



CRACOW UNIVERSITY OF ECONOMICS GUIDELINES FOR FUNCTIONING UNDER A SANITARY REGIME

- ❶ The following regulations must be observed on CUE premises:
 - cover your mouth and nose with a mask,
 - disinfect your hands with products available at the entrance to the building and in the rooms
 - submit yourself to a temperature check when asked (if you have a temperature over 38° C, you MUST NOT enter the building).
- ❷ Leave your correspondence in labelled purpose boxes of individual organisational units located in the hall on the ground floor of the CUE Main Building.
- ❸ In common areas, employees are obliged to cover their mouth and nose. In work rooms and offices where more than one person is present, it is also obligatory to cover the mouth and nose, unless the employer/ immediate superior decides otherwise.
- ❹ Office rooms in which visitors from outside the University are received should be equipped with partitions separating workstations from such visitors.
- ❺ The University provides employees with personal protective equipment (masks, gloves, personal hand disinfectants and, if required, office space disinfectants).
- ❻ Pursuant to the Regulation of the Minister of Education and Science of 10 August 2021, where possible, classes will be held in lecture rooms under the following conditions:
 - Students must disinfect their hands, wear masks on CUE premises and during classes. Students can be asked to undergo a temperature check (If they have a temperature over 38° C, they MUST NOT attend classes).
 - There are attendance lists in the lecture rooms. Each tutor conducting classes inside lecture rooms must ensure that the attendance list is completed by each and every class participant.

After the end of classes, the tutor leaves the completed list at the reception desk in the building in which he/ she held the classes. In the case that a SARS-CoV-2 infection is identified in a given group, the attendance lists will make it possible to provide the relevant institutions with the names of contact persons. The lists will be kept at the reception desk for 10 days, and then destroyed by employees of the Economic Department.

- ❼ Where possible, ventilate the room during classes or when the tutors change. After classes, rooms will be disinfected by employees of the Economic Department.
- ❽ Self-discipline, the use of personal protective equipment and frequent disinfection are recommended as the primary method of preventing the spread of SARS-CoV-2.

