

HANDBOOK FOR COMPLIANCE WITH EPIDEMIOLOGICAL RECOMMENDATIONS

at Zagreb School of Economics and Management
academic year 2020/2021, winter semester

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INTRODUCTION

To prevent the spread of the COVID-19 disease caused by the coronavirus, Zagreb School of Economics and Management (hereinafter ZSEM) has issued this Handbook for compliance with epidemiological recommendations in the academic year 2020/2021, for the winter semester. Taking into account epidemiological recommendations and introducing mandatory new rules and culture of behavior, by returning to and holding classes on campus, ZSEM wants to maintain interaction, communication and encourage the exchange of innovative ideas as key elements of Zagreb School of Economics and Management while taking into account the health and safety of all stakeholders.

In addition to on-campus classes, given the circumstances, in addition to classical classroom classes, ZSEM has a prepared distance learning component. Teachers will adapt their classes and methods of work to the conditions and will inform students about it on time. Teaching will also be tailored to the individual student needs and their particular situation so that students can contact the teacher via email whenever the need arises.

ZSEM will provide the best quality teaching for the students to achieve all learning outcomes at an enviable level, and teachers who due to the given circumstances are not able to teach in the classroom (and/or travel to Croatia), will conduct distance learning, i.e. with the help of e-learning tools and technology, of which students will be informed in a timely manner.

ZSEM encourages and thanks all stakeholders, teachers, students, administrators and logistics staff for their responsible behavior and adherence to new rules and culture of behavior as well as other stakeholders, alumni, the business community, interested candidates and parents in case they need to come to campus. Personal responsibility is what epidemiological recommendations and the health security of all stakeholders and society as a whole are based on.

7. GENERAL RULES OF BEHAVIOR

1.1 MANDATORY MASK WEARING

In order to prevent the spread of infection and to protect health, **all stakeholders, teachers, students and administrative and logistics staff and other stakeholders are required to wear masks in all areas of the campus.** Wearing masks is mandatory during classes, consultations of professors and students, exams, work in administrative offices, in all common rooms and at meetings of administrative and teaching staff. Entry into the campus without a protective mask will not be possible from September 1, 2020 until possible recall in line with evolving epidemiological circumstances.

Masks must be used only for personal purposes, used masks must not be shared with others. When putting on a mask, one should take care to always put the inside part of the mask next to the face. The mask should cover the mouth, nose and part of the face, and at the edge, it should fit tightly in order to reduce the flow of air outside the mask as much as possible. A virus can potentially be found on the outside part of the mask. To prevent contamination of the hands, touching the outside of the mask should be avoided. The wet mask should be removed, properly disposed of in the waste bin and replaced with a new, dry one, and hands should be washed and disinfected.

1.2 HAND HYGIENE

ZSEM recommends frequent hand washing with soap and warm water. The staff in charge takes care of equipping the toilet with soap and disposable paper towels in accordance with the epidemiological recommendations for proper handwashing.

1.3 DISINFECTANTS

Disinfectants are placed in front of each room. All stakeholders are invited to adhere to a culture of frequent hand washing and disinfection and to encourage their colleagues to these frequent habits, whether they are teachers, students or administrative staff and other stakeholders.

A disinfectant should be applied in an amount of 1 to 2 ml on dry and clean palms (usually 1 push or according to the manufacturer's instructions); palms and the area between the fingers should be rubbed until dry, and the product does not need to be rinsed. ZSEM takes care of the sufficient use of hand sanitizer and the stakeholders are obliged to contact the competent person in case there is a small amount of disinfectant left in the dispenser in order to ensure a new one.

1.4 PERSONS WITH ELEVATED BODY TEMPERATURE AND SYMPTOMS

Teachers, students, administrative and logistics staff and other stakeholders do not enter the outdoor and indoor spaces of the ZSEM campus if they are infected with COVID-19 or have a fever, respiratory symptoms such as coughing and shortness of breath, loss of smell and/or taste, sore throat, digestive problems or who are likely to have been in contact with people who are positive for COVID-19 or suspected of COVID-19 infection or are in self-isolation.

In case some of the above circumstances occur, students primarily report to their doctor and inform the competent persons at ZSEM about the circumstances:

- students of the undergraduate programs inform the subject teacher and the head of the academic year and/or the associate dean for students,
- students of the graduate MBA programs report the situation to the subject teacher and the academic secretary of the program,
- teachers of the undergraduate programs inform the associate dean for the undergraduate programs and the head of the academic year,
- teachers of the graduate MBA programs inform the associate dean for the graduate programs, the academic secretary of the program and the MBA coordinator,
- administrative and logistics staff inform the Secretary of the School and the head of the daily work records.

