

Rector – Chancellor Circular No. 6/2020 (XI.16.) on rules at the University of Szeged during the State of Health Emergency

The primary aspect of these instructions - besides the prevention of further spread of the Coronavirus (COVID-19) pandemic - are the protection of the life, health, personal, property and legal security of students, staff and academic staff (hereinafter university member) of the University of Szeged (hereinafter: SZTE), ensuring the continuity of higher education training and the stability of institutional operation.

1. §

(1) Current Instructions are applicable at SZTE' operational and educational premises and all institutions and facilities maintained and operated by SZTE.

(2) The provisions of the action plan issued by the Ministry of Human Resources on the *Procedure to be Applied during the Epidemiological Preparedness for the 2020/2021* shall apply in educational institutions belonging to the University of Szeged.

1. General rules for creating a health-safe environment necessary for the operation of SZTE.

2. §

(1) Measures, legislation, internal regulations, directives, Circulars of the Coronavirus Operational Committee protecting health must be followed by all university citizens and all persons entering and staying in premises maintained and operated by SZTE.

(2) Particular attention shall be paid to supplementing and regularly updating the regulations referred to in paragraph 1, as necessary, in line with the changes of the epidemic situation.

3. §

(1) Buildings/Premises of SZTE can only be visited by a healthy person who does not show symptoms of coronavirus disease. See typical symptoms of the infection in Annex 1.

(2) In case symptoms of Covid19 disease or infection have been identified in the given department/institution, procedure set out in Annex 2 and a procedure in accordance with epidemiological rules shall be followed.

4. §

Adherence to personal hygiene is mandatory for all university citizens of SZTE. This includes frequent handwashing with soap or alcoholic hand disinfection, the follow of instruction of cough etiquette, avoidance of unnecessary contact with the face, and adherence to rules for the use of a mouth and nose mask (hereafter mask).

5. §

Wearing a mask is mandatory at the premises of SZTE.

6. §

- (1) Measuring body temperature may be permanently or temporarily prescribed at entering SZTE's buildings and premises. Filling in the so called in pre-triage questionnaire may also be required.
- (2) Measuring body temperature is mandatory when entering SZTE's educational buildings, dormitories, sports facilities and SZTE's Library in accordance measure IKT/5-768/196/2020.

7. §

- Proper physical distance is extremely important to prevent the virus from spreading, therefore the rules on distance must be kept in mind in the premises of the institution. So especially
- a) 1,5 meter must be kept in queuing, and it is recommended to indicate it with the help of clearly visible signs (painted markings, other visible indicators) in crowded places.
 - b) work-stations and hosting premises should be set that 1,5 meter distance can be kept.

8. §

- (1) Organizing events is prohibited at the University of Szeged.
- (2) It is recommended to avoid the organizations of events requiring personal contact.

9. §

- (1) The following rules shall apply to sports activities in the sports facilities of SZTE as prescribed by law:
 - a) Gyms, fitness rooms or other indoor sports facilities may only be used by athletes and sports competitors for the purposes of trainings or participating in sports events in accordance with the Sports Act,
 - b) Only individual leisure sports activities, in particular running, walking and cycling are allowed at outdoor sports facilities,
 - c) Playing team-sports in particular football, handball, basketball, volleyball are prohibited.
- (2) The provisions of paragraph (1) (b) and (c) shall not apply to training and sports competitions for athletes in accordance with the Sports Act.
- (3) Sports and leisure facilities can only be visited and used by healthy, asymptomatic person, trainer or participating individual who feels healthy.
- (4) Resting premises are recommended to be ventilated several times a day.
- (5) When maintaining hygienic condition of shared areas, premises such as changing rooms, showers, swimming pools, foot baths and other surfaces it is necessary to fully comply with the prescribed cleaning instructions (paying special attention to the application of the required concentration of cleaning substance). It is the responsibility of the manager of the service provider to prepare the cleaning guide and check its application.

10. §

- (1) Maintaining and monitoring the cleanness and hygiene status of common halls (dressing rooms, sanitary facilities, other areas) must be of utmost importance.
- (2) Proper cleaning should commence on the premises of working areas, educational halls, sports facilities, libraries, archives and museums, as well as providing and using viricidal hand and general sanitising tools and cleaning equipment.
- (3) The viricidal sanitising tools must in all cases be applied in correct concentration and contact time according to the Hungarian user's manual provided by the manufacturer of the product.
- (4) In order to maintain continuous availability of hand and surface sanitising tools, heads of each unit should hand in the list of their unit's needs in proper time and form.
- (5) Surfaces in frequently used areas (door handles, elevator control panels, switches, handgrips, railings, etc.) must be sanitised regularly, multiple times per day. Coffee and vendor machines, dispensers, pitchers must be regularly cleaned and sanitised – at least after each service - with proper

viricidal sanitiser. The heads of each unit are responsible for documenting the cleaning and sanitising of such tools and services. The documentation may be assigned to a person, who shall – at least once a day – log the frequency of the regulatory cleaning, as well as properly keeping the stock records.

