

**Guidelines of the Crisis Management Team which should be applied to candidates submitting documents to admissions committees for enrolment.**  
**Wroclaw Medical University**

**I. Candidate, admissions committee Item I – information should be made official via an announcement and posted at the entrance to the building; for consideration: obliging the candidate to sign a statement confirming that he/she has read the following guidelines**

1. Only a healthy person with no symptoms suggesting an infectious disease (such as elevated body temperature, runny nose, coughing, shortness of breath, smell and taste disorders, sore throat, chest pain or diarrhoea) may appear before the committee.
2. The following persons may not appear before the committee:
  - (a) persons who came into contact with a SARS-CoV-2 infected individual within the past 14 days, who live with an individual subjected to quarantine or home isolation or who themselves are subjected to quarantine or home isolation;
  - (b) persons who currently take antipyretics for fever and/or infection or have an elevated body temperature ( $> 37.5^{\circ}\text{C}$ )

**II. Personal safety precautions**

1. The admissions committee specifies the place where and the time when the candidates should appear. Said time should be set in such a way as to avoid the gathering of a large number of candidates.
2. While waiting to be let into the building or a room, candidates should maintain adequate distance from each other (at least 1.5 m).
3. Only persons whose mouth and nose are covered by a disposable mask, at least a surgical mask, may enter the building where admission is to be conducted.
4. Members of the admissions committee should have their mouth and nose covered by a surgical mask.
5. Received documents, once checked, should be stored for 24 hours in a way that prevents them from being touched.

**III. Specific arrangements related to organisation of work for persons taking part in the admission process**

1. If a person with an allergy or other medical condition whose symptoms may include coughing, runny nose or lachrymation wishes to apply for admission, he/she is obliged to inform the Chairperson of the Admissions Committee about that condition to avoid a situation where its symptoms would be considered "worrying".
2. Members of the admissions committee who cannot cover their mouth and nose for health reasons should use a face shield which does not hamper breathing.
3. It is recommended that consideration be given to exempting at-risk employees, especially those aged 60+ and/or suffering from chronic conditions, from the obligation to take part in the admission process.

**IV. Precautions related to organisation of spaces, buildings and rooms**

1. The following information should be posted at the entrance to the room:

- 1) information concerning the symptoms of a coronavirus infection and how to prevent said infection
  - 2) name, address and phone number of the nearest sanitary and epidemiological station
  - 3) address and phone number of the nearest infectious disease department
  - 4) phone numbers of medical services
  - 5) phone number of the National Health Fund's coronavirus hotline (800 190 590).
2. **A hand sanitizer (alcohol-based, min. 60%) should be placed at the entrance to the building where admission is to be conducted, together with information that its use is mandatory for all persons entering the building.**
  3. A hand sanitizer should also be available in each room where the committee is to operate. Information on proper hand disinfection technique should be posted next to the sanitizer.
  4. It is recommended to observe safety rules, including the specified distance between the candidates and the members of the admissions committee.
  5. Seats and touched surfaces (such as tabletops) should be disinfected before and after each candidate.
  6. The door to the room, as well as all doors to rooms where candidates will be present, should be kept open. However, if a door cannot be kept open for safety reasons, handles/knobs and surfaces which may be touched should be regularly disinfected after each contact with a person present in the building.
  7. Rooms where admission is to be conducted should be aired on a regular basis, at least once per hour.
  8. Toilets should be disinfected on a regular basis.
  9. In addition to soap and disposable towels, all toilets should have an alcohol-based (at least 60%) hand sanitizer, refilled on a regular basis by the cleaning staff for the building.
  10. It is recommended to monitor daily cleaning works, with a particular emphasis on maintaining clean passageways and disinfecting touched surfaces: railings, door handles, light switches, keyboards, computer mice, handles, chair armrests and flat surfaces.
  11. Information concerning the obligation to minimise gatherings should be posted at the entrance to the building where admission is to be conducted and at the entrance to the room where the Committee is to operate. Given the possibility that a large number of candidates may appear, consideration should be given to appointing a person to direct candidate traffic.

*Procedure in case a member of the Admissions Committee or a candidate is suspected of infection*

1. In justified cases (symptoms indicating a risk of an infectious disease), persons taking part in the admission process may be asked to take a non-contact body temperature measurement.
2. A person exhibiting symptoms (especially elevated body temperature, coughing or runny nose) indicating that he/she may pose a risk related to spreading of SARS-CoV-2 may not take part in the admission process.
3. If a candidate or a member of the Admissions Committee exhibits worrying disease symptoms, the Chairperson of the Admissions Committee shall take action to isolate the candidate or other person exhibiting the symptoms in a separate room or a designated area, ensuring a distance of at least 1.5 m from other persons.
4. In the event that it becomes necessary to isolate a member of the admissions committee exhibiting symptoms of a disease in a designated area, the Chairperson of the Admissions

Committee shall immediately inform the Dean of that fact and determine further course of action together with the Dean.

5. The building where admission is to be conducted must have a designated and prepared room (furnished with, among others, personal protective equipment and a hand sanitizer) where persons can be isolated in case of worrying disease symptoms.
6. The Chairperson of the Admissions Committee shall immediately inform the appropriate regional sanitary and epidemiological station about any worrying infectious disease symptoms, and if the health of the person exhibiting the symptoms deteriorates, the Chairperson shall also inform the emergency ambulance service. If the candidate's medical condition does not require intervention of an emergency medical team, he/she should go home using personal means of transportation, stay at home and consult a doctor remotely.
7. It is recommended to prepare a list of persons present in the building at the same time as the person suspected of infection and advise compliance with guidelines of the Chief Sanitary Inspectorate concerning persons who came into contact with a potentially infected individual (University procedure).
8. If in doubt about how to proceed, always contact the appropriate regional sanitary and epidemiological station for consultation or advice.

Prepared by Prof. Brygida Knysz on the basis of a document prepared by Prof. Beata Jankowska-Polańska titled "Procedure for conducting examinations under the SARS-CoV-2 pandemic; Guidelines for persons taking a diploma examination – practical part", Wrocław Medical University