



Univerza v Mariboru

Slomškovo trg 15  
2000 Maribor, Slovenia

No: 012/2020/N 1/515-MP  
Maribor, 26 February 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 and 32/2019; 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,
- 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 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.
- Not touching your eyes, nose and mouth.
- Staying at home in case of getting sick.
- Following hygiene rules regarding coughing.
- 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.
- Considering the current 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.

At the Rectorate, at Faculties and other University Members hand sanitizers are placed at the entrance to the Rectorate/Faculty/other University Member.

Individuals who were in the area with an increased risk of infection with the coronavirus in the period of 14 days and who do not yet show any coronavirus symptoms, have to take the preventive measure of wearing a protective mask that is effective for at least two hours.

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 their hands, if necessary, several times a day.

In case of an increased risk of a pandemic, people shall proceed according to greater protection measures against a possible spread (if necessary, rooms are being protected with glass, a special area for entering is specified with a warning to enter individually; possible following of house rules).

If an individual notices any coronavirus symptoms himself/herself, he/she shall stay at home and call the personal physician who will advise on how to act. Upon receiving a confirmation by a physician, the employee shall inform the employer.

Upon receiving a confirmation of the infection by a physician, the student shall inform the Faculties. Exchange students under the Erasmus+ programme who came to the University of Maribor from areas affected by the coronavirus, are, in case of returning to these areas, not allowed to return to the University of Maribor until obtaining a confirmation that they are not infected.

### **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 possible that we get infected with the new coronavirus by touching contaminated surfaces, however, this is not yet fully proven.

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.

## **6 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.

## **7 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**