



Health and Safety Protocol for protection against COVID-19

HEALTH PROTOCOL GUIDE

Safety and health management guide at the Cyprus University of Technology for SARS-CoV-2 coronavirus conditions (COVID-19)

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1. INTRODUCTION

SARS - CoV -2 (COVID -19): is a group of viruses that usually cause respiratory infections in varying severity in humans particularly vulnerable population (usually above the age of 65 and with people with other health issues). These groups are determined by Decree of the Minister of Health.

Measures of protection are defined as hand washing with soap or alcohol solution (antiseptic), keeping distances between people, avoid touching face, mouth and protection or nose when coughing, remain home when they do not feel well, stop smoking, avoiding public gatherings.

The most important **clinical symptoms** is at least one of the following: cough, fever, dyspnea, having no taste, or loss of appetite. Less specific symptoms include headache, myalgia, chills, fatigue, vomiting and diarrhea.

Among the **goals of the Cyprus University of Technology (CUT)**, is to continue as smoothly as possible the provision of educational, research and other activities and services to its students and society in general in the midst of a pandemic.

That is why the University is taking steps to tackle the pandemic and create working conditions that ensure the health and safety of students, staff and other third parties. This is achieved by eliminating or reducing as much as possible the risk of the virus spreading within the University Community.

Source of information for the preparation of this protocol is Decrees / instructions / information from the competent Ministries of Health and Labor.

It is understood that the measures referred to in this Protocol shall apply in addition to:

- the obligations imposed by the implementation of the Law on Infectious Diseases and the relevant Decrees that have / will have been issued by the Ministry of Health
- of occupational safety protocols already published for workplace protection by the Department of Labor Inspection of the Ministry of Labor and Social Security
- of the instructions for the operation of HEIs with physical presence that have been issued by the Ministry of Health (date 28/8/2020)
- of the previous decisions of the CUT on the same issue

2. ORGANIZATION

- At the University , then by instructions from the Ministry of Labor towards all the organizations , established a Crisis Management Group (COVID -19) with the head as the Rector of the University , which ensures:
 - the monitoring of the evolution of the pandemic and submitting policy proposals, procedures and practices to the competent bodies.

- the updating of the academic community on issues arising in connection with the issue of COVID-19,
- the implementation of prevention and protection measures , within the framework of the policies approved by the competent bodies.
- the coordination of actions, health and academic, that must be done in case of a confirmed case between the staff and / or the students of the University.

The Departmental / Service Committees of Safety and Health of the University have a corresponding role for the implementation of the approved policies and the implementation instructions given by the competent bodies of the University.

3. BASIC PRINCIPLES / PROTECTION AND PREVENTION MEASURES

3.1. KEEPING DISTANCES

- Maintaining social distancing from students and staff throughout the University including teaching / meeting rooms, laboratories, toilets etc.
- In the learning areas (lecture halls and workshops) the student attendance will not exceed 50% of the normal capacity.
- In the amphitheater / stair lecture halls, arrangements will be made so that there is a gap between two seats. In the every next row seats this setting is diagonal in relation to the previous. In the laboratory and other related areas, the arrangements will ensure a distance between the students of more than one (1) meter (and without the audience exceeding 50% of the normal capacity).
- Placing signs inside and outside every classroom / meeting room, workshops, bathrooms, etc. to ensure that the maximum number of persons for safe concentration is not exceeded.
- The instructors will keep a distance with students beyond the two (2) meters.
- Avoid close contact with any person who exhibits clinical symptoms such as cough, fever, shortness of breath, sudden onset of immunity, tastelessness or indigestion.
- Placing signs on the premises of the University and send regular e-mails, so it is vital of the need for maintaining the distances between members of staff and students
- Placing markings on the floor to ensure physical distance to places where visitors are expected or where activities are taking place that may cause confusion between staff, students and / or visitors.
- Adjust jobs and move furniture to staff offices to ensure compliance with social distancing. If keeping distance is not possible, measures will be taken to separate the jobs with a natural divider or barricade (eg Plexiglass).

- Recommendations to staff and students for communication, either by phone or online, instead of face to face. If this is not possible, appointments should be made in a space that is adequate for distances and as short as possible.
- Regular messages and reminders to staff and students, with all available means, to avoid the embraces and handshakes and limit contact with other persons or objects touch, unless necessary.

