

## RECOMMENDATIONS FOR ORGANIZERS OF DIDACTIC CLASSES CARRIED OUT AT LODZ UNIVERSITY OF TECHNOLOGY

1. At the entrances to the University buildings where the classes or consultations are held, a notice in Polish and English should be placed, instructing the participants and outsiders to apply the required protection measures, i.e. to wear a mask or face shield covering their mouths and noses in the entire building and to disinfect their hands before entering the building and each time before entering the rooms where the classes or consultations are held. The "Participant of the classes" in these recommendations is understood as a student, doctoral student, postgraduate student, course or training participant and a participant of other forms of education taking place at the University.
2. At the entrances to the University buildings where classes or teachers' consultations are held, containers with hand disinfectant should be placed. Next to the device with the hand disinfectant, the instructions for using the disinfectant and the instructions on how to properly put on the mask / gloves should be placed.
3. At the entrances to the University buildings, where classes or teachers' consultations are held, and at the entrances to rooms where classes are held, waste bins should be placed for used personal protection equipment.
4. In the buildings, the principle of social distance must be respected, min. 1.5 m in each direction. It is forbidden to gather in the corridors that are used only for moving, maintaining the existing distances between people. In particular, it should be ensured that people waiting to enter the rooms keep a safe distance from each other, min. 1.5 m. In critical places, separation of streams of people moving in different directions should be organized.
5. Places should be provided where the participants will be able to leave their personal belongings before entering the classes.
6. Classes at Lodz University of Technology may be conducted in auditoriums, classrooms and laboratory rooms, provided that appropriate distances are maintained, i.e. min. 1.5 m in each direction between participants and between participants and teachers. The tables in the rooms should be set up and staffed with participants in such a way that there is at least 1.5-meter distance between people in each direction.
7. If the safe distance referred to in point 6 cannot be maintained due to the form and nature of the classes, partitions should be installed between the stands. In special cases of laboratory classes in which the organization of a stand or the nature of activities requires participants to stay at a mutual distance of less than 1.5 meters, it is permitted to reduce the distance between participants for a short time.
8. Participants of the classes are unconditionally obliged to wear a mask or face shield covering their mouths and noses throughout the entire duration of classes. The University does not provide participants with these protective measures.
9. Participants are not allowed to bring unnecessary things to the classroom, including clothes, bags, books, mascots, food, drinks, etc. Unnecessary objects should be stored in properly designated places.
10. The rooms where the classes take place should be open sufficiently early to limit the possibility of people gathering when entering the rooms.
11. Entering and occupying places and leaving the room after classes should take place individually.
12. Do not let outsiders in the classrooms where the classes are held.
13. Doors to the classroom should be open, so that people participating in the classes do not have to open them. Exceptions are situations where the rooms are ventilated so as not to create draughts. If the doors cannot be opened for fire safety reasons, the handles should be disinfected more often.
14. Hand disinfectant should be available directly in front of or in each classroom where classes are held. Hand disinfection before entering the room is mandatory. It is recommended that both

participants and teachers use disposable protective gloves. The University does not provide gloves for participants of classes.

15. Persons joining a given series of classes conducted at the University are obliged to submit written declarations of consent to join classes conducted at the University according to the specimen specified in Appendix 5 to this Ordinance. The teacher prepares and provides the participants with the declaration forms during the first classes of the cycle. The teacher keeps the submitted declarations for at least 15 months.
16. Teachers are obliged to draw up a list of participants' attendance at the classes each time. Attendance lists will be kept by the teacher for at least 15 months.
17. Teachers should keep their mouths and noses covered while moving around the room. They can uncover their faces when they are at a safe distance from other persons.
18. The examination rooms should be ventilated before entering them, approximately every hour during and after classes, taking care to ensure the comfort of the participants.
19. Due to the inconvenience of wearing mouth and nose protection for a long period of time, it is recommended that participants are allowed to leave the classroom for a short period of 15-minute breaks at intervals of maximum 45 minutes. Additionally, such breaks in the classes should be used to ventilate the rooms.
20. The surfaces of tables and hard surfaces of seats as well as other objects used by participants of classes and teachers (e.g. light switches, markers for boards, keyboards, mice, etc.) should be disinfected with appropriate agents before each use of the room. Particular attention should be paid to the electronic elements of the classroom equipment that may be used by class participants or teachers (e.g. keyboards, mice, etc.), which should not be cleaned with agents that may cause a short circuit or damage the equipment. If it is not possible to disinfect the above-mentioned elements, additional protection measures should be used (e.g. disposable replacement foils for keyboards or mice) or disposable protective gloves (nitrile or vinyl) should be provided for teachers and students. Latex gloves are not allowed as they may cause skin allergies. The building administrators will appoint employees to disinfect the premises.
21. Equipment that must be handled with protective gloves should be clearly marked.
22. In situations not described in these recommendations, which, in the opinion of the teacher, may constitute a threat of spreading the SARS-CoV-2 virus, the teachers are obliged to react adequately to the threat, by means of actions aimed at minimizing the risk or reporting this fact to the immediate supervisor.