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UNIVERSITY OF PRIMORSKA GUIDELINES FOR WORKING AT THE PREMISES OF THE UNIVERSITY IN TIMES OF ACTIVE MEASURES AGAINST THE SPREAD OF THE COVID-19 DISEASE

Koper, **March 2021**

INDEX

INTRODUCTION	4
GENERALLY ABOUT THE DISEASE	4
INSTRUCTIONS FEBRUARY 2021.....	5
GENERAL HYGIENE MEASURES.....	6
LIMITING ACCESS.....	7
RAPID ANTIGEN TESTING	7
ACTING IN CASE OF SUSPECTED INFECTION WITH SARS-CoV-2019	8
MAINTAINING SAFETY DISTANCE	8
LECTURE HALLS.....	8
PROTECTIVE GEAR	8
MONITORING PRESENCE.....	8
EPIDEMIOLOGICAL RESEARCH AND DECISIONS ON THE ABSENCE OF OTHERS.....	9
ROOM PREPARATION	9
ENTRANCE TO THE BUILDING.....	9
LECTURE ROOMS, LABORATORIES	10
HALLWAYS AND OTHER COMMON AREAS.....	10
SANITARY AREAS	10
OTHER COMMON STAFF SPACES	10
OUTER SURFACES	11
REDUCTION OF IN-PERSON CONTACT.....	11
SCHEDULE AND ORGANISATION OF GROUPS	11
CONTACT OFFICES	11
MEETINGS.....	11
ACCESS TO ROOMS.....	12
IMPLEMENTATION OF STUDIES IN THE ACADEMIC YEAR 2020/2021	12
REMOTE LEARNING AND TEACHING	12
REMOTE WORK.....	13
SPECIFIC FORMS OF STUDY PRORCESS.....	13
CLINICAL EXERCISES	13
LABORATORY EXERCISES	13
FIELD EXERCISES	13
LIBRARY SPECIFICS.....	14
STUDENTS RESIDENCE SPECIFICS	14
VENTILATION, CLEANING AND DISINFECTION OF PREMISES.....	14

ROOM VENTILATION	14
CLEANING BEFORE USE	14
REGULAR CLEANING	15
DISINFECTION OF SURFACES AND OBJECTS	15
SPECIAL GROUPS OF STUDENTS	15
FOREIGN CITIZENS	15
EMPLOYEES AND STUDENTS WITH HEALTH ISSUES.....	15
APPENDIX 1: GUIDELINES OF THE UNIVERSITY LIBRARY	16
Conditions for restarting the library activity	16
APPENDIX 2: GUIDELINES OF STUDENT RESIDENCES.....	18
STUDENT STATEMENT BEFORE ENTERING THE UNIVERSITY PREMISES, DUE TO COVID-19	23
EMPLOYEE STATEMENT BEFORE ENTERING THE UNIVERSITY PREMISES	24
APPENDIX 5: NOTIFICATION OF ABSENCE FROM “LIVE” STUDY OBLIGATIONS DUE TO COVID-19	25
APPENDIX 6: LIST OF PRESENT STUDENTS	26
APPENDIX 7: GUIDELINES FOR ADAPTED KNOWLEDGE ASSESSMENT IN TIMES OF COVID-19 EPIDEMIC	27
APPENDIX 8: ONLINE MASTER’S THESIS DEFENSE GUIDELINES OF THE UNIVERSITY OF PRIMORSKA DUE TO THE CORONAVIRUS COVID-19 DISEASE	40
APPENDIX 9: HEALTH LIMITATION FOR STUDENTS AND STAFF	42

INTRODUCTION

University of Primorska issued Guidelines for working at the premises of the University of Primorska in times of active measures against the spread of COVID-19. Depending on the epidemiological situation, professional opinion, applicable national measures and recommendations and instructions of competent authorities, the rector of the university decided which activities can be performed at the university premises and which still have to be carried out in an adapted manner and elsewhere. Guidelines are applied to each activity carried out at any given moment at the university premises.

The instructions have been adopted to limit spread of the COVID-19 epidemic, minimize damage and ensure the university's activities are functional under all conditions.

The most important measure to control infection is for sick people to stay at home. Three additional measures are crucial to limit the spread of the virus via respiratory droplets: sneezing and coughing hygiene; hand hygiene, in particular frequent handwashing and avoiding touching the face with dirty hands; and maintaining a minimum interpersonal distance of 1.5 meters between people. These measures are important to prevent direct and indirect contact with microorganisms and reduce the chance of infection even before the signs and symptoms of disease appear.

Despite implementation of all measures, cases of COVID-19 and other infections may still occur. However, the chances of spreading the virus will be significantly lower if these measures are undertaken to prevent infection.

Basic instructions:

- Sick employees must stay at home;
- Users of university premises regularly disinfect their hands;
- Indoors, a minimum interpersonal distance of at least 1.5 meters between individuals must be maintained;
- If minimum interpersonal distance cannot be guaranteed, protective masks must be worn.

All further instructions follow these guidelines and define individual situations in more detail. These guidelines are not universal, however, so instructions must be read critically, and measures must be adapted to the specifics of each individual room and activity. When in doubt, use a pragmatic approach that follows these basic guidelines.

GENERALLY ABOUT THE DISEASE

The SARS-CoV-2 virus infection can cause the coronavirus disease 2019 or COVID-19.

The incubation period (time between infection and disease onset) can be up to 14 days, averaging at about 6 days. The disease is most often manifested through symptoms of respiratory infection, ie with malaise, fatigue, cold, fever, cough and in more severe forms with a feeling of shortness of breath. In about 80% of those infected, the disease is mild. In children, the course of the disease is usually lighter, and the risk of severe symptoms and complications increases in the elderly (especially over 60 years) and people with associated diseases such as cardiovascular disease, lung, liver, kidney, diabetes, immune disease, etc. The more severe course of the disease is characterized by pneumonia. Microbiological testing is required to confirm or rule out a SARS-CoV-2 infection. SARS-CoV-2 infection is transmitted by humans by droplets, through respiratory secretions. Closer contact with the patient is required for transmission (distance to the patient less than 1.5 m). Infection is also possible through

contact with surfaces contaminated with respiratory secretions. Consistent hand hygiene and coughing are thus most important to prevent the spread of the infection. Detailed instructions for the prevention of infection and more information on the website of the National Institute of Public Health: <https://www.nijz.si/en>.

INSTRUCTIONS March 2021

In March 2021, updated instructions were prepared, which:

- eliminate the limitation of 1 person per room;
- update the actions after a case is detected at the university premises;
- additionally explain the exceptions from RAT;
- add the sport and recreation among allowed activities.

GENERAL HYGIENE MEASURES

The new coronavirus is spread through secretions of the respiratory system and unclean hands; therefore, measures against contagion focus on:

- Maintaining an adequate interpersonal distance of 1.5 meters to prevent transmission through respiratory droplets; and
- Regular handwashing and disinfection of surfaces and objects to prevent contact transmission.

Hands are always considered to be contaminated, except immediately after being washed or disinfected.

When all described measures are taken, the possibility of contagion is decreased and we protect ourselves and others. There is no complete safety from contagion, and each individual must take responsibility for full execution of self-protective measures.

All students and staff must know general hygiene measures in order to ensure their consistent application and guarantee adequate safety conditions for the workplace against SARS-Cov-2 contagion:

- Frequent and thorough handwashing with soap and water.
- If soap and water are not accessible, hands must be disinfected with disinfectant put in place for this purpose. Alcohol content needs to be between 60-80%. Hand disinfectant should not be ingested. Disinfectant tissues (70%) may also be used. Products for cleaning/disinfection of surfaces should not be used on the skin.
- Hands need to be washed or disinfected after touching any door handle, staircase railing or after contact with any other surface in the building.
- Do not touch face (eyes, nose or mouth) with unclean/unwashed hands.
- Respect the minimum interpersonal distance of 1.5 meters between individuals.
- Observe correct hygiene for coughing and sneezing (before coughing/sneezing, cover the mouth and nose with a paper tissue or cough/sneeze into the elbow or upper arm). Paper tissues must be thrown away after each use and hands must be washed with soap and water.
- Indoor environments have to be ventilated thoroughly several times a day. This is recommended after every use of a single room (with windows open wide).
- Except for students and employees, no one else has direct access to the building. Exceptional outside visitors must have an appointment in advance, be accompanied by a university employee while inside the building and wear a protective mask.
- Students should first obtain any information over the phone or through online communication tools.
- Online meetings have precedence over normal (in-person) meetings.
- When organizing events, we follow the instructions of the NIJZ, which apply to event organizers.

General guidelines for the prevention of contagion from the agent causing COVID-19 are accessible on the web page: <https://www.nijz.si/sl/preprecevanje-okuzbe-z-virusom-sars-cov-2019> (only available in Slovene, please use the online translation options).

LIMITING ACCESS

Only **healthy students, staff and visitors** (without signs of acute respiratory infection) can enter the university premises.

Upon first arrival, students and employees must sign a statement (Appendixes 1, 2) guaranteeing that they are healthy. Students will sign this statement in SIS, while employees will sign it in UNIS. Students and employees who do not sign the statement will be barred from entering.

