



Appendix to PUMS Rector Regulation No. 78/22 of 19th May 2022

Guidelines for students and university teachers associated with the organization of education in spring semester of academic year 2021/2022.

I. General guidelines

1. Following the schedule of academic year 2021/2022, the following organisation of the teaching classes will apply at Poznan University of Medical Sciences, hereinafter referred to as PUMS or University:
 - a) lectures are held with the use of remote teaching methods and techniques until **the end of spring semester**;
 - b) practical classes and seminars are held in stationary (on-site) form;
 - c) in duly justified cases it is possible to change the form of the classes mentioned in sub-clauses a) and b) upon approval of appropriate Faculty's Dean/Director of Centre for Medical Education in English approval;
 - d) examinations will be organized in stationary form accordingly to the rules mentioned in the part VII. Examinations.
2. Should the scheduled practical classes that absolutely require a contact form be impossible to be carried out, they will be rescheduled to another date and the appropriate decision will be made by the Faculty Dean, CNJA Director or the Director of the Doctoral School.
3. The obligation to check the university assigned e-mail inbox by the students on every education day before attending contact classes remains valid. In case of a potential epidemic threat, contact classes will be postponed, and such information will be communicated via e-mail. If no such information is sent from the appropriate Dean's Office, this means that contact classes will be held in the initially planned form.
4. Direct (contact) classes can be attended by students who:
 - a) show no symptoms of upper respiratory tract infection, fever, sudden loss of smell and taste;
 - b) who are not tested positive for SARS-CoV-2 coronavirus and do not have a sick leave issued in connection to this infection.
5. **With reference to the Regulation of the Minister of Health of May 12, 2022 on announcing on the territory of Poland the state of an epidemic threat, in the case of students studying in the professions of: physician, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist, paramedic; only students vaccinated against COVID-19 and possessing valid EU COVID-19 certificate (UCC) / having medical opinion on contraindication to vaccination or who can present negative result of the COVID-19 test are allowed to participate in direct-contact classes carrying out with a use of clinical base.**
6. On the occurrence of symptoms of upper respiratory tract infection, fever, loss of smell or taste, or other symptoms suggesting the possibility of SARS-CoV-2 infection among the staff and students, it is obligatory to contact a general physician, in compliance with the general National Health Fund (NFZ) guidelines to verify the health condition and take follow-up actions.
7. During **the state of an epidemic threat** with reference to SARS-CoV-2 coronavirus infections, absence from the classes will be excused on the basis of a sick leave.



8. Before starting contact classes, all students are obliged to take and complete an online course UMP-COVID-19. The course will be available on OLAT platform, and for English-speaking students, materials in electronic form will be made available in good time before the start of the classes.
9. No third persons, other than students, employees, and patients are allowed to be in the room where the classes are carried out.
10. No redundant items, including mobile phones, should be brought to, and used in the classrooms.
11. On PUMS facilities all cloakrooms with human service shall be closed until further notice. Individual lockers will be made available to the students. After using a locker, the student should leave it open for disinfection (on PUMS facilities), and in hospitals, the student should clean by himself or herself the touch surfaces with an available disinfectant.
12. In case there are no lockers available, students take their outer garments to the classroom, except for hospitals, where it is obligatory to leave the outer garments and change into the medical clothing.
13. The time spent in service-free locker rooms should be reduced to the minimum, and the principles of sanitary regime must be observed at all times (maintaining social distance, wearing face masks, hand sanitation).
14. If possible, every person uses their own instruments/objects required for effective and efficient class execution. Commonly used items, other than disposable ones, must be disinfected. It is not allowed to borrow objects from other participants of the classes.
15. During **the state of an epidemic threat** with reference to SARS-CoV-2 coronavirus infections, teaching rooms subject to central planning located in clinical hospitals may only host clinical classes carried out by the units based in the hospital in which the classroom is located.
16. The units conducting teaching classes are supplied with personal protective equipment, and the procurement process is the liability of the Procurement Department.
17. The Procurement Department distributes personal protection equipment according to the following scheme:
 - a) clinical units based in clinical hospitals - directly to the administration of the clinical hospitals (surgical disposable face masks, gloves, disposable aprons, and disposable face masks with FFP2 filter, and face shields in case of participation in activities producing aerosols), and to the University's Centre for Dentistry and Specialist Medicine Sp. z o.o. (surgical disposable face masks, FFP2 face masks, gloves, disposable aprons, face shields),
 - b) clinical units on a foreign basis - directly to the administration of clinical units (surgical disposable face masks, gloves, disposable aprons).
18. The staff and students are recommended to follow and observe the guidelines of the Ministry of Health (www.gov.pl/web/koronawirus) and Chief Sanitary Inspector (www.gis.gov.pl) regarding the prevention of infections and SARS-CoV-2 spreading.

