

## INSTRUCTIONS FOR THE OPERATION OF THE UNIVERSITY OF CYPRUS WITH THE PHYSICAL PRESENCE OF STUDENTS, ACADEMIC, ADMINISTRATIVE AND OTHER STAFF UNDER SARS-CoV-2 (COVID-19) CONDITIONS

### INTRODUCTION

Following the decision of the Senate for the lessons of the Fall semester 2020-2021 to be conducted in-person and online simultaneously, and with reference to the instructions for the operation of universities with physical presence issued by the Ministry of Health, this document was prepared as an update of the protection measures and the **COVID-19 Management Action Plan** of the University of Cyprus.

The **goal** of the University of Cyprus is to safeguard both the access to education and learning, as well as the seamless continuation of research in creative and alternative ways, always guided by the health and safety of its members.

For this reason, measures had to be taken in order for us to deal with the pandemic and create working conditions that ensure the health and safety of students, staff members and third parties.

For any requests/suggestions that could improve the protection measures, you can contact the Service of Safety, Health and Environment, Tel: 22894147, e-mail: [akis@ucy.ac.cy](mailto:akis@ucy.ac.cy). Additionally, you can find [useful information](#) on COVID-19 Management, on the main website of UCY.

**We are sure we can make it!**

### At a glance:

Masks	Physical/Social Distancing	Suspicious Case	Confirmed Case	Discipline / Security Issues
Supply to staff from the Health Centres, Tel: 22895270, 22895280. Mandatory use by all while indoors.	Signs in rooms/labs. At least 1 metre between people, with a mask.	The person is removed from the room/class/working area and the <b>Health Centres (Tel: 22895270, 22895280)</b> are immediately informed, for further instructions/guidance and application of the <b>Action Plan</b> .	<b>The Crisis Management Team</b> of the University is immediately informed ( <b>Health Centres, Tel: 22895270, 22895280 and the Service of Safety, Health and Environment, Tel: 22894147</b> ).	The <b>Security Office (Tel: 22894250)</b> and the <b>Security Guards</b> are immediately informed. <b>Emergency Phones</b> are posted in all classrooms and classrooms.

### DISEASE DESCRIPTION / BASIC PRINCIPLES / PROTECTION AND PREVENTION MEASURES

**SARS-CoV-2 (COVID-19):** is a group of viruses that usually causes respiratory infections in humans that vary in severity, especially in vulnerable populations. These vulnerable groups are determined with a Decree of the Minister of Health.

The most important **clinical symptoms** are at least one of the following: cough, fever, shortness of breath, sudden loss of smell, taste, and dysgeusia. Less specific symptoms include headache, myalgia, chills, fatigue, vomiting and diarrhea.

**Protective measures:** hand washing with soap or alcohol solution (antiseptic), social and physical distancing, use of masks, avoid touching the face, protect the mouth or nose when coughing, stay home when not well, stop smoking, avoid overcrowding.

Close contact with any person experiencing clinical symptoms should be avoided.

Daily self-monitoring of clinical symptoms is advised, and in case you have even one of the symptoms you should contact your personal physician and stay at home in isolation to wait for instructions.

## DISTANCING

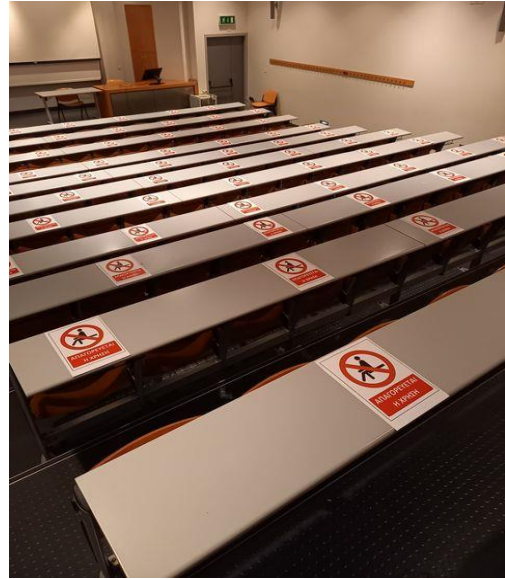
Social distances must be maintained in all areas of the University including corridors, classrooms/meeting rooms, labs, bathrooms, restaurants/cafes, etc.

