



Univerza v Mariboru

Slomškovo trg 15  
2000 Maribor, Slovenia

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Based on Article 287 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, no. 29/2017 – Official Consolidated Text No 12, 32/2019 and 14/2020; hereinafter referred to as: UM Statute) and the first paragraph of Article 24 of the General Act on the Organisation and Systemisation of the University, Faculties and other University Members (UM Announcements, no. XXXV-1-2017) as well as the Announcement of the Ministry of Education, Science and Sport of 24 February 2020 and Directions of the Ministry of Education, Science and Sport for preparing a plan for ensuring continuous work in educational, higher education and research institutions in the time of coronavirus, the Rector of the University of Maribor prof. dr. Zdravko Kačič hereby issues the following

## **PLAN OF THE UNIVERSITY OF MARIBOR FOR ENSURING CONTINUOUS WORK IN THE TIME OF CORONAVIRUS**

### **1 Purpose of the Plan of the University of Maribor for Ensuring Continuous work in the Time of Coronavirus**

The aim of the Plan of the University of Maribor for Ensuring Continuous work in the Time of Coronavirus (hereinafter referred to as: Plan) is to

- contribute to reducing the negative impact and disturbances that can be caused by the coronavirus on educational, research, and professional work;
- define activities and human resources for carrying out the educational, research, and professional work;
- ensuring organization performance as well as establishing good internal and external communication with performers of the pedagogical process, other employees, students, competent ministries, and the public;
- ensuring the protection of people and limiting the spread of infection as well as minimising morbidity among employees and students;
- ensuring greater health security and awareness.

On 12 March 2020, the Government of the Republic of Slovenia declared an epidemic in the territory of the Republic of Slovenia by issuing the Decree on Declaration of Contagious Disease SARS-Cov-2 (COVID-19) (Official Gazette of the Republic of Slovenia, no. 19/2020).

On 14 May 2020, the Government of the Republic of Slovenia issued the Ordinance on the Revocation of Epidemic of Contagious Disease SARC-Cov-2 (COVID-19) (Official Gazette of the Republic of Slovenia, no. 68/2020), revoking the epidemic in the territory of the Republic of Slovenia. The Ordinance shall come into force on 31 May 2020. Pursuant to Article 2 of the Ordinance on the Revocation of Epidemic of Contagious Disease SARC-Cov-2 (COVID-19), general and special measures adopted on the basis of the Communicable Diseases Act (Official Gazette of the Republic of Slovenia, no. 33/06 – Official Consolidated Text and 49/20 – ZIUZEOP) in accordance with the Decision on the application of

measures under the Communicable Diseases Act relating to the COVID-19 epidemic continue to apply, subject to their professional justification.

## **2 Managing and coordinating the implementation of the Plan of the University of Maribor for Ensuring Continuous work in the Time of Coronavirus**

By Decision no. 0732/2020/S 271/515-MP of 25 February 2020, the Rector of the University of Maribor appointed an Action Committee of the University of Maribor for coordinating activities in the time of Coronavirus composed as follows:

- izr. prof. dr. Urban Bren, UM Vice-Rector, president,
- izr. prof. dr. Uroš Maver (Faculty of Medicine, University of Maribor), member,
- doc. dr. Nina Gorišek Miksić (Faculty of Medicine, University of Maribor), member, and
- Martina Pajenk (UM Rectorate), member.

The Action Committee of the University of Maribor for coordinating activities in the time of coronavirus is appointed for supplementing the Plan and coordinating activities in the time of coronavirus.

## **3 Prevention and how to act in case of infection**

General preventive and specific measures for preventing an infection with the coronavirus are as follows:

- Avoiding close body contact with people showing signs of infectious disease and keeping the safety distance from others (at least 1.5 meters).
- Regularly and thoroughly washing hands with soap and water.
- In case soap and water are not available, using a special hand sanitizer for disinfection. The hand sanitizer should contain at least 60% ethanol. The hand sanitizer is intended for external use only. Products for cleaning/disinfecting surfaces are not meant for washing/disinfecting skin.
- Not touching your face (eyes, nose and mouth) with dirty/unwashed hands.
- Staying at home in case of getting sick, contacting your personal doctor by phone and following their instruction.
- Following hygiene rules regarding coughing.
- Throwing away paper tissues each time after using and washing hands with soap and water afterwards.
- During an increased occurrence of respiratory infections, avoiding enclosed spaces with a large number of people. Ensuring regular ventilation of enclosed spaces.
- Regularly cleaning and if necessary disinfecting objects and surfaces that are frequently touched (e.g. handles, switches, counters, all reachable wall and window surfaces, toilet bowls, sink faucets, etc.).

