



Univerza v Mariboru

Sloškovo trg 15
2000 Maribor, Slovenia

No: 012/2020/N 1/515-MP

Maribor, 26. 2. 2020

Updated: 25 March 2020

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 and research work;
- define activities and human resources for carrying out the educational and research process;
- ensuring organization performance as well as establishing good internal and external communication with performers of the pedagogical process, other employees, students, the Ministry and the public;
- ensuring the protection of people and limiting the spread of infection as well as minimising morbidity among employees;
- ensuring greater health security and awareness.

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.
- Regularly 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% alcohol. The hand sanitizer is intended for external use only. Products for cleaning/disinfecting surfaces are not meant for washing/disinfecting skin.
- Not touching your eyes, nose and mouth.
- If getting sick, staying at home, calling your attending physician, and following the instructions of medical staff.
- Following hygiene rules regarding coughing.
- Considering the epidemiological situation, a general use of protective masks is not necessary.
- 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, at Faculties and other University Members hand sanitizers are placed at the entrance to the Rectorate/Faculty/other University Member.

When working with clients or students and suspecting a potential infection with the coronavirus (a client or student shows symptoms of infection, possible suspicion by touching documentation), employees protect themselves by immediately washing or disinfecting their hands.

Deans of the UM faculties organize indirect teaching process, consultation hours and any other communication with students exclusively through email or other communication channels (e.g. Skype, Viber, Microsoft Teams),

- office hours of student affairs offices are also organized only through email or other communication channels;
- student access to professional staff is limited;
- libraries only lend library materials without individuals retaining or studying on library premises;
- the multipurpose ČUK reading room is closed;
- all employees and students enter the University's premises individually or depending on the spatial conditions which must allow an appropriate distance between individuals (at least 1.5 m).

The Student Dormitories of the University of Maribor must ensure dwelling for all students who already moved in and accept possible new foreign students, however, moving in of students from the priority list may be suspended.

If an employee becomes ill at work with signs of acute respiratory infection (e.g. fever, cough, shortness of breath) and has stayed in areas where there is an increased risk of new coronavirus infection or has been, during the last 14 days, in close contact with a patient who has been confirmed infected with the new coronavirus, he withdraws to an isolated room or maintains a distance of at least 1.5 meters away from other people. He consults his personal physician or the on-call medical doctor by telephone to receive instructions on what to do next.

Exchange students or staff who came to the University of Maribor from areas affected by the coronavirus are not to return to these areas. Any visits from areas affected by the coronavirus are discouraged.

Regarding approved employee's travels and student excursions to areas affected by the coronavirus, the responsible persons of faculties and other University members are to review once again the necessity of travels to affected areas and, if possible, to cancel them.

Employees and students are advised not to travel to the areas affected by the coronavirus.

The UM faculties which carry out the teaching process in health and social institutions are obliged to follow their specific instructions and take all measures to protect employees and students.

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 work process shall be organised as follows:

- assessment 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 transfer of documents to the employee.

Pursuant to Article 169 of the Employment Relationship Act (ZDR-1), it shall be ordered that UM employees, except the staff assigned to work duty in the institution (i.e. staff being assigned to work

duty for ensuring and performing priority tasks), 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 leadership of the University of Maribor may determine the presence of individual employees at work in accordance with the Employment Contract according to the needs of the working process.

Employees who will not have the order to work from home shall strictly follow the safety distance (1.5 m), constantly ventilate enclosed spaces and disinfect all work tools after use as well as follow all other instructions for prevention.

6 Implementing the teaching process and a ban on gatherings of people at the University of Maribor

Pursuant to the declared epidemic of the new coronavirus in the territory of the Republic of Slovenia and the ban on gatherings of people at universities of the Ministry of Health of 12 March 2020 (Order on the banned gathering of people in institutions from the field of education and teaching as well as universities and independent higher education institutions, Official Gazette of the Republic of Slovenia, no. 19/2020), the University of Maribor shall ensure the performance of all study obligations online until further notice. Those study obligations that cannot be carried out online shall be adequately replaced with their implementation after the cancellation of measures.

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>.

Pursuant to the Order on the banned gathering of people in institutions from the field of education and teaching as well as universities and independent higher education institutions issued by the Minister of Health of 12 March 2020 (Official Gazette of the Republic of Slovenia, no. 19/2020), all gatherings of people at the University of Maribor shall be cancelled.

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 the day of being issued 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**