



PLAN AND INSTRUCTIONS FOR OPERATION OF ALMA MATER EUROPAEA AFTER MAY 18TH 2020 – COVID-19 ALMA MATER

- According to the instructions of the Ministry of Education, Science and Sport, the academic year 2019/2020 shall conclude in a virtual environment (online). The study obligations that cannot be carried out in virtual environment may be executed in the premises of the institution: lab exercises, clinical practice, talent tests.
- Alma Mater follows the instructions of the Ministry and therefore in the premises of the institution enables the execution of those activities that cannot be performed remotely (online) with appropriate alternative forms, including some forms of knowledge testing.
- The clinical and practical training is not the subject of this document. Detailed instructions for each institution are provided by the clinical training coordinator.
- This document regulates the plan and instructions for performance of laboratory and other practical exercises in the premises of Alma Mater.
- The measures proposed below are valid after confirmation and until cancellation by the crisis decision-making group composed of: prof. dr. Ludvik Toplak, doc. dr. Barbara Toplak Perovič, Katarina Pernat, Tina Kavtičnik, mag. Mladen Herc
- The following recommendations of the NIJZ and general preventive measures are observed:
 - In case of signs and symptoms specific to COVID-19, employees and students stay at home, consult with their doctor over the phone, and follow his/her instructions.
 - Avoid close contact with people who show signs of an infectious disease. Regularly and thoroughly wash hands with soap and water; if the latter is not possible, disinfectant is used instead.
 - Do not touch the face (eyes, nose and mouth) with dirty/ unwashed hands.
 - A safe interpersonal distance of 1.5 meters is observed.
 - Proper cough hygiene is observed.
 - Dispose the paper tissue after use and wash your hands with soap and water.
 - Avoid enclosed premises, ventilate rooms regularly (at least every 2 hours for minimum 15 minutes).

INSTRUCTION / RECOMMENDATION	MEASURES	REMARKS
INSTRUCTION	<p>Access to the premises of Alma Mater</p> <p>The entry points are:</p> <ul style="list-style-type: none">- building Slovenska 17 (the main entrance), Maribor – entrance and exit are separated) – follow the marks on the floor,- building Neubergerjeva 31, Ljubljana entrance and exit are separated) – follow the marks on the floor,- building Lendavska 9, Murska Sobota,- building Trubarjeva 1, Koper.	<p>- Enter the Alma Mater premises individually, keep the recommended distance of 1.5 meters and use masks. Hand disinfection is mandatory before entry to and exit from the building, as well as lecture hall, cabinet, laboratory. External visitors are allowed only exceptionally by prior notice.</p>

	<p>Upon entering the premises of Alma Mater it is mandatory to use a protective facial masks and disinfect hands upon entry and exit. Before the lab exercise, a lecturer measures the temperature to students.</p>	
INSTRUCTION	<p>Instructions for conducting classes</p> <ul style="list-style-type: none"> - Classes and the academic year 2019/2020 are completed remotely (online) with allowed exceptions from May 18th 2020 onwards. - Students and teachers consistently follow the above-mentioned rule and take into account all instructions, issued by other institutes, economic entities and institutions where other trainings and practices take place in the framework of the study process. 	<ul style="list-style-type: none"> - Physical contact between lecturers and students is limited to the minimum (when not possible to execute activities without contact). - Consultations are conducted via e - mail or as per agreement via ZOOM or SKYPE. - Students receive information via Moodle, AMEU website, emails. - Study obligations are conducted in accordance with the instructions received from lecturers of a study program. - In case of fever, signs of a cold, headache, unwell feeling or other signs of acute breathing infection, a student shall not attend the study process on spot and immediately notify the student/international office and lecturer. The absence will be recorded, additional study obligations will be assigned to him/ her. A student should consult with a healthcare professional to receive instructions about further actions.
INSTRUCTION	<p>Elevators use:</p> <ul style="list-style-type: none"> - Only 1 person may use the elevator. 	<ul style="list-style-type: none"> - It is generally recommended to use stairs.
INSTRUCTION	<p>Ventilation and disinfection:</p> <ul style="list-style-type: none"> - Lecture halls are ventilated regularly, several times per day, which is the duty of Alma Mater. - After each practical lessons and longer stay in the premises, proper disinfection and ventilation should take place. - Disinfectants for hands are installed in all premises. 	<ul style="list-style-type: none"> - Compulsory ventilation shall further continue on maximum level.

Execution of the study process in the premises of Alma Mater after May 18th 2020

Maximum capacity is determined in the premises of Alma Mater at all four locations until further notice. The table below sets out the maximum number of people to be placed in one lecture room.

