

WARSAW UNIVERSITY OF TECHNOLOGY
Regulation of the Chancellor
of the Warsaw University of Technology
No. 7 /2020
of 2 June 2020

on introducing „Safety procedures in Holiday Centres of the Warsaw University of Technology in Wilga, Ublik, Sarbinowo Morskie and Training and Holiday Centre in Grybów, including gastronomical services” during COVID-19 epidemic threat in Poland.

Under § 8 of the WUT Rector’s Regulation No. 33/2020 of 26 May 2020 on principles and timetable of activities connected with partial restoration of the operations at the Warsaw University of Technology, in connection with the guidelines issued by the Ministry of Development, as consulted with the Chief Sanitary Inspectorate on 28 April 2020 and the anti-epidemiological guidelines for gastronomy issued by the Chief Sanitary Inspector on 13 May 2020 during SARS-CoV-2 epidemic, issued under Article 8a section 5 item 2 of the Law on State Sanitary Inspection of 14 March 1985 (Journal of Laws 2020 item 322 including amendments), it is resolved as follows:

§ 1

„Safety procedures in Holiday Centres of the Warsaw University of Technology in Wilga, Ublik, Sarbinowo Morskie and Training and Holiday Centre in Grybów, including gastronomical services” during COVID-19 epidemic threat in Poland, further referred to as „Safety procedures in WUT holiday centres”, constituting an amendment to the regulation, are introduced.

§ 2

The regulation enters into force upon signing.

CHANCELLOR

Krzysztof Dziedzic, PhD

**SAFETY PROCEDURES IN HOLIDAY CENTRES OF THE WARSAW
UNIVERSITY OF TECHNOLOGY
IN WILGA, UBLIK, SARBINOWO MORSKIE AND IN TRAINING AND HOLIDAY
CENTRE IN GRYBÓW,
INCLUDING GASTRONOMICAL SERVICES**

1. The aim of introducing the safety procedures in WUT holiday centres is as follows:
 - 1) Increasing the safety in the building and protecting the health of the employees and guests
 - 2) Minimising the risk of infecting the guests and any other outsiders, including the suppliers
 - 3) Limiting contact in the facility during a given period of time in order to minimise the risk of infection
 - 4) Comprehensive actions adapted to the stage of epidemic state

Ensuring employees' safety

2. To ensure the employees' safety, the manager of the centre should do the following:
 - 1) Set the tasks and processes which normally require close interactions and specify the way of their modification to increase the physical distance between the employees and maintain safety at work, in compliance with the applicable laws (minimum 1.5 metres in the workplace).
 - 2) Divide working shifts to increase the safety of the employees present in the facility at the moment, as appropriate.
 - 3) Decrease the number of employees using communal areas at the same time, e.g. canteen, cloakroom, bathrooms, etc. The number of people using the aforementioned rooms should facilitate social distancing and keeping minimum 2-metre distance between them.
 - 4) Provide the employees with personal protective equipment, including masks, face shields, gloves, and disinfectants as well as long-sleeved waterproof aprons to be used should the need arise.
 - 5) Order the employees:
 - a) to wash hands with soap and water before commencing work
 - b) to wear face and nose coverings or face shields, and protective gloves while performing their duties
 - c) to keep a safe distance from their interlocutor and co-workers (2 metres are recommended)
 - d) to frequently and thoroughly wash their hands with soap and water during work, in accordance with the instruction manual placed near the washbasin, and disinfect dried hands with an alcohol-based sanitiser that contains at least 60% alcohol
 - e) to cough and sneeze into the bend of their arm or use a tissue, which should be immediately thrown into a wastebasket with a lid, and then wash their hands