3.2 HAND WASHING AND DISINFECTION-MASK USE-HEAT MEASUREMENT-HYGIENE

- Regular and thorough hand washing with liquid soap and water, for at least 20 seconds before eating and after going to the toilet, and careful hand drying with disposable paper towels and discarding them in the trash.
- Position alcoholic solutions (drinks containing > 60%) at each entrance floor of the building and in every classroom. The bottle of alcohol solution is located near the exit and on the inside of the classroom. Regular hand hygiene is recommended at the entrance and exit (including breaks).
- Installation of alcoholic solutions (with alcohol content > 60%) that operate automatically at the entrances of large buildings where classes are held.
- Markings in the halls and offices and sending emails about the proper use of alcoholic solution and in the way they should be washed and thoroughly rubbed his hands.
- The use of masks is mandatory by teachers / instructors and students from the start of each lesson till the end should be enforced.
- The use of a mask is mandatory by the staff and by each person who enters University premises that serve students, staff and the general public (eg Student Services and Information Center, Library, etc.).
- The University will provide staff members and students with at least one reusable fabric mask. It is the responsibility of each staff member and each student to equip themselves with more single or reusable masks.

The University First Aid Center will carry out regular temperature checks of staff and students with their thermometers at the workplace and learning areas.

3.3 CLEANING, HYGIENE AND VENTILATION OF AREAS

The premises of the University will be cleaned daily following the daily cleaning practices with emphasis on the following:

- Daily and thorough cleaning and disinfection of frequently used surfaces (high touch surfaces) such as knobs, desks, furniture, handrails of stairs and railings, taps and especially laboratory benches, tables, student seats, etc., with cleaning solution (either alcoholic solution or diluted bleach solution 1/99).
- The cleaning of the chairs, the student seats and in general the crowded common classrooms (buildings "T. Papadopoulos" and "A. Themistokleous") will be done at least three times a day in the free time of 15-30 minutes between the lessons.
- Daily cleaning and disinfection of the toilet and the surfaces of the space with cleaning solutions (diluted bleach solution 1/99).
- Cleaning hands before and after use / cleaning the toilet.
- Daily floor cleaning with cleaning solutions (preferably diluted bleach solution 1/99)
- Cleaning work is done using a mask, gloves and work uniform and the mask and gloves, after use, are discarded. The use of disposable gloves is in no way a substitute for hand washing.

The instructions of the Ministry of Health for Cleaning and Disinfection of the premises can be found at the link [here](#) .

Ventilation of spaces: Systematic and adequate ventilation of all workplaces and classrooms, especially in the gaps between lessons (even during the lesson if possible).

3.4 USE OF AIR CONDITIONING / VENTILATION SYSTEMS

- Ensuring the provision of adequate, frequent and systematic ventilation of all areas of the University.
- Priority will be given to the natural ventilation of premises courses conducted and work through open windows or doors for the duration of use.
- For the operation of the air conditioning and ventilation systems, the Technical Instructions of the Labor Inspection Department are found, which are located [here](#) .
- As far as possible, ensure the artificial ventilation of the toilet on a continuous basis 24 hours a day and avoid opening the toilet windows to achieve the correct direction of ventilation-ventilation.
- As far as possible limit the use of air conditioning systems. Where the use of air conditioning systems is necessary, air conditioning systems will operate without the recycling of indoor air but with the introduction of only fresh air.

- Systematic inspection and maintenance of air conditioning systems and central technical ventilation systems according to the manufacturer's instructions.

4. ATTENDANCE TO THE UNIVERSITY SITES

- Arrival at the University premises at the appointed time and direct access to the classroom, according to the schedule, to avoid overcrowding at the entrance and exit of the classrooms / laboratories.
- It is recommended to avoid using an elevator. The use of the elevator, if it cannot be avoided, should always be done with the use of a mask and to avoid close contact inside the elevator.
- The entrance to the classrooms is made by two or more entrances to avoid congestion, if there is this possibility in the space. The instructor directs the students to avoid congestions.
- The teacher will take care of the natural ventilation of the room (window opening) and the observance of the stipulated number of students in the room / laboratory (not exceeding 50% of the normal capacity / places). It will not allow students to enter / stay in the room unless they are wearing a mask. They will not allow students / behavior shows settling into positions that are set to be left vacant.
- Once both the student and instructor are in the class it is considered mandatory the use of masks.
- If a student has the clinical symptoms, then they should avoided attending class and generally on the premises of the University, informing the Center First Aid University (tel. 25002374).
- After the end of the lesson, the students should leave the room / laboratory in a timely order, starting from the students who are closest to the exit and continue in order so that there is no overcrowding. It is recommended that there be relevant coordination from the teacher.
- In the schedule provided by the schedule there is a 30 minutes gap between each change of classes, so there is time for disinfection of seats, seats, knobs, etc. is done according to instructions.

5. COURSE AREAS

- Upon entering the classrooms / workshops , especially in the first meetings, the teacher will be informed / reminded about the safety measures that will be followed (ie keeping the distances) and about the obligatory and correct application of hand hygiene at the entrance and exit of the room (antiseptic / hand washing) and for the use of a mask.

- Students will be seated as instructed and not to be less than two meters from the teacher.
- The use of objects such as pencils, pens, markers used by others should be avoided. Each teacher must use his / her own. The same goes for students.
- Teachers are advised to bring and use their own laptop avoiding using the computer permanently installed in the room / laboratory.
- Students are advised to bring and use their own laptop and to avoid, as far as possible, the computers permanently installed in the laboratories.
- It is recommended to avoid a break during a course in order to avoid the time-consuming entry and exit procedures of the students and not to create overcrowding.
- In case there is a break in a lesson, the entry and exit procedures from the room described above must be followed.

6. ATTENDANCE OF VISITORS (ASSOCIATES / STAFF / etc)

- Informing the public and potential visitors that visits to the University should be avoided and only if necessary to be made, faithfully observing the basic principles of protection and prevention and always using a mask. Visitors are also considered members of the University staff when they move to buildings other than those where they work.
- Placement of a secured box in a suitable place near the entrance of the building for the placement of incoming mail and packages as part of the receipt process.
- Ensuring that every visitor should wear an appropriate mask and disinfect their hands entering the confined spaces of the University.
- Keeping records / contact diary of visitors to facilitate tracking in case of COVID-19 case.
- Prohibiting, when necessary or when working conditions require, or reduction of visitor access as far as possible and reasonably practicable.
- Prohibiting the entry to the workplace of any visitor when he presents clinical symptoms. The First Aid Center performs sample thermometer check on visitors.
- Instructing visitors to avoid touching unnecessary objects during their stay at work.
- Use of electronic payment systems, submission of notes and payments without the use of forms and cash, where possible, promote a system of electronic registrations and payments without the physical presence of visitors.

- As far as possible, seek meetings remotely (by telephone, online). If it cannot be done remotely, the meeting time should not exceed 15 minutes, use a mask and take all measures related to personal hygiene, physical and social distancing, ventilation and disinfection of the meeting place as defined in the Decrees and Directives Announcements of the Ministries of Health and Labor.

7. ACTIVITIES / EVENTS FROM EXTERNAL BODIES

Activities: Conferences, Speeches, Presentations / Screenings, etc.

- No rooms / spaces of the University for any activities they wish to organize will be given to external entities / bodies.
- The rooms / premises of the University granted only to activities which are organized exclusively or as organizers of the University entities. It is recommended to avoid public events with the participation of the population.
- The audience in each room / space cannot exceed 50% of normal capacity, according to the regulations in force and to conduct courses.
- All the safety and health measures described above apply to the organizers and participants.
- It is the responsibility of the entity organizing the event to keep a name list of the people who participate / attend, with contact details, so that tracking can be done in case it becomes necessary.
- Recommended to avoid catering from others. In case the supply offer is deemed necessary, it should include only packaged products and should be offered outside the room / space where the activity takes place.
- The time for the above activities should be as short as possible so that no breaks are required to avoid synchronization.

8. STAFF AND STUDENTS FALLING INTO VULNERABLE GROUPS

The vulnerable groups are defined by a circular of the Ministry of Health. The relevant provisions set out in state decrees and circulars shall apply.

Staff members, academic and administrative, who are members of vulnerable groups, as referred to in Group B of the [Ministry of Health Communication \(5 June 2020\)](#), may apply for work status from home, sending the request to the Human Resources Department accompanied by full documentation. The HRC will present the requests to the Rector's Council for decision-making.

Students who belong to vulnerable groups and have difficulty attending classes / workshops with physical presence, submit a relevant request to their Department, with notification to the Student Services, and arrangements are made where needed.

9. GUIDING INSTRUCTIONS

- The University knows that in pandemic conditions and becoming a crowded community of people, it is normal and expected to have members who will develop clinical symptoms (suspected case) and members who will contract virus (and be a verified case of COVID).
- In addition to preventive measures, the University takes measures to ensure the smooth continuation of its academic operation in the event of one or more confirmed cases. If the circumstances require it, by decision of academic bodies, the University can continue and complete the courses entirely by distance learning.
- To achieve these goals, it is important that every member of the university community does not feel stigmatized or endangered by their work or study if they develop clinical symptoms or are confirmed to be infected with the virus.