1.5 DAILY MEASUREMENT OF BODY TEMPERATURE, MONITORING OF SYMPTOMS AND PROCEDURE IN CASE OF SUSPICION OF INFECTION

Every day when arriving on campus, students, teachers, administrative and logistics staff and other stakeholders have their body temperature measured with a non-contact thermometer so as to determine whether there are any symptoms or signs of the disease. The body temperature of 37.2 °C is considered as elevated and based on the measurement results, the prescribed epidemiological steps are taken. Teachers, external associates, administrative and logistics staff have their temperature measured also when leaving campus.

The Dean of ZSEM appoints and assigns employees who will be on duty at the entrance and who will measure and record the temperature of employees entering and leaving the campus, i.e. decide on the procurement of the Integral Disinfection System, a complete solution for measuring body temperature and disinfection.

A special digital record book is kept on the values of the measured body temperature and the possible existence of respiratory symptoms.

It is the obligation of students, teachers, administrative and logistics staff and other stakeholders to measure their temperature before each visit to the campus and in case of the increased body temperature to contact the competent person and their chosen family doctor by phone or e-mail.

If signs of illness occur during the stay on campus, the sick person immediately leaves the campus and informs the competent person and contacts their family doctor by phone or e-mail. Each individual confirmed COVID-19 infection must be reported to the competent person immediately. In case of confirmed COVID-19 infection, the whole group in which the student attends classes, even without prior notification of the epidemiologist, and according to the information provided by the infected person to the competent person about the positive test, goes into the self-isolation and for this group distance learning is organized while following instructions of the epidemiologist. A Covid-19 positive person is obliged to submit a positive test certificate to the competent person as soon as possible.

1.6 NOTICE OF POSSIBLE GROUPING OF INFECTED PERSONS

ZSEM immediately informs the competent epidemiologist of any grouping of persons with suspected COVID-19 (two or more employees and/or students from the same group as in the case of other communicable diseases that must be reported in the Republic of Croatia, according to the list of communicable diseases, whose prevention and suppression is in the interest of the Republic of Croatia.

1.7 PHYSICAL DISTANCING

The work of ZSEM is organized so as to ensure as much social distance (physical distance) as possible. **Regardless of the possibility of achieving a physical distance of 1.5/2m, wearing masks is mandatory for all stakeholders.**

1.8 DELIVERY FOR ZSEM

Delivery for the needs of the institution is taken over by the competent staff at the outer door. Entry is allowed only to service technicians and other organizations whose services are necessary (which includes consistent implementation of anti-epidemic measures such as checking the water for human consumption, etc.) with mandatory measurement of body temperature, hand disinfection and wearing a protective mask.

1.9 ADDITIONAL RECOMMENDATIONS OF ADEQUATE BEHAVIOR

- Avoid touching your mouth, nose, eyes and face with your hands.
- Handshakes should be avoided and alternative greetings should be used (elbow touch; foot touch; after head, smile and eye contact).
- Regular and proper hand hygiene (washing and disinfection).
- When washing your hands, follow the instructions for washing your hands properly.
- After washing your hands with soap and water, to dry your hands it is necessary to use disposable paper towels, which should be discarded into the waste bin after use.

- When coughing and sneezing, cover your mouth and nose with your elbow or tissue, which should then be discarded into the waste bin and hands washed.
- When coughing and sneezing, turn your face away from other people.
- All stakeholders carry personal belongings with them when leaving the campus, and dispose of garbage and waste in a waste bin.

8. ORGANISATION OF CLASSES

2.1 MODELS OF CLASS PROVISION

Given the circumstances, in addition to the classic classroom teaching, ZSEM recommends that teachers use Loomen and other components of distance learning more intensively. Within the given schedule, ZSEM recommends that teachers adjust their teaching, conditions and working methods and inform the students and the school administration about it in a timely manner.

Some forms of teaching, such as group work of students, in the given circumstances, is better done in a virtual environment. ZSEM expects each teacher to assess which method is the most appropriate so as to achieve a particular learning outcome in a safe way. Teachers are free to combine teaching methods that best suit the subject matter and achieve learning outcomes at an enviable level. It is necessary for students to be informed about everything in detail and for teachers to forward the same information to academic secretaries and/or assistants if necessary so that ZSEM can provide adequate support to teachers and so that they have feedback on the course of teaching.