At the Rectorate, Faculties and other University Members hand sanitizers shall be placed at all needed locations.

#### **4 Signs of infection and transmission of disease**

The symptoms are feeling unwell, fatigue, rhinitis, fever, cough and in more serious cases shortness of breath and breathing difficulties. Because we are dealing with a new virus, detailed information on how the disease is progressing is still being gathered.

Confirming or excluding an infection with the new coronavirus requires microbiological testing. The coronavirus is diagnosed through the nasopharyngeal swab, oropharyngeal swab, respiratory secretion and other infectious material.

The new coronavirus is passed from one person to another in droplets of bodily fluids. This means that it is transmitted by closer contact with the infected person, in a distance of 1.5 meters. It is proven that we can also get infected with the new coronavirus by touching contaminated surfaces.

The exact incubation period is not known yet, however, according to other coronaviruses and preliminary data, it is estimated to range between 2 and 12 days, probably not more than 14 days. On average, the incubation period should be approximately 6 days long.

#### **5 Determining key assignments for operation and minimal number of necessary performers**

In case of leave of absence or sick leave due to coronavirus, the responsible persons shall organize the work process in the part that is carried out at a distance or at the premises of the University of Maribor.

- for performing urgent and unavoidable tasks – delegating between employees at work;
- enabling the employee to perform his/her work somewhere else (at home or in a space where he/she has no contact with other employees), taking into account the safe transfer of documents to the employee.

As a rule, employees of the University of Maribor perform their work at home. Exceptionally, when it is necessary or dictated by the organization of work, the work is performed on the premises of the University of Maribor by taking all precautionary measures. As few people as possible should stay in an enclosed workspace at the same time.

Pursuant to Article 169 of the Employment Relationship Act (ZDR-1), it was ordered that most of UM employees, due to the prevention of spreading the infectious coronavirus disease endangering human life and health and due to the prevention of further spreading, shall perform their work outside the employer's premises that are stated in the Employment Contract, that is at home, from 16 March 2020 until cancellation. The responsible persons of Faculties / other University Members / the Rectorate have the right and duty that they may determine the presence of individual employees at work in accordance with the Employment Contract according to the needs of the working process. Presence at work should be determined for employees whose work cannot be performed at home and / or whose presence at work is necessary to perform the work. Presence at work may be determined in daily shifts, taking into account the size of the premises and the number of employees in that premises.

The responsible persons of Faculties / other University Members / the Rectorate are responsible for the organization of work at the Faculty / other University Member / the Rectorate and for the preparation of a safety protocol for employees regarding the performance of work at the UM premises, which shall include:

- instructions for limiting the number of persons who may be present in a certain space at the same time so that a physical distance of at least 1.5 m is ensured between employees,

- instructions regarding room ventilation,
- instructions regarding disinfection of premises,
- instructions regarding the use of protective equipment (protective masks and any other necessary protective equipment for work),
- instructions regarding disinfection and hand washing,
- protocols for movement between physically separate units,
- procedures if symptoms or signs of acute respiratory infection appear (if symptoms or signs of acute respiratory infection appear, employees shall stay at home, call their personal doctor, and follow the instructions of the medical staff),
- instructions to employees not to stay in common areas, where it is also necessary to comply with all health protection standards.

When employees perform their work at the workplace, at the premises of the University of Maribor, they shall:

- use protective masks or other means for protecting the oral and nasal area (scarf, shawl, or similar means of protection that cover the nose and mouth), and disinfect hands regularly; when using these means of protection, all the rules for correct use shall be observed;
- strictly follow the safety distance of at least 1.5 m to others;
- constantly ventilate enclosed spaces;
- disinfect all work tools after use;
- follow all other instructions for prevention in accordance with the instructions of the National Institute of Public Health.

## **6 Implementing the pedagogical process**

Pursuant to the temporary ban on the movement and gathering of people in public spaces, areas, and places in the Republic of Slovenia imposed by the Government of the Republic of Slovenia, the University of Maribor ensures the performance of all study obligations online, where possible, until further notice.

At the University of Maribor we prepared basic instructions for implementing the pedagogical process online that are available here:

<https://univerzamb.sharepoint.com/sites/PredavanjanadaljavoUM>.

Exceptionally, study obligations that cannot be performed at a distance are performed at the premises of the University of Maribor, whereby the responsible person of the Faculties / other University Members / the Rectorate shall prepare a safety protocol for the manner of performing the study obligation, taking into account preventive measures ordered by the Government of the Republic of Slovenia, competent ministries, National Institute of Public Health, and the University of Maribor. The safety protocol shall include:

- Instructions for selecting an appropriate space according to the standards and instructions of the National Institute of Public Health, especially the restriction on combining groups with more than 5 participants.
- If the number of participants exceeds the maximum number of persons per room, the method of dividing the performance into several rooms or several time periods must be defined.
- Procedure for disinfection of premises including the definition of persons responsible for disinfection.

