

Dear All,

below I am sending Special Rules of Environmental Safety and health on campus during Corona virus epidemic:

Special Rules of Environmental Safety and Health
on the campus of the Warsaw Film School

In connection with the ongoing coronavirus epidemic, the authorities of the Warsaw Film School are introducing special rules for maintaining sanitary restrictions enabling safe stay on the campus and conducting classes in a stationary mode inside the WSF buildings.

Due to the safety, health and well-being of students, lecturers and employees of the Warsaw Film School, please strictly follow the guidelines below.

§1

General safety rules on campus

1. Only people with mouth and nose covered (mask, Face shield) may enter the campus.
2. Each time we enter the building (main building, cinema, Creative Department), we obligatorily use hand disinfectants located at the entrance to the building.
3. Only a healthy person, without any symptoms suggesting an infectious disease, can come to the University.
4. Only: Students, Students, Lecturers who have classes on a given day and at a given time / are conducting stationary classes taking place in the WSF buildings may stay on the campus. We kindly ask you to leave the building and the premises of the University immediately after the classes are finished and not to come and stay on the premises of the University before the classes resulting from the schedule.
5. On the premises of the University, especially in buildings and closed rooms, keep a distance. The obligation to wear masks / face shield applies to the patio and in places where it is not possible to keep a distance of 2 meters (in particular to the Creative Department rooms).
6. All student matters that can be settled by e-mail should be handled in this manner. In necessary situations that require personal contact with the employees of the Dean's Office, we keep a distance, cover our nose and mouth with a mask or face shield, and disinfect our hands. Non-compliant people will not be supported.
7. It is forbidden to gather on the patio, in front of the classrooms and in front of the University building.
8. We expect everyone to strictly follow the recommendations and messages issued by the University employees.

§2

General safety rules in force in the rooms

1. All rooms except: Lab 1, Lab 3, Lab 4, Montage 1, Montage 2, PHOTO 3, Sound Studio will be opened by the Technical Department before the classes begin, which means that neither the Lecturers nor the Students collect the keys from the Dean's Office or the Technical Department.

The keys to the rooms: Lab 1, Lab 3, Lab 4, Montażowa 1, Montażowa 2, PHOTO 3, Sound Studio are collected from the Dean's Office or the Technical Department only by the Lecturer who conducts classes in this classroom and after their completion, closes the room and returns the key to the place from which the key was taken. The lecturer gives the key without entering the Technical Department and the Dean's Office - for safety reasons, the rooms are separated by plexiglass. At the same time, please cover your mouth and nose with a mask or a face shield. After the hours when the Dean's Office is open, the key can be thrown into the box next to the Dean's Office.

2. For the sake of safety, the Lecturer does not download an attendance list from the Dean's Office. From July 31, 2020, an electronic register of student / student attendance registration is in force, available after logging into the Cambridge system. Each lecturer will receive an e-mail with an individual login and password to the system as well as instructions for using the electronic attendance register.

3. Only a healthy person, without any symptoms suggesting an infectious disease, may stay in the lecture hall / studio.

4. The lecture hall / studio may host: Student, Listener, Lecturer who on a given day and at a given time have classes / conduct stationary classes according to the applicable plan in a specific room / studio.

5. We keep a possible distance in the rooms / studio.

6. If possible, try to cover the mouth and nose with a mask / face shield

7. When using school equipment (located in the classroom / studio or borrowed from the WSF warehouse for the purpose of conducting classes), it is obligatory to use disposable gloves. People who do not comply with this obligation will not be admitted to the classes / will not be able to use the equipment.

8. It is recommended to ventilate the rooms frequently.

9. The university ensures the disinfection of rooms and equipment at the end of each day

§3

Proceedings in the event of suspected coronavirus infection

1. If a person on the campus of the Warsaw Film School notices symptoms such as: fever, cough, shortness of breath and breathing problems, he or she immediately goes to a place where there is no contact with other people and notifies the sanitary and epidemiological station by phone, and an employee of the Dean's Office.

2. The employee of the Dean's Office is provided with a list of people with whom she has recently had contact, so that they can be immediately notified and isolated.

3. A person suspected of being infected with coronavirus should report directly to the infectious disease ward / observation and infectious ward, where further medical procedures will be specified, or if he does not have his own means of transport, he should call an ambulance. While waiting for the ambulance to arrive, a person suspected of being infected with coronavirus should go to the room marked as "Side room" and notify the Dean's office employee about it.

The "Side room" is located on level -1 in the cinema building (the direct entrance is on the side of the cinema building from the courtyard of the WSF campus and is clearly marked).

Let's take care of our health and safety together.

We thank you for your understanding.