II. Organisation of contact (direct) non-clinical classes

1. Teachers and students with acute symptoms of upper respiratory tract infections should not participate in contact (direct) classes.
2. Persons with mild inflammation of the upper respiratory tract participating in the classes wear face masks throughout entire duration of the classes.



3. Before entering the classroom, each participant is obliged to disinfect their hands.
4. The classrooms should be ventilated for at least 15 minutes before and after the classes. It is also recommended to ventilate classrooms every hour during the classes and, if possible, to conduct classes with windows open.
5. In particularly justified cases associated with the epidemiological risk, the manager of a unit, in agreement with the Vice-Rector for Education, may temporarily suspend direct non-clinical classes.

III. Organisation of contact clinical classes

1. Contact clinical classes are organised in compliance with the sanitary regime minimizing the risk of SARS-CoV-2 virus transmission. **It is obligatory to wear masks covering mouth and nose in buildings where medical activities are carried out until further notice.**
2. Clinical classes may be attended by students without the symptoms of upper respiratory tract infection, fever, or other symptoms suggesting SARS-CoV-2 infection.
3. While entering the hospital, students are required to cover their mouths and noses with face masks (reusable cotton face masks or disposable face masks). The nose and the mouth must be covered by mask in all hospital areas and during the entire hospital stay.
4. In contact with patients, students are required to wear disposable surgical face masks.
5. Students are required to get familiar with and observe internal epidemiological rules of the hospital where the classes are carried out.
6. Students leave their outer garments in the cloakroom or in specially designated rooms in the hospitals.
7. The following personal protection equipment for students attending clinical practices in hospital wards in contacts with patients are required:
 - a) student's own apron (preferably with short sleeves), or a T-shirt, washed daily or changed to another one after each clinical class (in case a single-duty reusable clothing - an apron or a T-shirt- is washed at home we recommend that the following rules are followed: safe transport in a foil bag, washing at the highest temperature available, (recommended temperature not lower than 60°C), separately from other clothes),
 - b) disposable surgical face mask,
 - c) hand sanitizer,
 - d) disposable gloves (in case of performing procedures with breaking the continuity of tissues, or following the recommendations of the teacher),
 - e) disposable FFP2 face mask, a face shield and disposable apron, in case of participating in activities generating aerosols, **if it is required by the teacher.**
8. The following personal protection equipment for students of the dentistry, attending practical classes in contacts with patients are required:
 - a) student's own apron (preferably with short sleeves), or a T-shirt, washed daily or changed to another one after each clinical class (in case a single-duty reusable clothing - an apron or a T-shirt- is washed at home we recommend that the following rules are followed: safe transport in a foil bag, washing at the highest temperature available, (recommended temperature not lower than 60°C), separately from other clothes),



- b) disposable apron,
 - c) surgical face mask or disposable FFP2 face mask, in compliance with the guidelines applicable in the clinic,
 - d) hand sanitizer,
 - e) face shields or protective goggles,
 - f) disposable gloves.
9. On treatment premises students are obliged to obey the epidemiological recommendations, including:
- a) limit to the absolute minimum the number of personal objects brought in - it is forbidden to bring in mobile phones to the ward - the phones must be left in the cloakroom or in the locked lockers in the areas designated for the students,
 - b) equipment and personal belongings used during the classes must be wiped with a disinfectant after the classes, e.g. stethoscopes, ballpens, ID badges,
 - c) hands should be sanitized before entering the patients room and before and after each contact with patients,
 - d) a disposable surgical face mask is changed in case it gets dirty, wet, it does not let the air through; it cannot be used for more than one day for classes in contacts with patients,
 - e) FFP2 filter masks in a single cycle may be worn for up to 8 hours at most - it is not required to change the mask between patients, if the mask does not show distinctive damages or soil,
 - f) in case the mask is put on again, it is required to disinfect hands before and after putting it on,
 - g) touching the inner surface of the mask must be avoided.
10. In particularly justified cases associated with the epidemiological risk, the manager of a unit, in agreement with the Vice-Rector for Education, may temporarily suspend direct classes.
11. Non-observance of the epidemiological rules shall result in the inability to continue classes. Such classes shall be considered an unexcused absence.
12. Teachers of clinical classes are obliged to observe the epidemiological rules adopted in a given hospital, and to organize classes so as to allow obeying the following recommendations:
- a) in front of the entrance to the teaching rooms (entrance to a ward and patients' rooms) there shall be available alcohol based (min. VOL 60%) hand sanitizers,
 - b) the teachers should have their mouth and nose covered,
 - c) seminar and lectures rooms in clinical hospitals may only be used for classes developing practical skills,
 - d) students should be instructed by the teachers that all procedures with patients should be done with utmost care, avoiding direct "face-to-face" contact,
 - e) the person conducting clinical classes remains in the room for the whole time of the classes, monitoring the proper operations, also as regards epidemiological safety.