- f) to avoid touching their face, especially mouth, nose, and eyes, with their hands
 - g) to keep their workplace clean, particularly after finishing their work, especially by disinfecting high-touch surfaces such as a phone receiver, keyboard and mouse, light switches, and desks
 - h) to clean regularly (a few times per day) communal areas the customers have contact with, e.g. door handles, railings, countertops, chair backs
 - i) to avoid commuting to work by public transport if possible
- 6) Limit the number of meetings and in-company sessions to an absolute minimum.
 - 7) Chair the meetings with the windows open, keeping the distance between people as recommended by the sanitary services (minimum 2 metres); phone and email are a preferred means of communication.
 - 8) Recommend airing the rooms without AC, if possible.
 - 9) Limit the use of communal areas by the employees, in particular:
 - a) by arranging different break times
 - b) by reducing the number of employees using communal areas at a given time, e.g. by spreading meal breaks throughout the day
 - 10) If possible, not involve any persons over 60 years of age or chronically ill in direct interactions with customers.
 - 11) Impose the duty to use personal protective equipment by suppliers, in compliance with the applicable laws.
 - 12) Prepare the procedures applicable in the case of a suspected infection and effectively instruct the employees.
 - 13) If possible, recommend using phones, email, etc. for communication.

Safety in the facility

3. To ensure the safety in the facility, the manager should do the following:
 - 1) Have information about the maximum number of customers allowed to stay in a given part of the facility at the same time displayed in a visible place in front of the entrance and in the reception area.
 - 2) Have dispensers with hand disinfectant for guests placed in the facility, particularly near the entrances to the facilities, lifts, canteen, and toilets.
 - 3) Provide the guests with an opportunity to buy face masks at the reception.
 - 4) Recommend placing instructions for washing hands, putting on and taking off gloves, putting on and taking off masks in sanitary and hygienic areas and instructions for proper hand disinfection near the dispensers with disinfectant.
 - 5) Provide the equipment and measures and monitor daily cleaning activities, in particular disinfecting high-touch surfaces such as railings, door handles, light switches, chair handles and flat surfaces, including countertops in working spaces and food and beverage areas, keeping the required spatial distance between the staff and the guests (minimum 2 metres).
 - 6) Reduce to minimum the time guests stay at the reception.
 - 7) Specify and control the maximum number of guests in the facility, based on the number of available rooms counted as the number of rooms multiplied by 2 people.
 - 8) Exclude from use such rooms as common television rooms, playrooms for children, gyms, swimming pools, saunas, discos, and others, where social gatherings may take place, until the next defrosting stage begins. The aforementioned areas may be used exclusively by groups of guests sharing the same accommodation.
 - 9) Facilitate the use of conference rooms in accordance with the applicable laws (keeping a minimum 2-metre social distance between people).

- 10) Strictly prohibit any not checked-in persons to stay in the facility.
- 11) Have the toilets available to the public, lifts, reception countertops (after every guest is served), door handles, railings, handles, phones, keyboards, devices in social rooms and other high-touch surfaces disinfected no less often than every hour.
- 12) Have professional cleaning products precisely dosed.
- 13) Limit routine cleaning of rooms, which should be done upon guest's request only.
- 14) After every guest checks out, recommend routine room cleaning and disinfection of all high-touch surfaces (including chair backs), equipment (e.g. remote control) and bathrooms, and thorough airing of the room or ozoning/ nebulisation/ decontamination of the room after cleaning with the use of other dedicated technologies.
- 15) Allow renting a room again only after the disinfection is completed in a period compliant with the instruction manual for the decontaminating device or recommendations of the producer of the technologies applied.
- 16) Ensure that the cleaning staff have and properly use disposable face masks, gloves, and long-sleeved aprons should the need arise. The bedding and towels should be washed in min. 60° C with a detergent. The laundry is supplied in a sanitary regime.
- 17) Prohibit to use hotel hand dryers in the bathrooms.
- 18) If possible, order systematic airing of all rooms in the facility or ozoning (or decontamination with other available technology applied) of common surfaces in set periods of time.
- 19) Have the hotel equipment available to guests (e.g. bikes, canoes, etc.) disinfected after every single use.
- 20) Have the right to suspend or limit the services which might increase the risk of infection for the guests and staff (e.g. luggage delivery to the rooms, etc.).
- 21) Have a room or rooms (equipped with personal protective equipment and disinfectant, among others) selected and prepared in which a person displaying symptoms of illness might be temporarily isolated.
- 22) Have necessary phone numbers to sanitary epidemiological station and medical services prepared and displayed in a specific place (easy access).
- 23) Have all or potential guests in the facility informed on the safety procedures used in connection with COVID-19 threat in a given building.