The Broader Professional Committee for Occupational, Traffic and Sport Medicine has defined health restriction guidelines for employees returning to work upon reopening (Appendix 8). In the event that there is a child, adolescent or adult who has been excluded from school or work under these guidelines living in the student's or employee's household, we do not recommend returning to the workplace. Withdrawal due to health reasons is decided on a case-by-case basis by personal physician or an occupational medicine specialist.

Employees who have been ordered quarantine or self-isolation, or have developed signs / symptoms, inform the immediate supervisor of their absence and consult with the chosen or on-duty doctor. They return to work when they are completely healthy and their doctor allows them to do so.

Students who have been ordered quarantine or self-isolation, or have developed signs / symptoms, inform the faculty about their absence by filling in the application *Notification of absence from "live" study obligations due to COVID-19*. They return to the university premises when they are completely healthy and the doctor allows them to do so.

In case they are ill and cannot work/study remotely, they prove their excused absence with a doctor's certificate, as usual.

Lectures and other study obligations are closed for publics during the active measures against the spread of the COVID-19.

RAPID ANTIGEN TESTING

Teaching staff is tested with COVID-19 Rapid Antigen Tests (RAT) weekly..

The following staff is exempt from RAT:

- All who got over COVID-19 less than 6 months ago (proven with a doctor's certificate or a positive PCR or RAT test older than 21 days, but younger than 6 months);
- All who have been vaccinated more than 7 days before with the second dose of the Biotech/Pfizer, more than 14 days after the second dose of the MODERNA or more than 21 days after the first dose of the AstraZeneca;
- All who have been tested in a similar time-frame (the same day or a day before) at another location;
- All who will not enter the university premises.

The Rectorate of the university organises the testing of staff in cooperation with external providers. Testing is generally organised in mobile units. Members of the university announce each Friday their needs for testing the next week and the rectorate sets the testing times. The staff has to respond to the time they are allocated. Tests are not held on Mondays and faculties should take this into account when planning their schedules.

University members can also randomly test a proportion of non-teaching staff who come in contact with students (e.g. cleaning ladies, student offices, international offices). They nominate the staff together with teaching staff to the rectorate. Contact for organisation of tests is Aleš Oven (ales.oven@upr.si, 051 232 948).

ACTING IN CASE OF SUSPECTED INFECTION WITH SARS-CoV-2019

In the event that an employee or student has developed signs or symptoms of SARS-CoV-2019 during the day at the university, he / she immediately withdraws from the work or study process and informs his / her immediate superiors or professors or the department.

Students and university members follow epidemiologic guidelines published by the National Institute of Public Health (in Slovene): https://www.nijz.si/sites/www.nijz.si/files/uploaded/epidemioloska_navodila_za_visje_in_visokosolsko_izobrazevanje_ter_studentske_domove_v.1.pdf

MAINTAINING SAFETY DISTANCE

A distance of at least 1.5 meters must be maintained between individuals within all University of Primorska buildings. The maximum number of people in a room is calculated so that required minimum interpersonal distance is ensured in all directions.

LECTURE HALLS

First row in lecture rooms and other classrooms, where study process is implemented, should be unoccupied. If possible, pedagogic process and written exams should be held in larger rooms.

PROTECTIVE GEAR

Students and employees must wear protective masks in common areas and in spaces where a minimum interpersonal distance of 1.5 meters cannot be guaranteed.

The rectorate publishes a list on the university webpage on when the masks are needed.

Students and staff should be familiar with the proper placement, wearing and removal of protective masks. It is their duty to make other users of the premises aware of the proper mask usage.

MONITORING PRESENCE

In order to facilitate epidemiological research and identify close and risky contacts, in the academic year 2020/2021 the presence of students in the premises of the faculty in all study contents is monitored.

Attendance is monitored with a list of attendees, which the lecturers submit to the Student Services after the lecture / exercises. They keep them organized for 30 days and then destroy them. The attendance list contains the following information:

- subject,
- date and time,
- teacher,
- name and surname of present students.

Suggested form is published in the appendix 7. Faculties can adapt the form to their organisation, as long as all the basic information are available.

Documented contacts will be used for proper reaction in line with epidemiological guidelines for educational institutions.

EPIDEMIOLOGICAL RESEARCH AND DECISIONS ON THE ABSENCE OF OTHERS

In the event that the infection with SARS-CoV-2019 is confirmed with a student or employee, the laboratory will inform the NIJZ. After receiving the report, NIJZ begins an epidemiological study, which searches for the source of the infection and identifies the contacts that were in contact with the patient during the infection (at home, at college, in the living space).

The management of the member or university also participates in this procedure and makes the attendance lists available for the days and for the study contents, requested by the epidemiologist.

Further physical absence from the university is ordered by the NIJZ by issuing quarantine decisions. Students and employees must follow the quarantine decision and inform their immediate supervisors or departments about their absence. In all its conduct, the university acts cooperatively and follows the instructions and recommendations of the profession.

ROOM PREPARATION

ENTRANCE TO THE BUILDING

Warnings shall be placed at University of Primorska building entrances that instruct:

- only healthy people can enter the premises,
- special entry / exit rules,
- general hygiene recommendations.

Disinfectant for hands and surfaces is available at each entrance as well as a rubbish bin for used masks and gloves at exit.

The number of entrances is optimized in such a way that fire safety is not endangered. An automatic meter is installed next to each used entrance.

LECTURE ROOMS, LABORATORIES

At the entrance to each lecture room or laboratory, it is necessary to install:

- hand sanitizer,
- surface disinfectant,
- infographic with instructions for proper use of masks,
- poster with general hygiene measures.

In lecture rooms, laboratories and other rooms surfaces should be clearly marked as “in use” or “out of use”. Labelling should be consistent in all laboratories (i.e., available and unavailable areas should be marked everywhere). Marking is also possible by removing excess chairs.

Only as many students as can sit in the lecture hall with a guaranteed interpersonal distance can participate in the lectures. In other forms of study that take place in dedicated lecture halls (laboratories, tutorials, music classrooms, simulation rooms, computer lecture halls, etc.), the same number of students may be kept on the premises as is usual for these lecture halls, but they must carry masks. Notwithstanding all indications, a maximum of:

- 11 people in a general lecture room (10 students and a teacher);
- 17 people in specialized lecture halls (15 students, a teacher and a technician), where it is not possible to provide a minimum interpersonal distance.

If possible, the equipment in lecture halls and other work spaces should be arranged in such a way that the minimum interpersonal distance between individual students is respected or the pedagogical process is carried out in small groups.

HALLWAYS AND OTHER COMMON AREAS

If possible, passage shall be indicated with floor markings along hallways and in common areas in order to minimize contact between individuals and mark/maintain interpersonal distance. In doing so, doors may also be designated for entering and exiting the building.

SANITARY AREAS

Running water, soap and paper towels will always be available in the lavatories. Hand dryers will not be used during the active measures against the COVID-19 disease. Infographics that display proper hand washing technique are located next to the sinks.

Lavatory windows will remain open.

Floor markings may be installed in lavatory anterooms to ensure adequate interpersonal distance. Users should open lavatory doors with their elbow or a clean paper towel.

OTHER COMMON STAFF SPACES

Employees should enter group spaces (kitchenettes, meeting rooms, photocopiers, etc.) only as needed and if they feel comfortable, paying attention to order, cleanliness and hygiene. Spray disinfectant will be present in these rooms so that surfaces can be disinfected quickly. These rooms should only be used if minimum interpersonal distance can be maintained. The maximum number of occupants should be clearly posted at the room entrance.

OUTER SURFACES

Students and employees are allowed to occupy spaces in front of buildings, yards and other outdoor areas. We recommend maintaining interpersonal distance.

Applicable government ordinances on the gathering of persons in public places must also be considered.

UP FVZ can implement stricter measures due to the vicinity of the hospital.

REDUCTION OF IN-PERSON CONTACT

Work is organized in a way that requires as few in-person contacts as possible. In study process, this can be achieved especially with the reorganisation of the schedule.

SCHEDULE AND ORGANISATION OF GROUPS

Groups and schedule are organised in a way that there are as few changes of groups as possible. When a specific group occupies the lecture room, it remains in the same classroom for a longer time, while teacher change and lecture different content of different subjects consecutively. When the group changes (e.g. the next day), the same applies for them. In organising groups and schedule, students and the content that still needs to be taught are in focus.

A one hour window is recommended between two different groups occupying the same room. In this time, the surfaces which are often touched (doorknobs, fences) should be disinfected and rooms ventilated.

Classes and exam schedule are adapted to minimize the number of groups entering the building simultaneously (e.g. 15-minute delay of the start of activity, or similar).

CONTACT OFFICES

Student contact offices (student services, international office, career center, enrollment service, etc.) should reduce the number of contacts so that students and staff are available for up-to-date advice via e-mail, videoconferencing and other electronic systems and telephones. In case of physical contact, employees should be protected with plexiglass, and at the same time students should be reminded to maintain a minimum interpersonal distance in the queue.