(6) Employees and undertakers responsible for the cleaning of the University of Szeged's buildings and premises must be informed about the latest regulations regarding cleaning processes by the Technical Directorate.

11. §

(1) In order to decrease the concentration of possible hazardous pathogens in closed areas, regular ventilation of fresh air is necessary in increased intensity.

(2) In case of artificial ventilation – if the windows can be opened – it is suggested to apply regular natural ventilation as well. Those ventilation equipments that only circulate the air inside and are unable to flow in fresh air (e.g. split air conditioner, fan-coil equipment and mobile air purifier) can only be used if there is intensive natural air flow provided along with their usage. Split air-conditioning devices shall be used on settings which will not cause extreme air-flow in the lower parts of the specific area. The device's heat exchanger and dust filter are recommended to be cleaned and sanitised with proper viricidal solution. In case of extreme usage, exchangeable filters should be changed more frequently than specified in their manuals. The documentation and monitoring of the above mentioned tasks is the shared responsibility of the head of the unit and the Technical Directorate.

12. §

Heads of each unit are responsible - aligning with the Labour Health and Safety regulations - to procure all necessary equipments that provide a safe and sanitary working environment for the unit's employees (masks, hand and surface sanitisers, gloves, etc.). Procurements must be arranged via the Procurement Board of the University of Szeged.

13. §

Head of each unit should see that all employees and persons arriving to the institution are well-informed about the current regulations and rules applied at the university premises, as well as the measures taken due to the coronavirus pandemic, all requirements to use the specific premises and any further restrictions applied during the pandemic.

2. Closing provisions

14. §

(1) The decree will take effect on 12 November 2020.

(2) With this decree taking effect, the 4/2020. (XI. 6.) rector and chancel joint circular is repealed.

Issued on: 16 November 2020, Szeged

Dr. László Rovó (signed)
Rector

Dr. Judit Fendler (signed)
Chancellor

Appendix 1 of Rector-Chancellor Circular No. 6/2020. (XI.16.)

It is FORBIDDEN to enter and to stay on the premises of the institution for any individual who shows, or has experienced symptoms of the new coronavirus in the previous three days:

- coughing;
- heavy breathing, breathlessness;
- fever;
- shivering;
- muscle pain;
- sore throat;
- newly evolved lack of taste and smells.

The list is incomplete, some other gastrointestinal symptoms have been experienced in connection with the virus, such as:

- nausea,
- vomiting and/or
- diarrhoea.

In case you experience any of the listed symptoms, please contact your general practitioner at your earliest convenience and follow his/her instructions.

Institutional Action Plan

1. Measures to be taken in case of a suspected university student infection

Suspicion could arise during:

- a) Pre-triage (questionnaire: Appendix 1)
- b) University student observes infection related symptoms
- c) University student becomes a contact of people with confirmed coronavirus

Measures:

I. Employee or student of the University concerned, **if has not yet entered the University premises**, shall go directly home or stay at home and shall notify their respective general practitioner doctor. The procedures of the National Public Health Center shall be taken into account, the decision might be:

1. self-isolation and self-surveillance until prescribed,
2. performance of further examinations, including SARS-CoV-2 PCR test,
3. in case of a confirmed infection, official quarantine shall be ordered by the healthcare service territorially competent, or
4. based on the general practitioner's decision, the possibility of coronavirus infection can be excluded.

SARS-CoV-2 PCR test shall be performed, based on the general practitioner or authority, at the home of the suspected infected (in their own private dwelling, underlease or dormitory), by employees of the Hungarian National Ambulance Service, or, based on their decision, sampling can be performed in person at a designated screening point (at Apáthy István dormitory in case of students dwelling in dormitories or under 107, Tisza Lajos krt. in case of other university students). When reaching the screening point, epidemic rules shall be observed and specific route guidelines shall be followed set out in route license. Regarding screening points, please contact mintaveteli.jek@med.u-szeged.hu

This specific procedure shall be followed in the case of international students. Employees of the Clinical Centre fulfil the tasks of their respective general practitioner.

Employee shall notify their direct supervisor in the case of decision(s) set out in point 1., 2., or 3. University student shall notify their respective Registrar's Office promptly. The necessity of increased self-surveillance and compliance with hygienic rules might be drawn into the attention of

the student, if appropriate. Direct supervisor of the employee shall notify the HR Department, the head of the Registrar' Office informs the Director for Academic Affairs on notifications on a daily basis.