13. Should a class participant demonstrate disturbing symptoms of an infectious disease, he/she must be immediately removed from the classes, and isolated in a separate room prepared for this purpose on the premises of the treatment facility by the Manager of that facility, and in case of the Centre for Medical Simulation (CSM) in a designated room.

IV. Organization of language courses and physical education

1. Foreign Languages Study Centre carrying out the classes in stationary (on-site) form.
2. Physical Training and Sports Study Centre carrying out the classes in stationary (on-site) form and the Centre operates in the full range.

V. Organization of Post-Graduate Education and Doctoral School

1. Classes in Doctoral School and post-graduation education will be held in stationary (on-site) form or with the use of remote teaching methods and techniques. The decision on form of the classes will be taken by Vice-Rector for Doctoral School and Post-Graduate Education (with reference to the Doctoral School) and Post-Graduate Education or Chief Executive Officer (with reference to postgraduate education) upon course coordinator's request.

VI. Organisation of remote education

1. Remote education is carried out in synchronous or asynchronous form.
2. Asynchronous education assumes that during the classes the university teachers and students are not engaged in the teaching process at the same time and is based on the prepared and supplied e-learning materials available on OLAT platform.
3. In case of asynchronous education, university teachers are obliged to set a consultation duty hours for the students.
4. Synchronous education assumes that during classes the teachers and students are present at the same time on the indicated education platform. Synchronous education is carried out with the use of Teams or Zoom platforms.
5. During seminar and practical classes in synchronous mode, students are required to turn on the sound and video transmission.
6. If it is allowed by the system used by the university teacher for remote teaching, during colloquia in remote mode, students participating in the classes are obliged to turn on their cameras and enable sound and picture transmission.
7. To connect with the platform indicated by the course coordinator, the students only use the e-mail addresses assigned to them by PUMS.
8. Academic teachers may carry out remote teaching in the form of telework, however, in such case the teacher must seek consent of the Head of the unit who sends the decision via e-mail to the Employee Affairs Department.



VII. Examinations

1. The basic form of examination is the stationary, direct form.
2. The rules of carrying out direct examinations at the Centre for Innovative Education Techniques (CITK) to minimise the risk of SARS-CoV-2 infection are specified by the manager of CITK in agreement with the Vice-Rector for Education. Following rules ensuring epidemic safety are implemented:
 - a) a student with acute symptoms of upper respiratory tract infection cannot take the exam at CITK;
 - b) a student with positive result of COVID-19 test cannot take the exam at CITK; in such situation it is recommended to contact general physician in order to get sick leave which will be base to excuse an absence;
 - c) it is recommend to wear at CITK masks covering mouth and nose due to the specificity of the examination rooms, the number of persons staying in them simultaneously and the time of presence.
3. In exceptional situations at the request of the course coordinator reviewed by the Dean's/CNJA Director's/Doctoral School Director's and after an approval of the Vice Rector for Educational Affairs it is possible to carry out examinations in a remote form. Rules defined in the Rector regulation regarding rules and regulations for exams/test at the Poznan University of Medical Sciences are applicable.

VIII. Duty hours and consultations by academic teachers

1. Academic teachers are obliged to arrange regular duty hours for the students.
2. Academic teachers' duty hours, and additional consultations for the students are held in stationary (on-site) form.

IX. Procedure in case of infection with SARS-CoV-2 or on the suspicion of infection of a staff member or student

1. In case a student is confirmed to be infected with SARS-CoV-2 virus the student is requested to forward such information forthwith to the address: covid@ump.edu.pl
2. In case of confirmed SARS- CoV-2 infection among the participants of clinical, the teacher notifies the management of the hospital, the manager of the clinic, or course coordinator, and Vice-Rector for Education, at: covid@ump.edu.pl
3. In case of a confirmed case of SARS- CoV-2 infection among PUMS staff, the person concerned is requested to notify the Secretariat of the Directorate, in order to take immediate actions to reduce the risk of developing an epidemic centre (e-mail: dyrekcja@ump.edu.pl), telephone 61 854-62-59). The use of this information shall be subject to data protection according to applicable law.



X. Dormitories

1. In the dormitories the obligation to sanitize hands on entering the dormitories is obligatory and continued.
2. In case an inhabitant of a dormitory demonstrates disturbing symptoms suggesting a coronavirus infection:
 - a) such person should contact a general practitioner on the phone soon as possible,
 - b) in case of English-speaking students a contact with a general practitioner should be arranged through the Medical Education in English Office,
 - c) in case of threat to health and life, immediate contact with Medical Rescue Team is required.
3. Students living in dormitories are obliged to notify immediately the manager of the Dormitories Management Centre of:
 - a) issued sick leave due to a positive test result of SARS-CoV-2 coronavirus,
 - b) a quarantine imposed on the student by the State Sanitary Inspection.
4. Polish-speaking and English-speaking students living in a dormitory shall report all cases under 24-hours operated telephone number 507 434 364.

XI. Main Library

1. PUMS Main Library operates in the full range.