MEETINGS

Meetings and committee meetings may be held live or continue to take place via videoconferencing systems. The meeting should be held in a room large enough to ensure and maintain the minimum interpersonal distance of 1.5 meters between all attendees and that attendees wear masks in line with the guidelines. External visitors must be familiar with the applicable instructions and enter the common areas with protective masks.

ACCESS TO ROOMS

Before the group arrives, lecture room doors should be open, so that the students do not touch the doorknobs.

Each faculty defines the method of access to its premises, taking into account that there is as little restraint in common areas and contacts between individuals as possible. Students are allowed to enter individually and head directly to the lecture hall, where they take their place in the shortest possible time. Alternatively, students gather in front of the building and the group proceeds to the lecture hall together, with individuals keeping an eye on the appropriate interpersonal distance at all times.

Each faculty defines how their rooms can be accessed and takes into account guidelines and recommendations in place.

IMPLEMENTATION OF STUDIES IN THE ACADEMIC YEAR 2020/2021

In line with the decision of the Rector of the University of Primorska on measures to prevent the spread of COVID-19 disease, the course providers can teach live, combined (live and distantly) or distantly.

The scope of individual contact hours is determined by the faculty leadership following the suggestion of course providers, taking into account the guidelines of the faculty management, curricula, specifics of subjects, the COVID-19 situation and valid decision of the Rector of the University of Primorska on measures to prevent the spread of COVID-19.

If lectures, seminars and exercises are implemented distantly, on-line presence of a student is considered the same as live presence in the academic year 2020/2021. Student's online presence is properly checked and recorded.

Notwithstanding the provisions of the Rules for the Evaluation of the Work of Pedagogical Workers and Researchers of the University of Primorska, no. 002-12/2011 of 15 June 2011, amendments no. 002-16/2011 of 13 July 2011, amendments no. 002-29/2013 of 17 October 2013, amendments no. 002-2/2014 of 19 February 2014 and amendment no. 002-19/17 of 12 July 2017 (Rules), pedagogic hours that are conducted distantly at the same time in the academic year 2020/2021 for students of several locations of the same study program are pondered by a factor of 1.25.

In case of restrictions on physical access to the university premises, the assessment and grading of knowledge and the defense of final theses (diploma, master's and doctoral) may also be carried out remotely, in accordance with the instructions in Annex 6 and the instructions at individual faculties.

As a rule, the methods of assessment and assessment of knowledge remain as determined by the curriculum of an individual subject and in accordance with the Rules on assessment and grading of knowledge at the University of Primorska, unless adjustments are necessary due to the COVID-19 situation.

REMOTE LEARNING AND TEACHING

Remote learning means that course providers carry out study obligations to the same extent and in the same time frame, only the medium changes. Instead of lectures or other contents being held on the university premises, students follow them via a videoconferencing system.

The University of Primorska leased ZOOM for this purpose. With a university account, all university users have a licensed ZOOM access.

Uploading and transmitting documents is not an appropriate form of distance learning. Higher education teachers must conduct all contact hours with students, which they report in the UNIS application.

REMOTE WORK

The Rector of the University or the Dean or Director of a Member may order all employees to work from home or remotely in order to prevent the spread of the COVID-19 disease. When doing so, he/she determines the groups of people who are responsible for the smooth running of the university. These are at least:

- Cleaning and maintenance of the university premises,
- Receiving and sending mail,
- ICT support for employees,
- And any other urgent processes.

When ordering and organizing the remote work, the rules on the remote work apply.

SPECIFIC FORMS OF STUDY PRORCESS

Laboratory exercises and individual work with students are allowed at the university premises. Exams and seminars of up to 10 people, field work **and subjects in the field of sport are** allowed as well.

All activities must follow the existing instructions and recommendations for individual activities (e.g. for accommodation in the tourist facilities, for the prevention of infections with the new coronavirus SARS-CoV-2 in sports, for bus transport, for tourism and catering, for the execution of massage services, for kindergartens and schools, **for sport and recreation activities** and all other instructions and recommendations).

CLINICAL EXCERCISES

Contact between students and professors is possible during clinical excercises in programmes where they are needed. If this happens, even greater care should be given to personal protection, in line with the teacher's opinion (use of facemasks, gloves, glasses, visors, coats, other protective gear). Students should immediately afterward wash and disinfect their hands.

LABORATORY EXCERCISES

Laboratory excercises are implemented in specific lecture rooms. We recommend that the equipment is transferred to larger rooms, if this is possible (e.g. if excercises only foresee the use of microscopes). If this is not possible, laboratory excercises are implemented in intended spaces with additional care on preserving hygiene.

FIELD EXCERCISES

Field exercises are primarily implemented outdoors, so maintaining safety distance is the only measure. Students should organise their own transfer to the meeting spot and travel in personal cars alone or in smaller groups.

If a part of field work will be implemented in enclosed spaces, a house order and active measures in those buildings have to be observed.

LIBRARY SPECIFICS

University libraries open at the same time, when conditions defined in the protocol (Appendix 1) will be fulfilled. Until then, libraries operate in limited capacity, especially by guaranteeing access to electronic sources and renting-out books in a contactless fashion following prior agreements and arrangements.

STUDENTS RESIDENCE SPECIFICS

Besides general guidelines, there are special guidelines for student residences in place. They are in Appendix 2. Guidelines of student residences apply also to the students of the University of Ljubljana, who reside at the student residences of the University of Primorska.

VENTILATION, CLEANING AND DISINFECTION OF PREMISES

ROOM VENTILATION

Offices, lecture rooms and laboratories must be thoroughly ventilated daily (all windows wide open). Windows should be open at all times, if possible; otherwise, room ventilation is required every hour.

Windows should be opened by only one person (teacher).

If the building has mechanical ventilation, constant ventilation with external air flow with maximum flow should be maintained when people are using the buildings. More guidelines on ventilation can be found at:

<https://www.nijz.si/sl/navodila-za-prezracevanje-prostorov-izven-zdravstvenih-ustanov-v-casu-sirjenja-okuzbe-covid-19> (only available in Slovene, please use online translation options)

CLEANING BEFORE USE

Before the study process starts again at the university premises, all rooms should be thoroughly cleaned. If the building was not in use for some time, the water pipes should be intensely washed. Intense washing of the water supply network is achieved with increased flow of drinking water in the water supply network on all pipes in the building for at least 15 minutes. Before the first use, the water should run with steady, mid stream (the width of a pencil) for 2 minutes. Guidelines for washing the building water supply are published here: <https://www.nijz.si/sl/priporocila-lastnikom-objektov-za-hisno-vodovodno-omrezje-hvo-po-daljsi-prekinitvi-uporabe-pitne> (only available in Slovene, please use online translation options).

REGULAR CLEANING

Offices and laboratories must be regularly cleaned and disinfected. Thorough cleaning is carried out at least once a day. Trash cans should be emptied at least once a day. Trash can bags that contain used masks must be tied at the time of removal, placed in another bag, labeled with the date of closure and stored in an inaccessible place for at least 72 hours. After that, they can be disposed of as mixed waste.

NIJZ recommendations are also taken into account when cleaning and disinfecting:

- for cleaning and disinfecting premises outside medical establishments:
<https://www.nijz.si/sl/navodila-za-ciscenje-in-razkuzevanje-prostorov-izven-zdravstvenih-ustanov-v-katerih-se-je-zadrzeval> (only available in Slovene, please use online translation options),
- for cleaning public toilets:
https://www.nijz.si/sites/www.nijz.si/files/uploaded/higienska_navodila_za_uporabo_in_ciscenje_javnih_sanitarij_.pdf (only available in Slovene, please use online translation options).

DISINFECTION OF SURFACES AND OBJECTS

Surfaces and objects that are touched frequently (hooks, holders, light switches, pull cords, etc.) are disinfected several times a day. In offices, lecture rooms, laboratories and other rooms in use, surfaces that are touched more frequently are disinfected after use and before the next group of students / employees enters. Disinfectant is also sprayed on tables and chairs after use.

Cleaning takes into account the recommendations for cleaning and disinfection of premises outside health care institutions during the COVID-19 epidemic, which are available at: <https://www.nijz.si/sl/navodila-za-ciscenje-in-razkuzevanje-prostorov-izven-zdravstvenih-ustanov-v-katerih-se-je-zadrzeval> (only available in Slovene, please use online translation options).

SPECIAL GROUPS OF STUDENTS

FOREIGN CITIZENS

Border crossing rules change regularly and can include demands for additional tests and quarantine. Faculties should take this into account when planning study activities for them and if needed conclude specific agreements on the performance of obligations for foreign students.

EMPLOYEES AND STUDENTS WITH HEALTH ISSUES

In the event that an employee or a student cannot return to University of Primorska premises due to health-related issues on recommendation from a physician, the university member will discuss the situation with them and find solutions to provide the student or employee with an options to perform their work differently or finds different solutions (e.g. fulfilling obligations the next academic year).

APPENDIX 1: GUIDELINES OF THE UNIVERSITY LIBRARY

Conditions for restarting the library activity

General measure, which must be implemented without exception by all librarians in users of libraries:

- 1) only healthy people, without the symptoms of respiratory infection, can enter the library;
- 2) hygiene of hands, sneezing and coughing;
- 3) obligatory use of facemasks in common spaces;
- 4) washing and disinfecting hands;
- 5) users avoid touching library surfaces, apart from doorknobs and desks;
- 6) other NIJZ recommendations.

