



UNIVERZA NA PRIMORSKEM  
UNIVERSITÀ DEL LITORALE  
UNIVERSITY OF PRIMORSKA

Titov trg 4, SI – 6000 Koper  
Tel.: + 386 5 611 75 00  
Fax.: + 386 5 611 75 30  
E-mail: [info@upr.si](mailto:info@upr.si)  
<http://www.upr.si>

## GUIDELINES FOR WORKING AT THE PREMISES OF THE UNIVERSITY OF PRIMORSKA IN TIMES OF ACTIVE MEASURES AGAINST THE SPREAD OF THE SARS-CoV-2 (COVID-19) DISEASE

Koper, May 2020

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## 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 the SARS-CoV-2 (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. When in doubt, use a pragmatic approach that follows these basic guidelines.

## 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.
- Online meetings have precedence over normal (in-person) meetings.
- Organizing and participating in events (concerts, exhibitions, conferences, celebrations, etc.) is discouraged.

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>.

## LIMITING ACCESS

Only **healthy students and staff** without signs of acute respiratory infection can enter the University of Primorska.

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 5). 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.

## 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.

If this distance cannot be maintained in common areas, individuals must wear protective masks.

## 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. If interpersonal distance can be guaranteed where the student or employee is sitting or standing, they may take off their protective masks; however, they must put their masks on again when another person approaches them or when they leave the room. Teachers can teach without a face mask, provided that the first row is empty and minimum safety distance is maintained.

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.

## 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.

### 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.

Lecture room or laboratory equipment must be arranged in such a way that the minimum interpersonal distance of 1.5 meters between individual users is ensured. If this is not possible, work in the laboratory must be adjusted so that there are fewer people in the room.

### 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 SARS-CoV-2 (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 consequetively. 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 and a half 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

Contact student offices (student office, international office, career centrrre, enrollment office and other) should still limit the in-person contact and offer advice to students and staff via e-mail, videoconferencing and other electronic systems.

## MEETINGS

Meetings and committee meetings shall continue to take place via videoconferencing. If this is not possible, 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. External visitors must be informed about the applicable hygiene measures and enter common areas wearing protective masks.

## ACCESS TO THE ROOMS

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

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

## SPECIFIC FORMS OF STUDY PROCESS

All forms of study process, which cannot be implemented distantly are allowed at the university premises. In case that the defined standards cannot be maintained, students have to be specifically notified about that.

### CLINICAL EXERCISES

Contact between students and professors is possible during clinical exercises 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, other protective gear). Students should immediately afterward wash and disinfect their hands.

### LABORATORY EXERCISES

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

### FIELD EXERCISES

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 measure 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.

## STUDENTS RESIDENCE SPECIFICS

Besides general guidelines, there are special guidelines for student residences in place. They are in Appendix 2.

## 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>

### 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>.

### 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>
- for cleaning public toilets: [https://www.nijz.si/sites/www.nijz.si/files/uploaded/higienska\\_navodila\\_za\\_uporabo\\_in\\_ciscenje\\_javnih\\_sanitarij\\_.pdf](https://www.nijz.si/sites/www.nijz.si/files/uploaded/higienska_navodila_za_uporabo_in_ciscenje_javnih_sanitarij_.pdf)

### 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>.

## SPECIAL GROUPS OF STUDENTS

### FOREIGN CITIZENS

Individual students, staff and guests might have to be quarantened. Faculties should take that into account when planning study processes and make specific arrangements on following study obligations with them.

### 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

## PRILOGA 2: NAVODILA ŠTUDENTSKIH DOMOV

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 SARS-CoV-2 (COVID-19) DISEASE**

Koper, Portorož, 16 May 2020

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### 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 distance from other people, especially from people who show signs of an infectious disease,
- Do not touch your eyes, nose and mouth,
- Follow the recommendations for cough hygiene,
- Regularly wash hands with soap and water,
- If soap and water are not available, you can use hand disinfectant with at least 60% ethanol.

### 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. They have to maintain 1.5 metres distance from each other.

- 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 not operating until further notice.

#### 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 with temporary residence in a student dormitory and who were outside of the EU for more than 14 days, must be quarantined for 14 days. Quarantine 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 using the Table for health monitoring (available at the link below).
- 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 [\(see the next page\)](#)



## STATEMENT

I, the undersigned student,

\_\_\_\_\_ (name and surname), before

returning to room \_\_\_\_\_ of the dormitory \_\_\_\_\_ UP ŠD,

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, diarrhoea, and that I was healthy;
2. I was not 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 (when preparing to return to the dormitory) is confirmed for SARS-CoV-2;
4. I will regularly ventilate and disinfect the rooms and follow the guidelines in available common rooms;
5. I am aware that I have to disinfect my hands when I enter the dormitory and that I have to use a mask when walking around the dormitory (except in my own room);
6. I will follow all regulations of NIJZ and UP guidelines, which are accessible on webpages, sent via e-mail and published on notice boards;
7. I am aware that the following violations will be considered as disciplinary violations of rules and additional regulations and can result in immediate conviction without the possibility of appeal: organising social gatherings and parties, ignoring prohibition of overnight stays of outside people, ignoring hygiene measures and disinfection in rooms and ignoring measures which create a safe environment for other residents in common areas.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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

I, \_\_\_\_\_ (name and surname), student of the University of Primorska,  
\_\_\_\_\_ (faculty)

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 was not in contact with anyone who has confirmed SARS-CoV-2 in the last 14 days;
3. I will stay at home if I will develop the above-mentioned symptoms or a person in my household (most commonly a family member) is confirmed for SARS-CoV-2.

Place and date: \_\_\_\_\_

Signature: \_\_\_\_\_

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.

### BASIC INFORMATION ON COVID-19

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

The incubation period (time from the infection to the 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 children, 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 preexisting conditions, such as cardiovascular diseases, diseases of the lungs, liver, kidneys, and 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 is published on the webpage of the National Institute of Public Health (in Slovene): <https://www.nijz.si/si/koronavirus-2019-ncov>.



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

I, \_\_\_\_\_ (name and surname), employed at the University of Primorska,  
\_\_\_\_\_ (member)

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 was not in contact with anyone who has confirmed SARS-CoV-2 in the last 14 days;
3. I will stay at home if I will develop the above-mentioned symptoms or a person in my household (most commonly a family member) is confirmed for SARS-CoV-2.

Place and date: \_\_\_\_\_

Signature: \_\_\_\_\_

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.

### BASIC INFORMATION ON COVID-19

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## APPENDIX 5: 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.