In lecture rooms and labs, the distance between students must be at least one (1) metre, and instructors should keep a distance of more than two (2) metres from students.

Signs have been placed inside and outside each classroom/meeting room, lab to ensure the maximum number of people complies with the above measure. The instructor will ensure that the assigned number of students in the classroom/lab is met in accordance with the signs. Students will not be allowed to sit in positions designated to be vacant.



- Signs have been placed on the premises of the University on floors and seats, in order to ensure the physical distance in rooms and labs, and other places or areas where activities are carried out that may lead to overcrowding between staff, students and / or and visitors.



- You are advised to communicate either by phone or online, rather than face-to-face, when possible. If this is not possible, appointments should be made in a space that allows for the recommended distances to be kept, and for as short periods as possible.
- You are advised to avoid hugs and handshakes, reduce your interactions with other people and refrain from touching objects, unless it is necessary.

## USE OF MASKS - WASHING AND DISINFECTION OF HANDS - TEMPERATURE MEASUREMENT - HYGIENE

- In sanitary areas it is recommended to wash your hands regularly and thoroughly with liquid soap and water, for at least 20 seconds and carefully dry your hands with disposable paper towels and throw them in the trash bins.



- Alcoholic solutions (of alcoholic content > 60%) have been placed at the entrance of each floor of every building, and outside all classrooms. Regular hand washing is recommended when entering and exiting a room (breaks included). For additional dispensers/replacements you can contact the Office of Hygiene and Home Economics, **Tel: 22894167**, e-mail: [papadopoulou.niki@ucy.ac.cy](mailto:papadopoulou.niki@ucy.ac.cy).



- **The use of a mask by instructors and students is mandatory** from the point of entering a building and/or room/lab until exiting from it. **The instructor should not allow students to enter/stay in the classroom unless they are wearing a mask. In case a student forgets/misplaces their mask, they will be able to receive a mask from the Guards of the buildings, only once as an exception.**
- **The use of a mask is mandatory by all staff members and any person entering the University premises.** With special reference to the use of elevators. Relevant signs have been posted.



- The University will provide staff members with disposable masks. To order masks you can contact the **Health Centres, Tel: 22895270, 22895280**. A small number of masks with a transparent surface is provided for use in special cases where required.



- University of Cyprus Security Guards will take regular temperature measurements during the arrival of staff members, students and visitors at working and teaching areas.



### **CLEANING, HYGIENE AND VENTILATION OF SPACES**

The University premises are cleaned and efficiently ventilated daily following the regular day-by-day cleaning practices according to the instructions of the Ministry of Health for the Cleaning and Disinfection of spaces.

It is important to adhere to the teaching times and class schedules to allow for the classrooms to be properly cleaned and disinfected during the 15 minutes in between consecutive lesson, before the next audience enters.

Working and teaching areas will be regularly and adequately ventilated, especially in the interval between lessons and if the weather conditions allow it, during the lesson.

## ATTENDANCE OF VISITORS (ASSOCIATES)

- You are advised to inform your colleagues/associates that visits to the University should be avoided and kept to a minimum (only when necessary), strictly abiding by the basic principles of protection and prevention, always with the use of masks. Members of the University staff should also be considered as visitors when they use/pass by buildings other than those they work in.
- Ensure that each of your guests wears a mask properly and disinfects his/her hands when entering the indoor areas of the University.
- Keep visitor contact details/logs when possible, to facilitate tracing in the event of a COVID-19 case.
- Entry to the workplace of any visitor should be prohibited when he/she presents with clinical symptoms.
- You are advised to arrange remote meetings (by phone, online), as much as possible. If it cannot be done remotely, the meeting time should not exceed 15 minutes, with the use masks and in accordance with all the measures related to personal hygiene, physical and social distancing, ventilation and disinfection of spaces.

## ACTIVITIES / EVENTS / CONFERENCES / SPEECHES / PRESENTATIONS

The audience in each room/space cannot exceed the number that is posted, according to the regulations and signs.

All safety and health measures described above apply to the organisers and participants.

