

## Infectious Disease Preparedness and Response Plan

Tbilisi

2020 year

## Article 1. Purpose of the Plan

"Infectious Disease Preparedness and Response Plan" of LEPL Ilia State University (hereinafter - University, Organization) aims to develop and implement protection measures against COVID-19 in the event of a new coronavirus pandemic. The plan fully meets the requirements of Georgian legislation, of the World Health Organization and with the general recommendations of the Ministry of Internally Displaced Persons from the Occupied Territories, Labor, Health and Social Affairs of Georgia caused a new coronavirus (SARS-CoV-2) and meets with "instructions and recommendations from LEPL "L. Sakvarelidze National Center for Disease Control and Public Health" instructions and recommendations.

## Article 2. Level of risks

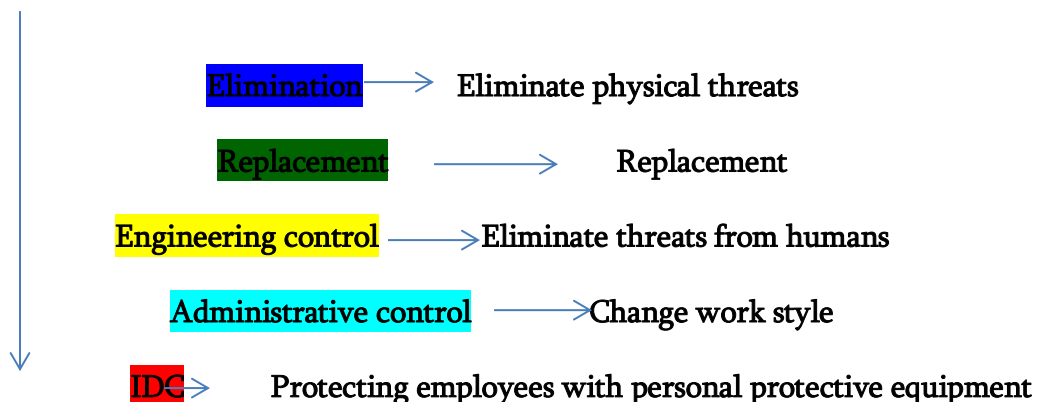
According to the Order N 01-227 / O of the Minister of Internally Displaced Persons from the Occupied Territories, Labor, Health and Social Affairs of Georgia of May 29, 2020 "On Approval of Recommendations to Prevent the Spread of New Coronavirus (COVID-19) in the Workplace", Ilia State University is affiliated towards COVID-19 to the average risk category of infection of employees, as average risk of infection jobs include jobs where employees are required to have frequent and / or close contact (less than 2 meters) with people who are not infected with a virus or suspected of being infected.

## Article 3. Hierarchy of control measures

1. In order to ensure safety control in the workplace, the University will be guided by the following "hierarchy of control measures":

### Hierarchy of control

More Effective



Less effective

2. In choosing the risk control hierarchy, the University will be guided in a downward direction from the preferred control measure to the last step.

#### **Article 4. Prevention of virus spread in the workplace**

Preventing the spread of the virus in the workplace in the organization involves three steps:

1. Isolation of danger;
2. Procedures;
3. Personal protective equipment.

#### **Article 5. Isolation of danger**

1. Physical isolation of persons at risk of spreading the virus in the organization from other employees.

This risk group will include all employees and visitors if:

- They have left the countries where the virus spreads in the last 14 days;
- They have been in close contact with the person / persons carrying the coronavirus for the last 14 days (they must undergo self-isolation / quarantine as prescribed);
- They have Symptoms characteristic of a respiratory infection (cough, fever, sneezing, shortness of breath, general weakness, etc.);
- People with a high risk of COVID-19 infection and those at high risk for complications: over 70, as well as people with chronic diseases (cardiovascular disease, diabetes, bronchial asthma and other respiratory diseases).

The questionnaire in Appendix 2 will be distributed to staff. Information about it will be shared orally - within the framework of emergency instruction and also in writing - through internal dissemination to all employees of the institution. All persons entering the territory of the University are obliged to fill in the mentioned questionnaire and in case of a positive answer to any of the questions will not be allowed on the territory of the organization.

2. Persons at risk of spreading the virus will not be allowed to work at the University, except in cases of urgency.
3. Thermoscreening should be performed at the university, which includes monitoring the health status of staff and students before the start of work by measuring the

temperature or surveying. For this purpose, the data will be recorded in a journal, where the answers to the following questions will be recorded:

- Temperature reaction;
- Composed contact with a sick and with a person suspected of being infected;
- Existence of respiratory symptoms as well as loss of taste and smell perception.

If a temperature above 37 degrees is detected, the person will not be allowed on the territory of the University

<b>N</b>	<b>Checking Day and Hours</b>	<b>Employee data</b>	<b>Temperature</b>	<b>Contact (Yes, No)</b>	<b>Respiratory Symptoms (Yes, No)</b>	<b>Remark</b>	<b>Signature</b>

4. The organization will implement engineering control measures, including the installation of protective barriers to maintain distance between employees and / or other persons in the workplace.

### **Article 6. Procedures**

1. An infectious disease preparedness and response plan should be shared with all staff in the form of instructions.
2. Administrative control measures should include instructions, training, provision of disinfectants, development of an action plan for emergencies, etc.
3. Employees should be trained and instructed on the risks of virus spread and preventive control measures (for example: cough etiquette, hand washing etiquette, maintenance of personal protective equipment, etc.) and these procedures should be accessible in a language they can understand.
4. Employees and third / other persons should be provided with updated information.
5. Employees suspected of having an infection should be encouraged to stay home.

6. Announcements about COVID-19 and the preventive measures defined by the Ministry of Internally Displaced Persons from the Occupied Territories, