forbidden to move around the classroom or leave it without the consent of the teacher / examiner.
8. In order to:
 - 1) hand over didactic / examination materials,
 - 2) report feeling unwell,
 - 3) ask questions related to the course of classes, credit test or examination
- the student addresses the teacher / examiner by raising hand.
9. In the case of classes consisting in performing exercises with the participation of other students, hands should be disinfected before and after each contact with the exercising person. Equipment used for exercises the student has direct contact with is also subject to regular disinfection, e.g. couches, heads of treatment or diagnostic devices, exercise accessories.

§ 7

1. Only healthy persons, without symptoms suggesting an infectious disease, may participate in the classes, credit test or exam. This requirement applies to both students and the teacher / examiner.
2. If a student is diagnosed with any disease symptoms prior to the commencement of classes, credit tests or examinations, in particular elevated temperature, cough or runny nose, the teacher / examiner is obliged to prevent the student from taking the class, examination or credit test.

3. If a student shows any disease symptoms during classes, credit tests or examinations, the teacher / examiner may decide to dismiss the student from classes or stop the credit test or examination of the student.
4. In the event that the student feels unwell during the class, credit test or exam, he / she is obliged to immediately inform the teacher / examiner about it, who may decide to dismiss the student from classes or stop the credit test or exam of the student.
5. The circumstances referred to in items 2-4 shall be recorded in the class report or the credit test / examination report, stating the student's personal data and the reasons for the exclusion from classes, termination of the credit test or examination.
6. In the cases referred to in items 2-4, a student with symptoms of the disease should immediately leave the University building and follow the guidelines of the State Sanitary Inspection regarding further proceedings in such a situation.

Clinical and practical classes

§ 8

1. Clinical and practical classes are held in a full-time form at the premises of the University or outside the premises of the University - in medical facilities, subject to item 2 and 3.
2. Exercises and activities that do not require direct contact with the patient (eg. reviews of clinical cases) can be conducted using the method chosen by the course coordinator.
3. Clinical and practical classes conducted in a stationary form in medical facilities take place in accordance with the guidelines of the Chief Sanitary Inspector and the guidelines set out in this directive, taking into account the rules applicable in the facility where they are conducted.
4. Students who are in contact with the patient are equipped with the necessary personal protective equipment.
5. Students are required to wash and iron their whitecoats every day for participation in clinical or practical classes. In selected cases, students are also required to disinfect their shoes daily.

§ 9

Final provisions

1. The provisions of this directive shall apply accordingly to conducting the diploma examination.
2. In matters not covered by this directive, the provisions of the Rules and Regulations of Studies at the Medical University of Lodz, Rules of Postgraduate Education at the Medical University of Lodz, Rules of Doctoral Studies at the Medical University of Lodz and the Rules of the International Doctoral School shall apply.
3. The directive comes into force on the day of its signing.

THE RECTOR prof. Radziśław Kordek MD, PhD

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