Special measures for employees:

1.0 ORGANIZATION:

- 1) librarians with health limitations do not have any contact with customers;
- 2) librarians are taught about the measures on maintaining library activity in times of measures against the spread of COVID-19 before the libraries are re-opened.
- 3) Acting director of the UP UK informs librarians about the measures via a vide Conferencing system Zoom before the preparations on re-opening libraries;
- 4) Head of each library is responsible for guaranteeing that the measures are implemented and kept in cooperation with the dean of the faculty or institute director and library acting director;
- 5) Acting director checks the implemented measures before libraries re-open and then every week;
- 6) Deans, director, all library users (professors, researchers and students) are notified about the measure in libraries with public announcements.

2.0 LIBRARY ACTIVITY:

- 1) Independent physical search / selection of books is not allowed,
- 2) The use of computers in libraries / reading rooms by users is not allowed,
- 3) Accessing material in free access is not possible, while they can borrow such materials and take them home under the conditions defined by the head of each library (rare, old materials and periodics cannot be borrowed); suggestion: maximum borrowing time: 14 days, maximum 2 pieces, the same title cannot be borrowed twice (suggestions for professors in connection with the deans: if possible, professors should use electronic version of the same book, which they would borrow in physical form),
- 4) Borrowing materials and inter-library borrowing is maintained,
- 5) The user can access the materials by a) finding it in COBISS in electronic catalogue and b) reserving it at least 48 hours before picking it up,
- 6) After an order has been placed in COBISS, the user must wait for library's confirmation that the materials are prepared,
- 7) Users enter libraries individually,
- 8) Movement directions are marked in each library,
- 9) Notifications that the users should not touch the books or furniture are placed in the library,

- 10) Written notification that free access is not possible due to COVID-19 measures is placed in the library,
- 11) Plexiglass barrier is erected on the borrowing desk to physically separate a librarian from the user,
- 12) In front of the library doors, floor markings are used to guarantee a 2 meter safety-distance,
- 13) At entrances in all libraries, disinfectants are placed; if possible, they should be contactless,
- 14) For borrowing the following desks are used: 1) at joint UP FM and UP PEF library one of the two borrowing desks at the entrance; 2) at UP FVZ the first desk after the entrance, 3) at UP FHŠ, UP FAMNIT and UP FTŠ Turistica the only borrowing desk,
- 15) Libraries have to take care to assure that the users are not staying in the library; the only path of a user is through the door to the borrowing desk and back; other paths are not allowed, libraries should notify the user about that,
- 16) Teachers and other staff deliver their requests for bibliographic entrances electronically (at faculties where this is not yet fully introduced); if a librarian decided that he has to see the physical version of the material due to classification, it deals with it in the same fashion as with the returned materials, ie. It goes into quarantine for 7 days.

3.0 WORKING WITH LIBRARY MATERIALS

- 1) "clean" and "dirty" paths for materials are established: the first is used for delivering the material to the user and second one for the returned materials; the returned materials have to be kept aside for 7 days, before they can be borrowed again,
- 2) Clean and dirty path should not mix; in libraries with only one librarian, the work is organised in a way that the librarian works with the returned materials at the end of the day (opening times of libraries can be consequently shortened); situation where the same librarian works simultaneously with clean and unclean materials without disinfection in between should be avoided, as he would contaminate the clean material; if a librarian has to accept the returned materials and borrow a new one to the same user, he should be extremely mindful of hand hygiene – after touching the returned materials, he should disinfect the hands before touching the borrowing materials;
- 3) After materials are returned, they are quarantined for 7 days; librarians organise their work in a way that they place the returned materials at their place and mark the returning day, so they can return it on shelves after 7 days;
- 4) Keyboard and borrowing desk should be disinfected multiple times a day;
- 5) Rooms should be ventilated once per hour,
- 6) All NIJZ guidelines for libraries have to be followed.

Assoc. prof. dr. Jonatan Vinkler, UP UK acting director

APPENDIX 2: GUIDELINES OF STUDENT RESIDENCES

Univerza na Primorskem UP Študentski domovi
Università del Litorale UL Case dello studente
University of Primorska UP Student residences



GUIDELINES FOR LIVING IN STUDENT RESIDENCES IN TIMES OF ACTIVE MEASURES AGAINST THE SPREAD OF THE COVID-19 DISEASE

Koper, Portorož, 16 May 2020

INDEX

1. Entering the student residence	19
2. Following general recommendations of NIJZ	19
3. Using common facilities	19
4. Living in rooms and general life in the dormitories	20
5. Cleaning and disinfecting the rooms	20
6. In case of developing disease symptoms	20
7. Students in quarantine	20
8. Appendix: Statement (see the next page)	21

1. Entering the student residence

From 18 May 2020 onwards, students with an active residing contract can again live in the student residences, in line with the current regulations. In doing so, they need to follow these guidelines, which take into account the recommendations of the National Institute for Public Health (Nacionalni inštitut za javno zdravje – NIJZ) and which will be updated in line with the guidelines published at <https://www.nijz.si/sl/sproscanje-ukrepov-covid-19>. Only residents who do not have any symptoms of Covid-19 can enter the student residence. They must sign a statement when they return to the student residence. The statement is in the appendix to these guidelines.

2. Following general recommendations of NIJZ

- Avoid close contact with people and maintain a distance of at least 1.5 meters from other people,
- Wear a mask in common areas and locations where you cannot maintain a safety distance,
- Do not touch your eyes, nose and mouth,
- Follow the recommendations for cough hygiene,
- Regularly wash hands with soap and water,
- Regularly disinfect your hands with hand disinfectant with at least 60% ethanol
- If you develop COVID-19 symptoms immediately notify a staff member and your roommate.

3. Using common facilities

- Social gatherings in common rooms and walking between different floors is prohibited.
- The use of internal and external recreational and social areas (fitness, common study rooms, rooms for socialising) is prohibited.
- Before every entry into the residence and on each floor, disinfectant is available – hands must be sanitised before entering the premises and the floor.
- Masks must be worn in common rooms (halls, staircases, laundry room, drying room, joint kitchens); students must provide their own masks.
- A maximum of 3 people can use the common room at the same time, if they can maintain 1.5 metres distance from each other (otherwise, only one person or two, if they are roommates).

- One student at a time can use the joint laundry room / drying room. When entering, they have to disinfect their hands.
- A maximum of 2 people can use the common kitchen at the same time in ŠD Prisoje. When entering the kitchen, users have to disinfect their hands. After use, they have to clean the dishes immediately, dry them and return them to the cupboard. Each user should disinfect the working area before use by spraying with the available disinfectant.
- Lifts are operating until they have to be shut down (if so decided by the NIJZ of the government). A disinfectant is placed next to the entrance of the lift and each person (student, staff) has to disinfect their hands before they enter the lift. Masks have to be worn in the lifts. Only one person at a time can use the lift, unless if they are roommates. Warnings are placed next to the lifts.

4. Living in rooms and general life in the dormitories

- Dormitory parties are strictly prohibited.
- Outside visits are strictly prohibited.
- Overnight stays of outside guests are strictly prohibited.
- Residents can only use the facilities on the floor where they have their room.
- Students can be outside, but have to maintain a safe distance. Rooms and apartments have to be ventilated multiple times a day.

5. Cleaning and disinfecting the rooms

- Residences are regularly cleaned, and surfaces which are often touched (door knobs, pipes, sinks, etc.) disinfected.
- Ventilation of common rooms is compulsory.
- Residents must regularly clean their rooms and apartment and, if needed, disinfect the objects and surfaces which they touch often (door knobs, desks, windows and walls, toilet seat, pipes, etc.).

6. In case of developing disease symptoms

If you develop disease symptoms, call your personal doctor, doctor on duty (or in urgent matters 112) for further guidance. Other residents should notify the employees of the Student Residences as soon as possible about the suspected COVID-19 infection.

7. Students in quarantine

Students coming from abroad or students, who were in contact with infected persons (or in other cases decided by the Ministry of Health) can be placed into quarantine. Quarantine is ordered by the Republic of Slovenia Ministry of Health and is a measure limiting free movement of healthy people and is ordered by the Republic of Slovenia Ministry of Health. When you are quarantined, follow the order and the following:

- Do not leave the dormitory (do not leave the dormitory, do not visit the faculty, shops or other institutions, do not use public transportation or taxis).
- Avoid contact with other people and do not accept visitors in your dormitory.
- Monitor your health.

- If you develop symptoms of respiratory infection (e.g. tiredness, dry cough, fever, difficulty breathing or shortness of breath) or other symptoms mentioned in the Table for health monitoring, call your personal doctor or doctor on duty, where you will receive further guidelines. Inform your doctor that you are in quarantine.
- To receive basic food and hygiene products, make arrangements with neighbours, UP ŠD employees or a friend for help – they can deliver the groceries to the dormitory. They should not enter your room, but leave the groceries in front of your room and notify you about the delivery over the telephone.
- Regularly ventilate the rooms you are using. Ventilate the room for 5-10 minutes multiple times a day.
- Follow the NIJZ guidelines, published at <https://www.nijz.si/sl/priporocila-za-ravnanje-v-karanteni-na-stalnemzacasnem-naslovu>.