Preventive procedures

4. In the case of an employee with suspected COVID-19 infection, the manager should
 - 1) Familiarise the staff with a COVID-19 protocol, informing them on the most important guidelines and duties.
 - 2) Inform the employees that in the case of having any disturbing symptoms they must not come to work, should stay at home and phone a sanitary epidemiological station or infection ward, and if the symptoms deteriorate, phone 999 and 112 to report that they might be infected with COVID-19.
 - 3) Recommend that the employees follow updated information published by the Chief Sanitary Inspector and Minister of Health on the websites gis.gov.pl and <https://www.gov.pl/web/koronawirus/>, and the applicable laws as well.
 - 4) Immediately remove any employee with disturbing symptoms implying COVID-19 infection and send them home using private transport. The manager should stop checking-in guests, notify the local sanitary epidemiological station, and strictly follow any issued instructions.

- 5) Inform the employee mentioned in item 4 that they should wait for transportation in a specially selected room, where temporary isolation from other people is possible.
 - 6) Identify the area in which the employee mentioned in item 4 moved and stayed and have routine cleaning and disinfection of high-touch areas (door handles, railings, handles, etc.) conducted, in accordance with the procedures.
 - 7) Follow the recommendations issued by the state sanitary inspector when deciding if additional procedures should be implemented, considering the case in question.
5. On suspicion of an outsider/ customer/ guest with COVID-19 infection:
- 1) The person should not be checked-in, especially if they have clear symptoms of the disease such as constant cough, feeling unwell, difficulty breathing.
 - 2) The person should be instructed to immediately report to the nearest infection ward to consult a doctor, get there using private transport or call 999 or 112.
 - 3) If the person is accommodated in the building, they should be temporarily isolated in a dedicated room, an emergency medical dispatcher should be notified about suspected COVID-19 infection and the management of the building should be notified about the incident, which will enable the staff to identify the area in which the person in question moved and stayed. Routine cleaning and disinfection of high-touch areas (door handles, railings, handles, etc.) should be conducted in the area, in accordance with the procedures.
 - 4) A list of employees and customers present at the time in a part/ parts of the facility in which the customer in question stayed is drawn (if possible), and it is recommended to follow the guidelines of the Chief Sanitary Inspectorate on persons that came into contact with an infected individual. The guidelines are available on the websites gov.pl/web/koronawirus/ and gis.gov.pl.
 - 5) Check-ins are stopped, the local sanitary-epidemiological station is notified, and the instructions and orders are strictly followed.

Procedure concerning gastronomical services in WUT holiday centres

Ensuring employees' safety

6. To ensure the employees' safety in the canteen, kitchen, and dining hall:
 - 1) The employer should provide all employees with disposable gloves or disinfectant.
 - 2) Wearing masks and gloves and disinfecting hands is recommended to waiters after servicing every customer.
 - 3) The following is recommended:
 - a) Maintaining a minimum 1.5 m distance between workstations.
 - b) Determining which tasks and processes normally require close interactions and specifying how they can be modified to increase the physical distance between the staff whenever it is practical and safe. It is advisable to place the workstations so that the distance between the staff is as big as possible and the employees do not work close and opposite each other.
 - c) Scheduling by the manager permanent shifts for employees, as least frequent as possible.
 - d) Limiting any interactions of staff working on different shifts and ensuring that the rooms are cleaned and washed between the shifts.
 - e) Using means of remote communication such as phone if possible.
 - f) Reducing the number of employees using communal areas at a given time (e.g. by spreading meal breaks and times of starting work throughout the day).

- g) Strictly following rules of hygiene and good hygienic practice.
 - h) Maintaining high level of personal hygiene, including keeping the proper protective clothing clean.
- 4) Employees are reminded about the rules of personal hygiene, washing and disinfecting hands, and the duty to report feeling unwell. This applies not only to food handlers, but also to office workers, drivers, suppliers, maintenance staff, etc.