9.1 PRESENTATION OF SYMPTOMS (SUSPICIOUS CASE)

- The most important **clinical symptoms** are cough, fever, shortness of breath, sudden onset of no smell, tastelessness, and indigestion. Less specific symptoms include headache, myalgia, chills, fatigue, vomiting and diarrhea. There is currently no vaccine.
- Any student, instructing personal, professors, administrative personel should display one or more clinical symptoms should remain in isolation at home, ne, refrain from all activities within the University and communicates directly with their personal doctor. It is understood that he / she immediately informs his / her Department / Service about the need for absence.
- In case a person presents with one or more clinical symptoms during his / her course or work, he / she should leave the room / teaching / work area and inform the University First Aid Center (tel . 25 00 2374) about further instructions / guidance.
- In this case the work (for the affected staff member) and the study (for the affected student / three) are sought as far as possible to be done remotely.
- The person returns to the work / study place by presenting to the University a doctor's certificate (at YAD for staff and at YSFM for students).
- Staff are informed of their rights in relation to sick leave and quarantine in case of illness with COVID.
- The personal information in relation to the health of staff and students will be handled with care, in accordance with current legislation on personal data protection.
- In the event that a student and / or staff member develops symptoms during his / her attendance at the University and it is not possible to remove him

/ her immediately, he / she is confined to the First Aid Center or to another suitable place.

9.2 CONFIRMED CASE

In case a student or a member of the teaching or administrative staff has been confirmed to have been infected with the coronavirus SARS-CoV-2 / COVID-19, according to the respective protocol determined by the Ministry of Health:

- the Rector's Office and the Crisis Management Team of the University are informed. The Rector's Office with the help of the Crisis Management Team coordinates the steps described below.
- all members of the university community who came into close contact¹ with this individual they self-isolate for 14 days and undergo molecular testing for coronavirus.
- the spaces used by the person confirmed as positive with COVID -19 are isolated
- doors and windows of such spaces are open for sufficient ventilation or technical aeration remains in continuous functioning and at the maximum speed.
- Disinfection/ fumigation of the areas of the trafficked buildings / classrooms where they will normally reopen within 24 hours.

If the confirmed case and / or close contacts are students, arrangements are made by the relevant Departments, in collaboration with YSFM, in order to continue their distance learning for as long as necessary. In case they need hospitalization and are unable to continue with distance learning, they can use the opportunity for an incomplete degree according to the Rules of Study and Study.

If the confirmed case and / or close contacts are a member of the teaching staff, arrangements are made by the relevant Departments to continue the distance learning for as long as necessary. In case they need hospitalization and are unable to continue with distance learning, the relevant Department takes care to find a replacement teacher with the aim of completing the course smoothly.

¹ a) A person living with a confirmed case.

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

c) A person who has had unprotected contact with confirmed infectious secretions,

d) A person who has had face-to-face contact with a confirmed case less than 2 meters in length longer than 15 minutes.

e) A person who has been indoors (eg classroom, cinema, hospital waiting areas, etc. with a confirmed case for more than 15 minutes and at a distance of less than 2 meters,

f) Health professional or other person providing health care in case of COVID -19, or laboratory personnel handling a confirmed case sample without using the appropriate protective equipment or if there is a breach in its integrity.

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

If the confirmed case and / or close contacts are a member of the administrative staff, the above arrangements are made in accordance with the instructions of the Director of Management and Finance.

9.3 AFTER RECOVERY

The student / member of the teaching or administrative staff who recovered from the coronavirus SARS-CoV-2 / COVID- 19 submitted the relevant certificate from their physician before returning to the University.

10. PSYCHOLOGICAL/SOCIAL FACTORS

The competent services of the University (YAD, YSFM) with the help of members of the academic staff with relevant specialization, ensure that the staff and students receive the necessary psychological support arising from the conditions of the pandemic.

11. INFORMING STAFF

Update is made :

- from the state's official pandemic website ([here](#))
- from the website and official social media of the University
- from electronic messages sent by the competent of the University .

12. SIGNS

1. Mandatory Use of Mask
2. Elevator Protection Measure
3. Toilet Precautionary Instructions
4. Kitchen area
5. Keyboard disinfection
6. Hand hygiene technique with soap and water
7. Correct way of applying alcoholic antiseptic
8. General Instructions for Protection\