The entity organising the event is responsible for keeping a guest/name list of the participants/attendees, with their contact details, so that tracing can be facilitated if deemed necessary.

It is recommended to avoid providing catering services/refreshments. In case the nature of the event renders the supply of catering services/refreshments, the service should include only packaged products, and should be provided outside the room/space where the event is carried out.

The duration of the events should be as short as possible, so that no breaks are required, to avoid overcrowding.

## PRESENTATION OF SYMPTOMS (SUSPICIOUS CASE)

As mentioned above, the most important clinical symptoms are the following: cough, fever, shortness of breath, sudden loss of smell, taste, and dysgeusia. Less specific symptoms include headache, myalgia, chills, fatigue, vomiting and diarrhea. Currently there is no vaccine.

Any student, faculty or administrative staff member who presents with one or more clinical symptoms should stay at home and abstain from all activities within the University, and contact his/her personal physician immediately. It is understood that for their absence they should inform their Department/Service according to the current Policy/regulations in force.

In case a person presents with one or more clinical symptoms during his/her course or work, he/she should leave the room, teaching/working area and **immediately inform the Health Centres by phone, Tel: 22895270, 22895280 to get further instructions/guidance regarding the application of the Action Plan.** Return to work/studies should be allowed by presentation of a medical certificate to the University (Human Resources Services for staff members; Academic Affairs and Student Welfare Service for students).

Personal information about the health of staff members and students will be handled carefully in accordance with the general data protection regulation.



In case a student and/or staff member presents with symptoms during his/her presence at the University and he/she is unable to leave the institution's premises immediately, he/she will be accompanied to a properly prepared designated place.

### **CONFIRMED CASE**

In case it has been confirmed that a student or a member of the teaching or administrative personnel has been infected with SARS-CoV-2/COVID-19, based on the ad hoc protocol determined by the Ministry of Health:

- **The University Crisis Management Team** will be immediately informed (**Health Centres, Tel: 22895279, 22895280; Department of Safety, Health and Environment, Tel: 22894147**). The Crisis Team will then coordinate the steps described below.
- All members of the university community who have come into close contact<sup>1</sup> with this person should remain in self-isolation for 14 days (compulsory) and undergo molecular testing for coronavirus.
- The spaces used by the person confirmed as COVID-19 positive should be isolated/restricted.
- The doors and windows of these spaces should remain open for adequate ventilation/ or the technical ventilation should remain in continuous operation and at a maximum intensity.
- Specialised disinfections of the buildings/rooms that this person has used should be carried out, the buildings/rooms should be expected to reopen normally within 48 hours.

If the confirmed case and/or their close contacts are students, arrangements should be made by the relevant Departments, in collaboration with AASWS, in order for their studies to carry on remotely for as long as necessary.

If the confirmed case and/or their close contacts are members of the teaching staff, arrangements should be made by the relevant Departments in order for them to continue teaching, remotely (for as long as necessary). In case they need hospitalisation and are unable to continue with remote teaching, the relevant Department will arrange for a temporary substitute instructor to enable the smooth completion of the course, if this is possible, or provide make up classes at a later stage.

If the confirmed case and/or their close contacts are members of the administrative staff, the above arrangements should be made in similar manner, and in accordance with the instructions of the Directorate of Administration and Finance (DAF).

### **AFTER RECOVERY**

A student or member of the teaching or administrative personnel recovering from coronavirus SARS-CoV-2 / COVID-19 should submit a relevant certificate from his/her personal physician before returning to the University.

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<sup>1</sup> a) A person residing with a confirmed case.

b) A person who has had direct physical contact with a confirmed case (e.g. handshake).

c) A person who has had unprotected contact with infectious secretions of a confirmed case.

d) A person who has had face-to-face contact with a confirmed case at a distance of less than 2 metres, with a duration of more than 15 minutes.

e) A person found indoors (e.g. classroom, cinema, hospital waiting areas, etc.) with a confirmed case for more than 15 minutes and at a distance of less than 2 metres.

f) A healthcare professional or other person providing health care to a COVID-19 case, or lab personnel handling a confirmed case sample without using the appropriate protective equipment or with a breach in the integrity of said equipment.

g) A traveller on an aircraft sitting up to two rows (in each direction) from a confirmed case, etc.