Instructions for implementation in lecture rooms:

- Before entering a lecture room, the lecturer measures temperature to all students.
- Before entering a lecture room, students are informed that in case of illness, symptoms and signs of acute respiratory infection, shall not enter the room.
- After entering a lecture room, students shall immediately disinfect their hands.
- A lecture room is entered individually, keeping the distance of 1.5 meters at all time, whilst the same applies once leaving lecture rooms.
- Students and lecturers must wear properly fitted masks which they provide themselves.
- Students can only sit on marked seats.
- Before starting and after completion of practical exercise, lecture or exam, students wipe their place (desk, massage table, seat) and place paper towels in a special bin at the exit.
- Every two hours, a lecture room is ventilated for at least 15 minutes.
- Premises should be disinfected at least twice a day.

LECTURE ROOM	NUMBER OF SEATS	NUMBER OF SEATS (COVID-19 measures)
MARIBOR		
MB - Slomš. hall	256	45
MB- GYM	200	36
MB – Senate room	20	5
MB - PA	30	8
MB - KA	30	8
MB - Zavod Terapija	/	/
MB - 1A	30	8
MB – Big hall	120	35
MB - 1C	30	8
MB – Student room	/	/
MB - 2A	30	10
MB - 2B	18	4
MB - 2C-Lab	30	6
MB - 3A	32	8
MB - 3B	30	6
MB - 3C	32	8
MB - 3D	45	10
MB - 3E	32	6
MB - 4A	30	6
KOPER		
KP - Sala 1	180	40
KP - Sala 2	20	5
KP - Sala 3	20	5
KP - Sala 4	50	15
LJUBLJANA		
LJ - Classroom 1 N31	100	20
LJ - Classroom 2 N31	20	5
LJ - Prešernova hall (Kardeljeva pl. 1)	100	20
Lj - Kardeljeva	50	20
MURSKA SOBOTA		
MS - Classroom 1	40	8-10

MS - Classroom 2	40	8-10
MS - Classroom 3	40	8-10
MS - Classroom 4	15	3
MS - Classroom 6	100	35
MS - Triglav	180	40

General information about SARS-CoV-2 and instructions on how to prevent infections

The new coronavirus SARS-CoV-2 causes the disease called **COVID-19**.

COVID-19 disease is similar to other respiratory infections, such as flu. The symptoms of the disease are malaise, fatigue, muscle aches, fever above 38°C, cough and a feeling of breath shortness. The data shows that in over 80% of cases the disease is mild and people get over it without complications. *General information about the new coronavirus. Source: Government of the Republic of Slovenia*

In prevention of infection with the new SARS-CoV-2 coronavirus it is advisable to consider the following preventive measures:

- **Avoid close contact with people who show signs of an infectious disease; the distance should be at least 1.5 meters.**
- Do not touch **eyes, nose or mouth**.
- In case you get sick, **stay at home**.
- Follow the rules of cough hygiene.
- Wash your hands with soap and water regularly.
- In case water and soap are not available, use hands sanitizer which should contain at least 60% The ethanol. Disinfectant for hands is for external use only. Cleaning or disinfecting tools are not meant for surfaces or cleaning/ disinfecting the skin.
- Given the current epidemiological situation, the general use of protective masks is not necessary.
- During increased occurrence of respiratory infections, avoid enclosed premises with a large number of people. Take care of regular **ventilation of closed premises**.

Instructions and recommendations for students

What should a student do if develops symptoms of COVID-19 (acute respiratory infection)?

Should a student develop symptoms and signs of an acute respiratory infection (fever, cough, shortness of breath or unwell feeling that makes him/ her to consume e.g. antipyretic or similar), or was in close contact with a patient, confirmed or probable (test still unclear) new coronavirus infection (latest data on areas with local spread or spread in communities, the definition of close contact, and the definition of probable and confirmed case can be found on the [NIJZ website](#)) should stay at home and not attend organized forms of lectures or isolate in a separate premises, keeping up with all preventive measures (maintain a distance of at least 1.5 meters from other people, hand hygiene, cough hygiene, surface disinfection, room ventilation).

A student should contact a health service (personal physician in regular working hours or medical service outside working hours) to receive instructions on further action.

Additional information

National Institute of Public Health - [website](#)

Ministry of Health - [website](#)

NIJZ telephone information

NIJZ telephone number is open to public every day between 9 am and 5 pm: 031 646 617, a doctor is available to talk with concerned citizens, striving to answer their specific questions.