- Procedure for room ventilation including the definition of persons responsible for ventilation.
- Instructions for students, which shall include:
  - instructions regarding the required protective equipment,
  - instructions regarding hand disinfection,
  - procedures if symptoms or signs of acute respiratory infection appear (if symptoms or signs of acute respiratory infection appear, employees shall stay at home, call their personal doctor, and follow the instructions of the medical staff),
  - the earliest time of arrival at the UM premises with regard to the expected start of the study obligation,
  - the maximum time spent at the UM premises in relation to the expected completion of the study obligation,
  - instructions on the manner of waiting before entering the space intended for the performance of the study obligation,
  - the requirement of a minimum distance to other participants.
- Instructions for examiners, which shall include:
  - instructions on informing students about the method of implementation of the study obligation (location of implementation, time of implementation),
  - instructions on contactless identity verification of students,
  - instructions for students to disinfect their hands before entering the space intended for the performance of the study obligation,
  - familiarization with the right to dismiss students who, in the examiner's sole discretion, show signs of acute respiratory infection or who do not follow a safety protocol,
  - instructions regarding the required protective equipment,
  - instructions regarding hand disinfection,
  - request for a minimum distance to other participants,
  - procedures if symptoms or signs of acute respiratory infection appear (if symptoms or signs of acute respiratory infection appear, employees shall stay at home, call their personal doctor, and follow the instructions of the medical staff).

If an individual UM Member does not have adequate lecture rooms or other spaces in its infrastructure in order to meet the standards and instructions of the National Institute of Public Health which determine the minimum size of space according to the number of participants, to perform study obligations that cannot be performed at a distance, free use of lecture rooms or other spaces can be arranged at other University members / the Rectorate which have the appropriate premises.

Indirect pedagogical work and the implementation of student consultation hours are organized as follows:

- communication with students is, as a rule, established via e-mail or other communication channels (e.g. Skype, Viber, Microsoft Teams);
- office hours of student affairs offices are, as a rule, carried out via e-mail or other communication channels;
- physical access of students to professional services is restricted in such a way that the instructions of the National Institute of Public Health on the procedures for dealing with clients in public law matters are strictly followed;
- libraries lend only pre-ordered material, which is prepared in advance for each reader separately. The number of units of library material is limited. For vulnerable groups, home delivery of materials is enabled (in various ways). Reading rooms are closed. Employees and

readers shall strictly follow the current guidelines of the ministry responsible for health and the National Institute of Public Health;

- all employees and students enter all university premises individually or according to the spatial conditions that enable an appropriate distance between individuals (at least 1.5 m).

UM Members implementing the pedagogical process in health and social institutions are also obliged to follow specific instructions of these institutions and take all measures to protect their employees and students.

When at the premises of the University of Maribor, students shall:

- use protective masks or other means for protecting the oral and nasal area (scarf, shawl, or similar means of protection that cover the nose and mouth), and disinfect hands regularly; when using these means of protection, all the rules for correct use shall be observed;
- strictly observe the safe distance (minimum 1.5 m) to others;
- leave the premises of the University of Maribor as soon as possible after the completion of the study obligation;
- follow all the instructions of the examiners as well as all other preventive measures.

All other physical gatherings at the University of Maribor (e.g. events) are not held during the spread of the coronavirus.

## **7 Appeal**

We appeal to the employees of the University of Maribor to refrain from any discriminatory treatment of the infected and to encourage compassionate treatment, as we never know when we will need it ourselves. We encourage all employees and students to empower themselves with relevant and verified coronavirus information by reading the sources listed below.

We appeal to students to show mutual solidarity in enabling the access required for implementing the study process online.

## **8 Additional information**

Information on the website of the Slovenian National Institute of Public Health:

<https://www.nijz.si/sl/koronavirus-2019-ncov>

For additional information, instructions, or clarifications you can consult an expert at the National Institute of Public Health by calling 080 1404 daily between 8.00 a.m. and 8.00 p.m.

Information on the website of the Ministry of Health:

<https://www.gov.si/teme/koronavirus/>

## **9 Validity and application**

This Plan shall enter into force and become applicable on 18 May 2020 and shall be published by the University of Maribor on its webpages. Faculties and other University Members are also obliged to publish this Plan in Slovene and English on the webpages along with the basic instructions of the National Institute of Public Health regarding the basic rules of hygiene.

## **10 Updating the Plan**

The Plan shall be continuously renewed, supplemented and tested according to the needs.

**Rector of the University of Maribor  
prof. dr. Zdravko Kačič**