Ensuring customers' safety

7. To ensure customers' safety, special attention should be paid to the following:
- 1) Maintaining a 2-metre distance between the people queuing by placing visible markings (e.g. stickers on the floor or standing signs)
 - 2) Mandatory disinfection of hands for customers at the entrance to the canteen
 - 3) Placing dispensers with disinfectant for guests in the dining hall and near the entrance to the toilets
 - 4) Excluding from use hand-driers and using paper towels in the bathrooms instead
 - 5) Marking zones which facilitate keeping appropriate distance between the guests (distancing does not apply to families or individuals living in the same household), including the outdoor gardens
 - 6) Distance of minimum 2 metres between the tables (from the edge of their countertops), and 1 metre if the tables are separated with partitions minimum 1 metre high (above the countertop of the table)
 - 7) Families and individuals living in the same household may sit at one table. Otherwise, only one person is allowed per table unless the distance between the persons is 1.5 metres. Tables with partitions are exempt from the rule.
 - 8) No more than one person per 4 square metres can stay in the room.
 - 9) Clear and difficult to remove visual cues for the exempt tables and layout of the hall during the epidemic
 - 10) Determining and controlling the maximum number of guests in the canteen based on the number of available seats, in compliance with the aforementioned rules (not including those excluded from use)
 - 11) Placing the information about the maximum number of guests near the entrance to the canteen
8. Facial coverings and gloves are not required during the consumption if the customers are seated in the canteen.
9. Tables should be disinfected every time servicing customers is finished. After disinfecting, tables should be marked as "Disinfected".
10. Communal areas the customers come into contact with should be disinfected (excluding the floor) minimum every 15 minutes.
11. Dining halls should be constantly aired if possible.
12. The following instructions should be placed in the bathrooms:
- 1) On washing hands
 - 2) Disinfection of hands
 - 3) Putting on and taking off and gloves
 - 4) Putting on and taking off and masks
13. Self-service areas should be excluded from use, including salad bars, smorgasbords, and beverage-dispensing machines.
14. If it is an eat-in service, orders are brought on trays which are washed and disinfected after every single use or are possibly brought on waiter trolleys.
15. If it is a take-away service, orders are contactless and placed on the counter in bags.

16. Additions, i.e. sugar, disposable cutlery, vases, serviette holders are removed from the dining hall and handed directly to the customers by the staff.

Preventive procedures

17. If an employee is suspected of contracting COVID-19:
 - 1) They should be instructed that if any disturbing symptoms appear, they must not come to work, must stay at home and phone a sanitary-epidemiological station or infection ward, and if the condition worsens, phone 999 or 112 and report that they may be infected with COVID-19.
 - 2) Following updated information published by the Chief Sanitary Inspector and Minister of Health on the websites gis.gov.pl and <https://www.gov.pl/web/koronawirus/> is recommended, as well as the applicable laws.
 - 3) The employee should be immediately removed from work and sent home by private or sanitary transport, or, if that is impossible, the employee should wait for transportation in a selected room where temporary isolation is possible.
 - 4) If it is impossible to select a room for a person suspected of COVID-19 infection, a place should be selected where this person may safely wait for transportation, keeping minimum 2-metre distance from other people.
 - 5) Customers should not be received, a local sanitary-epidemiological station should be notified, and any instructions and orders should be strictly followed.
 - 6) An area where the employee stayed and moved should be specified, routine cleaning should be conducted, in accordance with the procedures, and high-touch surfaces should be disinfected (door handles, railings, handles, etc.).
 - 7) Guidelines of the local state sanitary inspector should be used when deciding if additional procedure should be implemented in the case in question.

18. If a guest/ customer is suspected of COVID-19 infection,
 - 1) They should not be admitted to the facility, in particular if the symptoms clearly indicate the disease, including constant cough, feeling unwell and difficulty breathing.
 - 2) They should be instructed to go immediately to the nearest infection ward to consult a doctor using private transportation, or phone 999 or 112.
 - 3) The situation mentioned in item 1 should be reported to the centre manager to facilitate determining the area in which the person moved and stayed, routine cleaning should be conducted, in accordance with the procedures in the facility, and high-touch surfaces should be disinfected (door handles, railings, handles, etc.).
 - 4) If possible, a list of employees and customers present at the time in a part/ parts of the facility in which the guest stayed is drawn and following the guidelines of the Chief Sanitary Inspector available on gov.pl/web/koronawirus/ and gis.gov.pl, concerning the person who came into contact with the infected is recommended.