8. Appendix: Statement [\(see the next page\)](#)



STUDENT STATEMENT BEFORE ENTERING THE UNIVERSITY OF PRIMORSKA PREMISES, DUE TO COVID-19

I _____ (name and surname), resident of UP ŠD dorm Prisoje, room number _____, declare that:

1. I did not have any of the following symptoms in the last 14 days: fever, dry cough, headache, tiredness, sore throat, difficulty breathing or shortness of breath, diarrhea, and that I was healthy;
2. I have not been in contact with anyone who has confirmed SARS-CoV-2 in the last 14 days;
3. I will stay at home if I develop the above-mentioned symptoms or a person in my household (most commonly a family member) is confirmed for SARS-CoV-2 and I will immediately fill in the form "Notification of absence from "live" study obligations due to Covid-19" in the Student Information System VIS/SIS.

By signing, I confirm that I am aware that the submitted personal data which the University of Primorska disposes (name, surname, address of residence, telephone and e-mail address) are processed for the purpose of keeping an RESIDENCY list of students at the dorm on the basis of the decision of the Rector of the University of Primorska, No. 1142-83 / 2020 of 17 September 2020. The attendance list is provided to the National Institute of Public Health (NIJZ) upon request.

The University of Primorska, as the controller, will handle your personal data in accordance with the legislation in the field of personal data protection. For more information on the controller, the person authorized for the protection of personal data and about your rights in relation to the protection of personal data please check:

<https://www.upr.si/si/univerza/varstvo-osebni-podatkov-in-kijz/varstvo-personal-data/>

Place and date: _____

Signature: _____

BASIC INFORMATION ON COVID-19

SARS-CoV-2 virus infection can cause coronavirus disease 2019 or COVID-19.

The incubation period (time between the infection and occurrence of the disease) can be up to 14 days, on average 6 days. The most common symptoms are similar to respiratory infection symptoms, such as tiredness, fever, dry cough and in severe cases difficulty breathing or shortness of breath. In about 80% of cases, the disease is mild. The disease is generally milder for kids, while the risk for the severe course of the disease and complications are greater for older people (especially people above 60 years of age) and people with associated diseases, such as cardiovascular diseases, diseases of the lungs, liver, kidneys, diabetes, immune deficiencies and similar. Pneumonia is typical for severe cases. The disease needs to be confirmed with microbiological tests. The SARS-CoV-2 disease is transmitted by droplets, through respiratory secretions. Close contact with the infected person is needed for transmission (a distance smaller than 1.5 meters). Infection is also possible after contact with surfaces which have been contaminated with respiratory secretions. Therefore, hand and cough hygiene is the most important preventive measure, helping to prevent the spread of the disease. Specific guidelines for preventing the spread of the disease are published on the webpage of the National Institute of Public Health (in Slovene): <https://www.nijz.si/sl/koronavirus-2019-ncov>.

If you develop any of the above-mentioned symptoms or a person in your household (most commonly a family member) is confirmed for SARS-CoV-2, stay at home and limit contacts with other people. If you are ill, call your family doctor or doctor on duty for further guidance. If your family member or some other close contact is confirmed for SARS-CoV-2, you will receive further guidelines from the epidemiological office.

STUDENT STATEMENT BEFORE ENTERING THE UNIVERSITY PREMISES, DUE TO COVID-19

I, _____ (name and surname), student of the University of Primorska,
_____ (faculty), with the enrolment number:
_____ declare that:

1. I have not had any of the following symptoms in the last 14 days: fever, dry cough, headache, tiredness, sore throat, difficulty breathing or shortness of breath, diarrhea, and that I was healthy;
2. I have not been in contact with anyone who has confirmed SARS-CoV-2 in the last 14 days;
3. I will stay at home if I develop the above-mentioned symptoms or a person in my household (most commonly a family member) is confirmed for SARS-CoV-2 and I will immediately fill in the form "Notification of absence from "live" study obligations due to Covid-19" in the Student Information System VIS/SIS.

By signing, I confirm that I am aware that the submitted personal data which the University of Primorska disposes (name, surname, address of residence, telephone and e-mail address) are processed for the purpose of keeping an ATTENDANCE LIST at study obligations (lectures, exercises, seminars, etc.) on the basis of the decision of the Rector of the University of Primorska, No. 1142-83 / 2020 of 17 September 2020. The attendance list is provided to the National Institute of Public Health (NIJZ) upon request.

The University of Primorska, as the controller, will handle your personal data in accordance with the legislation in the field of personal data protection. For more information on the controller, the person authorized for the protection of personal data and about your rights in relation to the protection of personal data please check:

<https://www.upr.si/si/univerza/varstvo-osebnih-podatkov-in-kijz/varstvo-personal-data/>

Place and date: _____

Signature: _____

BASIC INFORMATION ON COVID-19

SARS-CoV-2 virus infection can cause coronavirus disease 2019 or COVID-19.

The incubation period (time between the infection and occurrence of the disease) can be up to 14 days, on average 6 days. The most common symptoms are similar to respiratory infection symptoms, such as tiredness, fever, dry cough and in severe cases difficulty breathing or shortness of breath. In about 80% of cases, the disease is mild. The disease is generally milder for kids, while the risk for the severe course of the disease and complications are greater for older people (especially people above 60 years of age) and people with associated diseases, such as cardiovascular diseases, diseases of the lungs, liver, kidneys, diabetes, immune deficiencies and similar. Pneumonia is typical for severe cases. The disease needs to be confirmed with microbiological tests. The SARS-CoV-2 disease is transmitted by droplets, through respiratory secretions. Close contact with the infected person is needed for transmission (a distance smaller than 1.5 meters). Infection is also possible after contact with surfaces which have been contaminated with respiratory secretions. Therefore, hand and cough hygiene is the most important preventive measure, helping to prevent the spread of the disease. Specific guidelines for preventing the spread of the disease are published on the webpage of the National Institute of Public Health (in Slovene): <https://www.nijz.si/sl/koronavirus-2019-ncov>
If you develop any of the above-mentioned symptoms or a person in your household (most commonly a family member) is confirmed for SARS-CoV-2, stay at home and limit contacts with other people. If you are ill, call your family doctor or doctor on duty for further guidance. If your family member or some other close contact is confirmed for SARS-CoV-2, you will receive further guidelines from the epidemiological office.



EMPLOYEE STATEMENT BEFORE ENTERING THE UNIVERSITY PREMISES DURING THE EASING OF MEASURES TO LIMIT THE SPREAD OF COVID-19

_____ (name and surname), employed at the University of Primorska,
_____ (member) declare that:

1. I did not have any of the following symptoms in the last 14 days: fever, dry cough, persistent or abnormal headache, tiredness, sore throat, difficulty breathing or shortness of breath, diarrhea and that I was healthy;
2. I was not in contact with anyone, who would have confirmed SARS-CoV-2 in the last 14 days;
3. I will stay at home if I will develop above-mentioned symptoms.

Place and date: _____

Signature: _____

By signing, I confirm that I am aware that the submitted personal data which the University of Primorska disposes (name, surname, address of residence, telephone and e-mail address) are processed for the purpose of keeping an attendance list, which is provided to the National Institute of Public Health (NIJZ) upon request.

The University of Primorska, as the controller, will handle your personal data in accordance with the legislation in the field of personal data protection. For more information on the controller, the person authorized for the protection of personal data and about your rights in relation to the protection of personal data please check:

<https://www.upr.si/si/univerza/varstvo-osebnih-podatkov-in-kijz/varstvo-personal-data/>

BASIC INFORMATION ON COVID-19

SARS-CoV-2 virus infection can cause coronavirus disease 2019 or COVID-19.

The incubation period (time between the infection and occurrence of the disease) can be up to 14 days, on average 6 days. The most common symptoms are similar to respiratory infection symptoms, such as tiredness, fever, dry cough and in severe cases difficulty breathing or shortness of breath. In about 80% of cases, the disease is mild. The disease is generally milder for kids, while the risk for the severe course of the disease and complications are greater for older people (especially people above 60 years of age) and people with associated diseases, such as cardiovascular diseases, diseases of the lungs, liver, kidneys, diabetes, immune deficiencies and similar. Pneumonia is typical for severe cases. The disease needs to be confirmed with microbiological tests. The SARS-CoV-2 disease is transmitted by droplets, through respiratory secretions. Close contact with the infected person is needed for transmission (a distance smaller than 1.5 meters). Infection is also possible after contact with surfaces which have been contaminated with respiratory secretions. Therefore, hand and cough hygiene is the most important preventive measure, helping to prevent the spread of the disease. Specific guidelines for preventing the spread of the disease are published on the webpage of the National Institute of Public Health (in Slovene): <https://www.nijz.si/sl/koronavirus-2019-ncov>

If you develop any of the above-mentioned symptoms or a person in your household (most commonly a family member) is confirmed for SARS-CoV-2, stay at home and limit contacts with other people. If you are ill, call your family doctor or doctor on duty for further guidance. If your family member or some other close contact is confirmed for SARS-CoV-2, you will receive further guidelines from the epidemiological office.