ZSEM teachers will adapt to each individual student and each specific situation because it is to be expected that some students will not be able to attend classroom classes (for example, some international students, students with health problems, members of vulnerable groups, etc.). Attendance at classes should be equally recognized for classroom and distance teaching, respecting the specific circumstances of each student.

Foreign students attend online classes for the first two weeks after arriving in the Republic of Croatia.

In order to provide ZSEM students with the best quality teaching and ensure that they achieve all learning outcomes at the required level, lecturers who due to given circumstances are not able to teach in the classroom (and/or travel to Croatia) will conduct distance learning, with the obligation to follow the schedule.

Defenses of final and graduate theses have so far been successfully organized virtually, therefore ZSEM recommends the use of this good practice in the upcoming period. If the defense should be organized in the classroom, it is necessary to book the classroom on time and adhere to all prescribed epidemiological recommendations.

2.2 FIRST DAY OF CLASSES

Regardless of the publication of this Handbook on Moodle/Loomen notice boards for students and teachers and administration, and on the School's website, on the first day of classes, ZSEM teachers must inform and acquaint students with the content and procedures specified in this Handbook.

2.3 CONTACT MONITORING

When teaching in the classroom, teachers are required to keep attendance records of students who participate in classes. The attendance record list should contain the name of the course, name and surname of the teacher, name of the classroom, date, name and surname of the student, e-mail address, signature of the student and the mobile phone number of the student. The attendance record is kept by the teacher and, if necessary, sent in digital form to the Student Service, the head of the program or the associate deans or the MBA coordinator.

9. SPACE ORGANIZATION AND HYGIENE

3.1 SPACE AND HYGIENE

ZSEM shall organize the space in such a way to ensure as much social distance as possible and ensure the hygiene of the space so that the space in which students spend time is as large as possible, that there is enough fresh air and sunlight (with an appropriate source of daylight), separate from the rooms with other groups, that the room is regularly aerated, cleaned and disinfected. The premises are aerated at least twice a day, for at least half an hour before the arrival and after the departure of the students, or the window is left open if the weather conditions allow it.

Surfaces such as doorknobs, window handles, work surfaces, keyboards, consoles, faucets in toilets and kitchens, toilet tank handles, remote controls, power switches, doorbells, elevator buttons and other surfaces that are touched by a lot of people should be disinfected at the beginning and end of each shift, and at least twice a day. Cleaning and disinfection is carried out at the time when students are absent.

3.2 MOVING AROUND IN COMMON AREAS

In order to reduce physical contact between groups of students, teachers who start and end classes at the same time, following the schedule, mutually arrange the entry/exit of groups of students from the halls to reduce physical contact when passing through common areas (corridors), in slots of 10 to 15 minutes. Teachers will inform students about the exact time of entering the classroom in a timely manner.

Break times are different for individual groups of students, and teachers will inform students about the exact duration of the break.

10. ADMINISTRATIVE SERVICES OF ZSEM

ZSEM's administrative services are available to students and teachers in accordance with the published working hours. Each administrative service individually, given the area of the office, shall prescribe how many people can stay in the office at the same time and shall inform about it all stakeholders.

Students who, due to circumstances, do not come to the campus, can contact administrative services by email and telephone.

11. INTERNAL AND SOCIAL EVENTS AT ZSEM (CONFERENCES, FORUMS, TALKS, ROUNDTABLES)

ZSEM recommends further organizing internal events virtually.

Every social event, whether it is an internal event of ZSEM or an event to which the professional and general public is invited, can be organized on the campus of the School only in compliance with currently prescribed epidemiological instructions and recommendations of the Croatian Institute of Public Health.

In accordance with the guidelines on personal data protection, all lists and data collected on participants in such events must be destroyed or deleted by ZSEM after 14 days.

12. FINAL PROVISIONS

ZSEM is fully prepared for the full transition to distance learning to protect the health of all stakeholders if it deems that epidemiological circumstances so require.

ZSEM will continuously monitor the development of the epidemiological situation in the Republic of Croatia and the City of Zagreb and, if necessary, adapt and inform all stakeholders of the new circumstances.

This Handbook is subject to change and improvement and is amended in accordance with the development of epidemiological conditions, change, introduction, or abolition of certain recommended measures.

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