

## TERMS AND CONDITIONS OF USING EDUCATIONAL HALL/LABORATORY

Valid at WAPW from 1<sup>st</sup> October 2020 and implemented in relation to Regulation no. 104/2020 issued by the PW Rector on 30<sup>th</sup> September 2020.

1. The hall is opened by lecturer according to lectures planned for that hall.
2. The hall can be occupied at maximum by the number of people indicated in information attached to the hall's entrance doors.
3. The hall is only accessible for healthy person, who wears a mask/visor covering mouth and nose and shows no symptoms (max. temperature 37.0°C, running nose, coughing, no sense of smell or taste, etc.).
4. Students wear mask/visor covering mouth and nose for the whole duration of lectures.
5. In the lectures cannot participate students, teachers, and other employees, who are sick, undergo a quarantine or stay in home isolation, or reside with people undergoing quarantine or isolation in domestic conditions.
6. Wash your hands with disinfectant before you enter the hall.
7. Only seats that are marked or indicated by a teacher can be occupied.
8. No redundant objects can be brought into the hall.
9. Students do not use checkroom. Instead, they take their outerwear to the hall, in which they have a lecture and leave it on prepared seats other than seats, on which they will sit during a lecture. A rule that only one outerwear can be placed on a single chair is in force. Leaving several jackets/coats on a single seat is forbidden.
10. Use of cell phones during lectures is recommended only in emergencies.
11. If possible, each student should have own utensils/objects necessary to participate in a lecture. All objects, excluding disposable materials, used by several people must be disinfected before being used by next person. Borrowing objects is forbidden.
12. Using air condition devices in the hall is forbidden.
13. People inside the hall take seats that were prepared earlier.
14. Moving furniture, in particular chairs and armchairs, is absolutely forbidden. Seats were arranged in a way that allows to maintain the minimum necessary distance recommended by sanitary services (1.5 m/5 ft).
15. It is recommended to reduce the consumption of food to absolute minimum. If a necessity to consume them arises, consume the food, preferably in liquid form or brought to the WAPW in a tightly closed package/container, inside the hall during break in lectures.
16. You can remove the mask/visor during consumption, but the absolute order to maintain the distance min. 1.5 m (5 ft) remains in force.
17. You can stay in the hall continuously up to max. 60 minutes. The lecturer is obliged to ventilate the hall after the said time passes.
18. The break between one group leaving the hall and next group entering it must last at least 15 minutes.
19. During the break, the hall will be ventilated (teacher ending the lecture and leaving the hall is responsible for this task), tables, chairs, doorhandles and other objects and devices used by meeting participants (microphones, remotes, keyboards, etc.) will be disinfected, and trash bins will be emptied (for this task are responsible cleaning service employees, who were priorly informed by the teacher concluding a lecture in a given hall in person or via phone +48 22 234 55 40).
20. In the event when a person occupying the hall starts feeling unwell, this person should be immediately directed to the isolation room (room no. 6, ground floor, wing from the side of ul. Lwowska) and the Dean's Office should be informed as soon as possible (ph. +48 22 234 52 24). The rules of suing the isolation room are determined by Terms and Conditions (see attachment no. 1). Further progress is regulated by the Procedure of Proceeding in Case of COVID-19 Infection Suspicion (see attachment no. 2).
21. Publicly available spaces at the WAPW (corridors, halls, staircases, toilets, etc.) are subject to absolute order to wear masks/visors covering mouth and nose and maintaining a social distance.
22. Doorhandles, handrails, tabletops, wash basins, buttons in sanitary rooms and soap dispensers, etc. located in public spaces are subject to regular and mandatory disinfection (cleaning service employees are responsible for this task).
23. The teacher conducting a lecture inside the hall is responsible for the exercise and execution of recommendations listed above.
24. The students are obliged to strictly follow rules listed above and follow the instructions of lecturer.
25. Employees, postgraduates, and guests entering the WAPW building are obliged to write their full name, contact phone number, and hour of entering the building in the register located in the reception. Guests are also obliged to write down the full name of employee, with whom they have agreed a meeting.