APPENDIX 5: NOTIFICATION OF ABSENCE FROM “LIVE” STUDY OBLIGATIONS DUE TO COVID-19

_____ (name and surname), student of the University of Primorska,
_____(faculty), with the enrolment number:
_____ declare that:

1. I have developed SARS-CoV-2 symptoms and need to stay home and limit contacts with other people after consulting my doctor or doctor on duty, or
2. I have been diagnosed with SARS-CoV-2 or
3. I was ordered to self-isolate or quarantine

and because of this, in the period from today to app. _____ (insert date) _____, I cannot perform my study obligations “live”.

The University of Primorska, as the controller, will handle your personal data in accordance with the legislation in the field of personal data protection. For more information on the controller, the person authorized for the protection of personal data and about your rights in relation to the protection of personal data please check at:

<https://www.upr.si/si/univerza/varstvo-osebni-podatkov-in-kijz/varstvo-personal-data/>

Place and date: _____

Signature: _____



APPENDIX 7: GUIDELINES FOR ADAPTED KNOWLEDGE ASSESSMENT IN TIMES OF COVID-19 EPIDEMIC

Index

INTRODUCTION	28
CURRENT USE OF TOOLS	28
ADAPTED KNOWLEDGE ASSESSMENT	28
SPECIAL CIRCUMSTANCES	29
POSSIBLE DISTANCE KNOWLEDGE ASSESSMENT	29
WRITTEN ASSIGNMENTS	29
KNOWLEDGE ASSESSMENT IN E-CLASSROOM	29
ORAL KNOWLEDGE ASSESSMENT	29
WRITTEN KNOWLEDGE ASSESSMENT	29
Overseeing the written knowledge assessment	30
INFORMING STUDENTS	31
IDENTIFICATION.....	31
RECORDING THE ACTIVITY.....	32
SAFETY OF CONNECTION AND DATA.....	32
PERSONAL DATA PROTECTION	32
SPECIAL CIRCUMSTANCES OF STUDENTS.....	32
APPENDIX 1: EXAMPLE OF INSTRUCTION FOR MIDTERMS FOR STUDENTS (prepared by Matjaž Kljun for the subject Systems 1).....	34
FREQUENTLY ASKED QUESTIONS:	37



INTRODUCTION

Guidelines for adapted knowledge assessment in times of COVID-19 epidemic are addressing teachers who are implementing subjects in the academic year 2019/2020 and who have to adapt the knowledge assessment of their subjects due to the COVID-19 epidemic.

Guidelines take into account the recommendations of the National agency of the Republic of Slovenia for quality in higher education (NAKVIS), decisions of the University of Primorska senate, recommendations of the task force of the Slovenian Rectors Conference and experiences with past assessments.

CURRENT USE OF TOOLS

All UP faculties use LMS Moodle in study process. It is installed in joint server and each members has its own installation. With some minor specifics, all members use same configurations and control (safety copies, archiving of e-classrooms). To assure this a document with minimal standards for the use of e-classrooms has been prepared.

All submitted assignments (Moodle) and final works are checked for similarities with existing sources. UP is using single LDAP and separate synchronisations of identities in the MS cloud.

Each UP members uses its own (slightly adapted) version of the student information system VIS (Talpas).

UP teachers currently use especially: *E-classroom (Moodle)*, *Zoom*, *MS Teams*, *Skype*, *Webex* and *Jitsy* (own server with limited capacity).

ADAPTED KNOWLEDGE ASSESSMENT

In line with the *Act Determining the Intervention Measures to Contain the COVID-19 Epidemic and Mitigate its Consequences for Citizens and the Economy*, universities can make changes to the obligatory parts of study programmes for the academic year 2019/2020. This includes changes of knowledge assessments for specific subjects. All changes have to be confirmed by the senate of the faculty, the university senate and sent to NAKVIS beforehand.

This assures autonomy of the higher education teachers, who can adapt knowledge assessment to current conditions and specifics of their subjects.

Means of knowledge assessments defined in the syllabus of specific subjects and which are usually implemented, serve as a basis for finding their adaptations for distance learning. Potential changes of the means of assessment have to enable relevant verification of achieved learning outcomes and competences defined in subject syllabus.

All teachers prepare their suggestions for the adapted knowledge assessment.

Changing only the way an assessment is done (e.g. implementing written exam or mid-term in e-form, instead in classroom) does not constitute a change of the knowledge assessment mean.



SPECIAL CIRCUMSTANCES

When planning the knowledge assessment, teachers have to take into account the following special circumstances:

- If knowledge assessment will be possible at the university premises, relevant adjustments of the classrooms will be needed. Limitations on the maximum number of people might be in effect, when an assessment takes place. This might mean that multiple rooms simultaneously will have to be used, or assessments will be implemented in multiple time slots.
- Approximately half of foreign students returned to their countries of origin at the start of the epidemic. It is not feasible that they will be able to return to Slovenia for the assessment.
- All adaptations and changes apply only for the academic year 2019/2020, i.e. until 30 September 2020.

POSSIBLE DISTANCE KNOWLEDGE ASSESSMENT

WRITTEN ASSIGNMENTS

Teachers can mark the student based on their written assignments (paperwork, project work, homework, shorter written assignments, etc.).

KNOWLEDGE ASSESSMENT IN E-CLASSROOM

Besides written assignments, teachers and colleagues can also use the tools of the e-classroom, such as quizzes. Quiz settings enable randomness of questions, which means that a teacher prepares, for example, 100 questions, while the learning environment shows 20 of them to a specific student. This decreases the chance of students' distribution the questions among themselves. Teachers can also use random order of questions. Another useful setting is imposing time limit for each question.

ORAL KNOWLEDGE ASSESSMENT

Oral assessment is possible through videoconferencing systems.

WRITTEN KNOWLEDGE ASSESSMENT

Distance group written assessment are applied exceptionally and only if the teacher knows very well the e-environment and it options for safe implementation of written knowledge assessment. Teachers have to bring students' attention to the Rules on disciplinary responsibility of students or its regulations related to the knowledge assessment and assure proper monitoring and control of the knowledge assessment.

To assure proper control, groups of students should not be too big. This still enables proportionally efficient monitoring of the knowledge assessment. Groups should not be bigger than 25 students.

Overseeing the written knowledge assessment

To assure as credible knowledge assessment, as possible, some most common forms of cheating should be preventing, while the students should still have equal opportunities.

Possible solution is image capture during the assessment. Most reliable is capturing videos of students, as this assures the greatest possible credibility. To decrease the system load, teachers can also capture photos every few seconds, which also decreases the assessment credibility, as some cheating can be unnoticed.

Another possible solution is capturing the student's screen, which is preventing the use of other tabs and windows. As before, the system load can be decreased by capturing photos every few seconds, instead of filming the video.

To increase the credibility, majority of systems add additional solutions. For example, capturing the whole room also monitors student hand movement, which prevents their use of additional materials, or freezing other devices, such as pads and mobility phones, which could be used as additional sources during an exam. The most credible system uses a combination of mentioned approaches.

Teachers can also use existing videoconference systems. In their use, they should recreate the classroom environment to the largest possible extent. Students perform the test by writing their answers on sheets of paper on an empty desk and record themselves while doing it.

Students prepare the desk as showed in the pictures below. The camera is on the side and films the whole work area and the body above the desk, including the hands and head.

The footage has to show all sheets of paper, student ID and upper body with hands at all times. Headphones are not permitted. All other objects have to removed from the desk. Camera and microphone have to be turned on during the whole assessment period. Only communication with the people overseeing the test is allowed.





Students receive their answers in e-classroom. They have a limited amount of time available to print them out or write them down on an empty sheet of paper. Then they prepare the desk as shown in the pictures above and wait for the assessment to start.

During an assessment, an overseer can ask a specific student to show one of the sheets of paper, student ID or face at any time. If the student does not understand something, he can ask for additional clarifications over the microphone.

Once the assignments have been concluded, the student has to photo them and upload them to an e-classroom in a limited amount of time.

INFORMING STUDENTS

Faculties publish the information on adapted knowledge assessment for their subjects on their websites. Teachers publish the information on adapted knowledge assessment in the subject classrooms as soon as possible and not later than 14 days after the changes have been made.

IDENTIFICATION

Teachers have to take care of proper authentication and student identification. Depending on the system used, partial authentication is done by students' login into the learning environment, where they use the identity received when they enrolled into the faculty.

The second stage of identification is done right before the start of the exam. **An individual student shows their student ID in front of the camera, or another personal document. The teachers check the ID and confirm the student identity.** If a student uses another document than student ID, he covers all the fields which are not written on the student ID (in Slovene personal ID he would cover a personal number, date of birth, signature, gender, nationality and validity; all that would remain being seen are name, surname and photograph).



RECORDING THE ACTIVITY

During the assessment, teachers can record student activity (including recording film). **All students have to be notified about that before hand and agree with it. If a specific student does not agree, he is not allowed to take part in the written assessment and is not marked.** The footage is saved until the end of the complaint period, or if the complaint is raised, until the issue is resolved.

