

Guidelines for students - contact classes

HOW TO ENTRY THE FACULTY SAFELY

Check the current schedule to get to know what kind of classes you have and at what time.

- 1) Make sure you are healthy. If you have any doubts, you had better stay at home, report it to the teacher and fill in the form reporting your absence on the department's website. Once you have reported your absence, an appropriate system will be implemented for you to make up for your absence.
- 2) Make sure you have your ID card with you, it will be necessary to enter the faculty building.
- 3) Remember to have your own stationery items such as pens, pencils, rulers, scissors and a marker for writing on glass. Don't take with you any unnecessary items.
- 4) Please arrive 15 minutes before the classes, but not earlier. Let people who have classes ahead of you enter safely and avoid a crowd.
- 5) Two entrances to the building on levels 1 and 2 will be open from **7.30 am to 12.00**.
- 6) Entrance on level 1 (from the parking lot side) is dedicated to people having classes in rooms on levels 1 and 2. Entrance on level 2 (the main one) is dedicated to people having classes in rooms on levels 3 and 4.
- 7) From **12.00 to 9.00 pm** only the entrance on level 2 will be open.
- 8) Before entering, check which classroom you have classes in and which entrance you should go through.
- 9) Prepare your ID card.
- 10) Stand in front of the gate and place your face to the screen that takes the temperature. The green light and the message "normal temperature" entitle you to enter the building.
- 11) Not later than 5 seconds after the green light appears, apply the card to the reader located on the side.
- 12) The gate is opened and you are in the faculty building.
- 13) Remember to disinfect your hands right after entering (the dispenser is on the right).

HOW TO MOVE SAFELY IN THE FACULTY

1. In the department you are obliged to cover your mouth and nose, and in the laboratory, to wear protective glasses or helmets.
2. The cloakroom and lifts at the faculty **will not be available**.
3. Once you have entered the building, please go straight to the classroom in which you are going to have classes. In case you forget the room number, you can check it at the schedule hanging at the entrances.
4. Please respect labels and signs on doors, floors, benches, tables, etc.

5. Before entering the laboratory room, please disinfect your hands, put on protecting clothes, glasses or a helmet.
6. Prepare the essential items for your class and leave the others, including overcoat, on the shelf by the lab entrance.
7. Sign the attendance list.
8. Get dressed warmly, since the lab windows will be kept open during classes in order to provide fresh air.
9. Follow the instructions of the teachers. You may be asked to leave the room in order to disinfect it.
10. Avoid leaving the lab without an obvious need, and if so, remember to disinfect your hands on your way back.
11. When changing the mask or gloves, please dispose them in designated containers only.
12. The faculty canteen **will be open from 8:00 am to 4:00 pm** and meals will be available to take away. You are encouraged to eat outside the faculty building. In special cases (bad weather) please eat at the tables prepared in the lobby near the library on level 1. Sit in designated places only.
13. The Student Service Office is open from **8:00 am to 3 pm**. Max two people only can stay in the room at the same time.
14. Try to move around the faculty building as little as possible.
15. In case you feel unwell, report it to the tutor. There is an isolation room in room 3.48, where you can wait safely until the medical services arrive.
16. After you have finished your classes, it is possible to leave the building on level 2 only.
17. When you leave the building, please hold your ID card against the reader.