II. If suspicion arises after the employee or university student has already entered the University premises:

II/a A university student residing in a dormitory notifies the director of the dormitory without further delay. Before the final decision, the student concerned is temporarily transferred to a 'grey zone' (which is a dwelling area within the dormitory that does not necessarily meet the conditions of a proper quarantine except for two dormitories, but it offers a temporary isolation during the medical examination). The university students contact their general practitioner and follows the medical instructions as set out in Section I., and requests for written records (through EESZT platform or, if not available, through e-mail) to be submitted for the director of the dormitory. If the general practitioner or Medical Boards provides for self-isolation or official quarantine, the student concerned shall be transferred to the designated quarantine dormitory correspondingly to their respective Faculty (health-related study programs: Apáthy István Dormitory, other Faculties: Öthalmi Dormitory), or the student is allowed to return home, travelling by their own vehicle, in compliance with the current pandemic rules. If the symptoms of the student, based on own consideration, medical decision or the inspection of the dormitory's director, are severe and hospitalization is necessary, the student shall be treated at the Pandemic Emergency Treatment Ambulance (address: 57 Kálvária sgt., Szeged), depending on the medical condition of the student as regular outpatient or with the help of the Hungarian National Ambulance Service. Dormitory directors are assisted by an assigned group of doctors through a call center.

II/b If the suspicion of a coronavirus infection arises during work or university instruction – during pre-triage, temperature screening or based on own or others' observance – on University premises in the case of a **university student not residing in a dormitory**, the student concerned shall notify their direct supervisor or competent faculty member. In this case the student is obligated to leave the University premises minimizing the possibility of any contact and return home, in compliance with current pandemic rules and procedure set out in Section I. Tasks of the notified supervisor are the same as described under Section I. If the suspicion of coronavirus infection arises during pre-triage or temperature screening, the examiner records the assumption and notifies their assigned supervisor; the student concerned shall leave the University premises with immediate effect and shall be warned to cope with the rules set out below. If the suspicion of coronavirus arises during work or instruction, the competent head of institute as well as faculty member shall inform the student concerned about the pandemic procedure set out below and perform case documentation accordingly. If the necessity of hospitalization arises in parallel with the suspicion of a coronavirus infection, the student shall report at the Pandemic Emergency Treatment Ambulance (address: 57 Kálvária sgt., Szeged), depending on the medical condition of the student as regular outpatient or with the help of the Hungarian National Ambulance Service.

If the suspicion of a coronavirus infection of a university member arises while being in a medical facility, the head of the institutional unit concerned can order the placement of the university member to a "grey zone" for further examination and, in accordance with the current procedure of the National Public Health Center, for conducting an infectiology-related consilium, PCR testing if appropriate and proper documentation of the case in the appropriate information system (coronavirus notification document) for notifying the National Healthcare Service Center and the Department of Hospital Hygiene Protocol. If the suspicion of a coronavirus infection arises in the

case of a university student previously instructed in a medical facility, the student concerned shall report at the Department of Infectology (57 Kálvária sgt., Szeged) to fulfill the tasks set out below.

2. Measures to be taken in case of a confirmed coronavirus case

In this case, the university member concerned – except for the premises of the quarantine dormitory – is not allowed to enter the university premises without a quarantine release decision.

Further tasks regarding the confirmed case shall be fulfilled under the control of the Chief Medical Officer by the university member concerned and the employee of the competent Faculty. Based on the decision of the Chief Medical Officer, isolation and treatment of the university member shall be performed at home, in a rental unit or – in the case of dormitory students – in the designated quarantine dormitory and, if hospitalization is necessary, in the Epidemic Treatment Center. Further possible tasks can be: contact tracing, disinfection of units previously visited by the patient and the temporary closure of certain units and facilities, based on the decision of the Chief Medical Officer.

3. Performing SARS Cov2 PCR examination

Sampling shall be performed by specialized staff of the SZTE Albert Szent-Györgyi Health Center, laboratory analysis of samplings shall be conducted at the Institute of Microbiology Diagnosis of the SZTE Albert Szent-Györgyi Health Center and test results are continuously being uploaded to EESZT and to OSZIR system on a daily basis.

University members obtaining a TAJ number can access their test result on EESZT or with the help of their general practitioner.

Test results of university students residing in a dormitory shall be printed and sent as “confidential” in a sealed envelope to dormitory directors by the Directorate of Treatment and Academic Affairs. Students may receive their test results from dormitory directors after having signed proper documentation.

In the case of a confirmed SARS Cov-2 case – even if test analysis was conducted in a laboratory that is not operated by the university – the university member concerned shall inform their direct supervisor or, in the case a university student, the respective Registrar’s Office shall be notified in a timely manner. University students residing in a dormitory shall inform the director of the dormitory on the result as well as further decisions made by the National Healthcare Service without any delay.

4. Obedience to authorities

The University through the General Directorate for Legal and Human Policy as well as the Clinical Center maintain continual liaison with the competent employees of the Government Office of Csongrád-Csanád County to perform all necessary measures in a coordinated and timely manner. Epidemic conditions and treatment of patients with positive PCR test results are set out in internal procedures of the Clinical Center.