SAFETY OF CONNECTION AND DATA

Systems for distance knowledge assessment transfer critical safety information, for which an encryption has to be used to prevent any kind of misuse. Teachers have to assure safe transfer of questions in a way that “external observers” cannot access them, and safe transfer of answers, so that the “external observers” cannot change the answers. This can be achieved with safe communication between the server and the client. This is the only way that assures the integrity of answers, which is the basis for the fair assessment.

Apart from the connection, safe saving of the data in databases has to be assured as well. Only authorised people can access and view the data. Generally, no one should have the right to change the data.

As a rule, document transfer for written exams is done through e-classroom.

PERSONAL DATA PROTECTION

Teachers have to assure personal data protection.

Used software tools have to comply with GDPR, where it is especially important that the data is being stored in the territory of the EU. E-classroom, ZOOM, VOX, MS Teams, SKYPE, WEBEX and JITSI satisfy the GDPR conditions.

Saving personal data is allowed only with prior consent of the student and only until the end of the complaint period, or if a complaint is raised, until the issue is resolved.

It is prohibited to store personal documents (personal ID, passport) in any form. Therefore, the identity check should be done with student ID. If the students will use other documents, they should cover all the data that is not listed on student ID. The teacher can view the personal ID over the camera, but is not allowed to store it (capture the photo or store its record).

SPECIAL CIRCUMSTANCES OF STUDENTS

If students do not have the relevant equipment (computer or phone with camera) or cannot fulfil other relevant conditions (e.g. stable internet connection, private room, etc.), and they would still like to take part in the knowledge assessment, they should contact their faculty as soon as possible. This will



be considered as an exceptional case and the student has to announce it at least three days before the written knowledge assessment.

The faculty (student office) in agreement with the teacher and the students finds an appropriate solution, which can include:

- Free equipment rental,
- Performing the knowledge assessment at the faculty premises under the same conditions (e.g. knowledge assessment in a computer classroom),
- Alternative knowledge assessment at another time (e.g. oral exam using the screen share, camera and conversation).



APPENDIX 1: EXAMPLE OF INSTRUCTION FOR MIDTERMS FOR STUDENTS (prepared by Matjaž Kljun for the subject Systems 1)

Systems 1

Organization of midterms

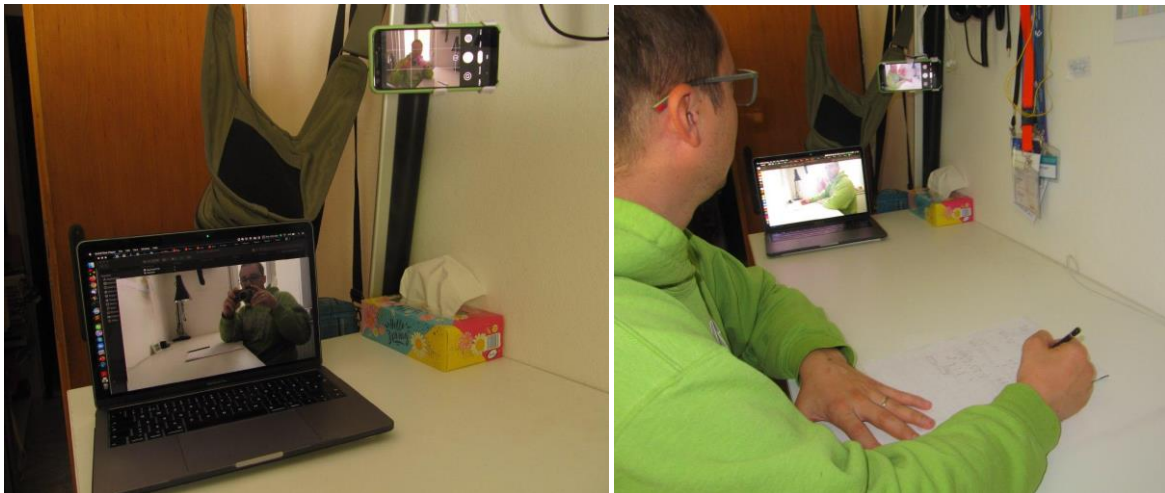
Due to the Covid-19 lockdown, midterm exam for the Systems 1 course will be carried out remotely through Zoom. Attendance is optional.

- It is required to apply for the midterm exam by the test submission in e-classroom.
- You will get the exact link to your group later (max 25 students per group).
- The midterm exam will be recorded.
- The midterm exam lasts for 90 minutes.

In order to attend the midterm, the student must arrange the following writing conditions:

- A room with a desk. During the exam, no other person must be present in the room.
- A computer/smartphone with internet connectivity, camera and a microphone:
 - If you are worried that your computer might crash during the midterm exam, use two cameras (one on your smartphone and one on your laptop or desktop computer)
 - If you have a poor internet connection, try mobile internet (via smartphone or mobile modem).
 - All used devices should be plugged in!
- A high resolution camera to make readable photos of solutions. Smartphone camera may suffice.
- 5 empty sheets of paper A4 (with lines or without, from a notebook, exercise book ...) and two pens (if one stops working).
- Student ID card or some other ID document with a photo.
 - When using some other ID, cover the fields not present on the student ID (for the Slovene ID you may cover the personal number, date of birth, signature, gender, citizenship and validity; all that remains visible are the photo, first name and surname).

Prepare your desk as shown in pictures below with the camera on the side so that entire desktop including your upper part of the body including the hands and the head are visible. Headphones are not allowed. Remove all other unnecessary items except for papers and pens.



The exam will be carried out in the following steps:

1. Students log in to their designated Zoom room and remain logged until the exam finishes. Camera and microphone must be turned on at all times. Make sure there are no background noises. No communication is allowed except with people overlooking the exam. The person who overlooks the exam will ask you via the Chat to confirm that you agree to the recording. If you do not agree, your exam will be considered void. The person who overlooks the exam will then verify the presence of students, and if necessary, their identity and contents of the papers on students' desks.
2. When the exam questions become available in the e-classroom, students are allowed 15 minutes to either print out the questions or copy them by hand on an empty sheet of paper. Double check if the text you have copied is the same as the text provided in the e-classroom! All the needed information will be given with exam questions. When the questions are copied the computer should be moved on the side as described before and the student must wait in front of the camera until the 15 minute preparation period is over.



3. The exams begins. Double check that all sheets of paper, the student's ID, the upper body and the head are clearly visible and must stay visible all the time. Calculators will not be needed nor allowed. Looking at the computer screen or mobile device is not allowed. The student may at any time be asked to present a sheet of paper or the ID card in front of the camera for a closer inspection, or to briefly look at the camera for recognition. If you do not understand something, you can ask via microphone. You will receive an answer as soon as possible. In the meantime, you can solve other exam questions.
4. When done or when 90 minutes are over, the student has to notify the person overlooking the exam who is going to take a timestamp of the beginning of the submission. When students are allowed to, they have 15 minutes to take photos of the solutions and submit them. Each photo must contain one page of solutions with the ID card at a top corner (or other personal document). Photos must be arranged in the order of the exam questions, e.g. 1.jpg, 2.jpg, etc. If the camera names photos so they are already ordered (e.g. by sequence number, date and time ...), the photos do not need to be renamed. Students than need to zip the files and upload the zip file to the e-classroom. Files can also be uploaded individually. When students manage to submit the file to the e-classroom they must again notify the person overlooking the exam who will take another timestamp of the end of submission. Only then students are allowed to leave the Zoom room.

Try submitting a test submission in the e-classroom beforehand so that you have a sense of how to do it and how long it takes (take pictures of any papers, ZIP the files and submit them).

Any form of violation (copying, communication, use of unauthorized items, excessive head turning, use of a computer or smartphone while copying exam questions, etc.) will be punished as by the university's by-laws. If the person overlooking the exam suspect that students are violating the rules during the exam they are required to provide a way to fully inspect their environment and objects where they write the exam via a video camera. If students do not cooperate and/or a violation is found their exam will be considered void.

If a high possibility of cheating is either found during the exam or after and it could or cannot be directly proven, all such students will be called to an additional defense.

If a student is not able to establish the above conditions and still wants to take the midterm exam, an oral exam may be arranged at a later time. This is considered a special case and the student must justify his/her position at least 3 days before the day of the written exam. Such examination will be done through screen sharing, camera and conversation. The identity of the student will have to be confirmed on camera.

The theoretical part would be examined by prof. Matjaž Kljun, and practical part by asist. Elham Motamedi (eng) or asist. Domen Šoberl (slo).



FREQUENTLY ASKED QUESTIONS:

Q: May I attend the midterm exam?

A: If you submitted your 1st homework and received a grade (0-100), yes.

Q: How do I sign up for the midterm exam?

A: Make a test submission.

Q: What are my options if I don't pass the midterm?

A: Collect 50% in total on homeworks and pass the final exam.

Q: Will the midterm exam in the Zoom be filmed?

A: Yes, but the video will not be published anywhere. The midterm exam will be filmed for later violations checking. After two weeks or solving up all the issues the videos will be permanently deleted.

