



**UNIVERSITY OF NATIONAL AND WORLD ECONOMY**

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**I APPROVE:**

**RECTOR OF UNWE**

**PROF. DR. DIMITAR DIMITROV**

**\_\_\_\_.\_\_\_\_. 2020**

**INSTRUCTIONS**

**ON THE ORGANIZATION OF THE ACTIVITY AT THE UNIVERSITY OF  
NATIONAL AND WORLD ECONOMY IN THE CONDITIONS OF  
DECLARED STATE OF EMERGENCY OR DECLARED EXTRAORDINARY EPIDEMIC  
SITUATION  
(EXTRACTION)**

**September, 2020**

**Sofia, Bulgaria**

**SECTION IV**  
**RIGHTS AND OBLIGATIONS OF THE SCIENTIFIC AND TEACHING STAFF**  
**AND OF THE NON-TEACHING STAFF IN UNWE IN THE CONDITIONS**  
**OF A DECLARED EMERGENCY OR ANNOUNCED EXTRAORDINARY**  
**EPIDEMIC SITUATION**

**Conduct of training sessions**

**Art. 11.** (1) The classes for all forms of education shall be conducted in accordance with the specific instructions of the respective state bodies (National Assembly, Council of Ministers, Ministry of Health, Ministry of Education and Science, etc.), issued for each specific case;

(2) The classes for all forms of education may be conducted online (absent, with provided contact between teachers and students through the appropriate technical means), with real presence or mixed form, in strict compliance with the introduced anti-epidemic measures.

**Mandatory isolation and / or hospital treatment**

**Art. 12.** Members of the research and teaching staff and non-teaching staff, sick / infected with the respective virus causing the epidemic, are subject to mandatory isolation and / or hospital treatment.

**Art. 13.** Members of the research and teaching staff and non-teaching staff – being contact people of those being sick / infected with the respective virus causing the epidemic, are subject to mandatory quarantine.

## **Introduction of measures for social distance**

**Art. 14.** The following measures for social distance are introduced:

1. work in a home environment (from a distance): the activities that can be performed from a distance are determined; priority is given to vulnerable employees (pregnant employees, employees over the age of 60 and employees with high-risk medical conditions);

2. for positions where it is not possible for the employee to work from home (from a distance), a precautionary measure "reduction of the duration and proximity of physical interactions" is taken, depending on the possibilities, and includes, but is not limited to:

(a) minimizing the need for physical meetings; in the event of a critical need for physical meetings, the number of attendees should be limited and the duration of the meetings shortened;

(b) providing greater physical distance (at least 1 m) between the workplaces;

(c) placement of the places in the classrooms at a distance of at least 1 m.

## **Postponement of non-critical work events and reduction of critical work events**

**Art. 16.** (1) In activities identified in the risk assessment, which include close and long-term contacts between the participants, it is assessed which events are of crucial importance for the activity of the university and which can be postponed or canceled.

(2) For events that are of crucial importance for the activity of the university and cannot be postponed, the number of participants is limited to 200 people by introducing precautionary measures, such as health screening, online registration, etc.

(3) During such events measures are taken to reduce the accumulation of participants (providing a minimum distance of 1 m), acting as a reminder to minimize the physical contact and to include ventilation.

**SECTION V**  
**PROCEDURE FOR INFORMING ALL EMPLOYEES IN CASE OF**  
**A SICK PERSON WITH WHOM THEY HAVE BEEN IN CONTACT**

**Art. 17.** (1) In the presence of one or more symptoms of infection with the respective virus in employees and / or visitors to the university (heightened body temperature, cough, runny nose, shortness of breath, sore throat, fatigue, muscle pain, nausea, vomiting, diarrhea, etc.), the bodies of UNWE, responsible for the implementation of the organizational and technical measures in a state of declared emergency or declared extraordinary epidemic situation, undertake step-by-step measures ensuring the limitation of the spread of the virus.

(2) Upon the establishment of primary symptoms of infection with the respective virus, the following measures are taken:

1. the respective person is immediately isolated and given a mask to put on his face;
2. conditions for avoiding physical contact with other people are provided;
3. a consultation with the personal doctor of the infected person is carried out for assessment of his condition and for subsequent actions;
4. the person responsible for ensuring the continuity of the entire activity of the university in conditions of a declared state of emergency or declared extraordinary emergency situation provides the respective Regional Health Inspectorate (RHI) with a list of the person's contacts in accordance with the instructions of RHI;
5. after the person leaves the respective room in the university, a thorough disinfection is carried out in a short term with a biocide with a virucidal action in compliance with the requirements for disinfection;

6. the person is allowed to work again and / or to visit the university only against a medical note from the family doctor stating that he is clinically healthy.

(3) In case of a positive result for illness of an employee or visitor at the university established by the respective order, the following activities are carried out:

1. the person informs the rector or an employee appointed by him, who immediately contact the respective RHI; the latter conducts an epidemiological study to assess the risk of spreading the infection at the university and in the family and, accordingly, the most adequate isolation measures in the specific case are taken;

2. the person responsible for ensuring the continuity of the overall activity of the university in conditions of a declared state of emergency or declared extraordinary emergency situation provides the respective RHI with a list of the people who have been in contact with the infected person in accordance with the RHI instructions;

3. the identification of the contact people, as well as the measures, which should be taken in the university, are ordered by the RHI;

4. the people who are placed under obligatory quarantine are determined by the respective RHI depending on the specific situation;

5. all contact people are instructed to conduct monitoring during the home quarantine for the appearance of clinical symptoms and signs of disease;

6. after removal of the infected person, continuous ventilation, wet cleaning and final disinfection of the surfaces in the halls, premises and objects with which the person has been in contact in the last 48 hours shall be performed, after which the halls and the other premises may be used for training sessions or other purposes.

## **Confidentiality measures**

**Art. 18.** (1) Worker, employee, lecturer, student or doctoral student who has been physically present in the university building and has been in contact with other workers, employees, lecturers, students and / or doctoral students in the last 14 days before the establishment of a positive sample on an infection test, he must notify the people responsible for this by phone: 02/8195 526 or by the following e-mail [davramov@unwe.bg](mailto:davramov@unwe.bg), indicating which units and premises of the university he has visited.

(2) The responsible person notifies the employee, the lecturer, the student or the doctoral student that for the purposes of ensuring safety at the university shall inform all employees and trainees at the university about the established positive case of contagious disease, disclosing only information about the department, unit, chair, faculty or specialty of the respective person.

(3) The university must carry out the notification in an appropriate manner and through appropriate means of information, guaranteeing at the same time the reaching of the information to the respective audience and protection of the dignity and interests of the person with established infection (e.g. by e-mail, telephone or with a message in the internal information system). The information should not be disclosed in a way that would damage the good name of the infected person (e.g. publicly on the university website, by posting messages in the university building, etc.).

(4) In case the worker, employee, lecturer, student or doctoral student with established positive result for infection agrees to his personal data to be disclosed, the university shall include in the messages of communication only information about the fact of established case and the administrative unit, department, faculty or specialty from which the positive case is established. In the presence of explicit written consent for disclosure of the names of the person with an established positive case of a contagious disease, the university shall indicate them in the announcement.

## **SECTION VI**

### **TRANSITIONAL AND FINAL PROVISIONS**

**§ 2.** The issues not settled by this instruction shall be resolved by the governing bodies of UNWE, according to their competences.

**§ 3.** The control over the implementation of the instruction is carried out by the assistant rector of UNWE.