Q: Can I print out the questions or must I hand-copy them?

A: You can use a printer and print the questions.

Q: Do I need to have a printer in the same room where I'm writing the midterm exam?

A: You can start the print job and wait at the desk for it to finish. Once printed, you can go for a half-minute to fetch the print-outs. If you will be absent more time, we will consider this as a violation.

Q: What should I do if I cannot submit the test submission?

A: Please try again. Take some photos with the device that you will use to take photos for the midterm exam. Take at least 5 such photos. Zip them and make sure the file is not too big to submit. There is a file size upload limit. So test the submission beforehand!

Q: What if the ZIP file is too big and the server rejects it?

A: Change the resolution of the photos but in a way that it will still be possible to read from. Test the whole submission beforehand!

Q: What if the ZIP file is big and I have poor internet connection?

A: Change the resolution of the photos but in a way that it will still be possible to read from. Test the whole submission beforehand!

Q: How do we submit the exam?

A: Read the instructions published on e-classroom.

Q: Can I submit a PDF?

A: Yes. But be aware that preparing a PDF might take additional time. Test this preparation beforehand!

Q: Can I submit in another format?

A: No. You can submit either a Zip file with all photos or a PDF.

Q: I don't have a camera other than the one on the phone. Can I use the same phone for a Zoom meeting and for taking Photos of the exam?

A: Unfortunately no. Read the next question for a solution.



Q: What if I want to submit over the same phone on which I took photos?

A: One camera needs to be on all the time. If you don't have a webcam you can borrow another smartphone from parents, siblings, neighbours ... and use it as a webcam (<http://www.skipser.com/p/2/p/android-as-webcam.html>). Or you simply have two phones - one for the camera and one for the submission. Test the whole setup beforehand and try submitting the Zip file to make sure everything will work.

Q: Can I have a desk with a window in front of it?

A: The window may be in front of you. However, based on the required camera position, the picture might be too bright to see anything. Test beforehand. If you often look at the window, the wall, the turned-off computer screen ... or whatever is in front of you, it will be considered a violation.

Q: Can I have a computer screen turned off in front of me?

A: If you have a large screen that is not easy to move, you can have it turned off in front of you. If you are also hand-copying or printing questions from the same screen, you can have it on while doing so. When you finish hand-copying/printing, turn the screen off. During this time, the camera should show your desktop, your body from the desktop up and the front side of the screen.

Q: What if I make a mistake when hand-copying the questions?

A: Check twice if you have copied the questions correctly.

Q: What if I finish early and want to submit my answers?

A: You can submit the answers up to 15 minutes before the end of the exam. When done, you must notify the person who oversees the exam over the microphone. From the moment this person acknowledges you, you have 15 minutes to submit the answers. If you delay the submission for more than 15 minutes, it will be considered a violation. If you finish in the last 15 minutes, put the pen down and wait until the end.

Q: What name do I use to sign in to Zoom?

A: Sign in to Zoom with your first and last name. Do not use nicknames.

Q: What if my desk is transparent (glass)?

A: If possible, lay over an opaque cloak. If that is not an option, you may write on the glass surface, but there must be nothing on the floor!!! If you have glass on a (wooden) table, there should be no papers underneath. If you keep looking repeatedly at the table on the left and right side from the papers you are writing on, will this be considered a violation.

Q: What if others will bother me as they loudly ask questions?

A: All questions must be asked orally. The use of instant messaging programs is prohibited. If you are disturbed by sound, put your speaker's volume to a minimum level, so that the person who oversees the exam can call you. If you will not answer the call from the person who oversees the exam, we will consider this a violation. If a student should repeatedly disturb others without a reason, he/she will be removed and his/her exam will be graded negatively.

Q: It would help if you were there before the exam starts, so we could ask urgent questions.



A: Those who oversee the exam will arrive to the Zoom room 15 minutes early to check everything and point out any inconsistencies with the rules, placement of cameras, etc. There will also be a chat room available in e-classroom (Moodle) if you'll have problems connecting to Zoom.

Q: Can we have questions in Slovene and English on the same paper?

A: Exam will be available in Slovene and English separately. You may use any of them and write your answers in any language.

Q: May I mix English terms in Slovene text?

A: You may.

Q: What if my internet connection drops?

A: You can have extra WiFi available over your phone as a hotspot. If your WiFi connection drops, connect your computer to your phone's WiFi. If you use the camera on your phone to stream your desktop and your home WiFi connection drops, your phone will automatically connect to mobile data. Each such interruption can take up to a few seconds. If you repeatedly disappear from the Zoom Room, this will be considered a violation. If too many people do this, we will stop the midterm exam for all. All the exams will not be graded.

Q: How many times will you warn us for violations?

A: Depending on the violation. If the violations are not severe, we will warn you up to 2 times, the third time you must finish writing. If the violation is serious, you will stop writing immediately. In both cases, the midterm exam will be graded with a negative mark.

Q: Can I have a pencil sharpener and rubber on the desk?

A: Yes. But you need to take into account that the pencil might not be visible enough. Test it beforehand. Otherwise have at least two pens if one might stop working.

Q: Can I have a glass of water on the desk?

A: Yes. The glass or plastic bottle need to be transparent without labels on.

Q: Can I go to the toilet?

A: Yes. You are allowed two minutes. You need to tell the person who overlooks the exam and you need to leave everything on the desk.



APPENDIX 8: ONLINE MASTER'S THESIS DEFENSE GUIDELINES OF THE UNIVERSITY OF PRIMORSKA DUE TO THE CORONAVIRUS COVID-19 DISEASE

Due to the extraordinary situation that the coronavirus outbreak has led to, the Master's Thesis Defenses at the University of Primorska may be conducted online, by applying the provisions of the Rules on Preparation and Defense of the Master's Thesis in the 2nd cycle Study Programme at the University of Primorska *mutatis mutandis*, and according to the following procedure:

1. Before the Thesis Defense

- The date of the Thesis Defense and technical implementation (ICT tool) of the Thesis Defense (Zoom, Skype, Teams, etc.) is agreed with the student.
- The Chairman of the Thesis Committee sends by e-mail the link for the online Thesis Defense to the Student Office. The time of the Thesis Defense, the link and any additional instructions regarding other listeners' attendance at the Thesis Defense shall be published on the Faculty's web page.
- Before the start of the Thesis Defense, the Chairman of the Thesis Committee checks the link with the candidate and the Thesis Committee members.

2. Thesis Defense

- The Chairman of the Thesis Committee initiates and conducts the Thesis Defense process in accordance with Article 20 of the Rules on Preparation and Defense of the Master's Thesis in the 2nd cycle Study Programme at the University of Primorska. After the student answers all questions, the Chairman interrupts the online connection with the student, leads the procedure for assigning the grade of the Thesis Defense, records the grade in the Thesis Defense Minutes and signs it. Then the Chairman reconnects online with the student and informs her/him of the success of the Thesis Defense and the acquired professional title. Afterwards the Chairman disconnects the link.
- Thesis Defenses are not being recorded.

3. After the Thesis Defense

- Thesis Committee members sign the Thesis Defense Minutes (with digital signatures, over the phone or by scanning, etc.).
- The Chairman of the Thesis Committee emails the signed Thesis Defense Minutes to the Student Office.
- After receiving the Thesis Defense Minutes and the approval of all Thesis Committee members, the Student Office prepares a certificate of completion of study and emails it to the student.



These guidelines shall apply mutatis mutandis for Thesis Defense at the 1st and 3rd level of study at the University of Primorska.



APPENDIX 9: HEALTH LIMITATION FOR STUDENTS AND STAFF

The Broader Professional Committee (BPC) for Occupational, Traffic and Sport Medicine adopted an opinion regarding workers who can be excluded from the working environment when anti-epidemic conditions are not met. The opinion was adopted on 27 March 2020 during the committee's sixth correspondence meeting and is supported by the Association of Pneumologists and Association for Occupational, Traffic and Sport Medicine.

The opinion applies to workers, educators and teachers working directly with children in kindergartens, elementary schools and high schools:

- pregnant women;
- workers on immunosuppressive medicine;
- workers with malignant disease on systemic cancer therapy (chemo-, immune-, target therapy);
- workers after organ/tissue transplantation who receive immunosuppressive therapy;
- workers with poorly controlled diabetes;
- workers with chronic lung disease on any kind of systemic anti-inflammatory or immunosuppressive (including biological) therapy, currently or within the last year, or workers who have regular recurrent inflammation due to COPD, bronchiectasis, asthma, lung fibrosis, systemic respiratory system autoimmune disease, lung cancer, immune deficiencies;
- workers with poorly controlled blood pressure;
- workers with severe mental or behavioral disorders;
- workers with other severe chronic disease as diagnosed by a specialist in occupational, traffic and sport medicine (contingent on risk evaluation); and
- workers above 65 years of age.

The listed conditions and diseases serve only as a guideline. A physician specialized in occupational medicine will determine on a case-by-case basis who can be excluded from the workplace.

University of Primorska accepts the BPC's opinion and applies it to all University of Primorska students and employees. Specialist doctor in occupational medicine or personal doctor decides individually on who to exclude from the working environment.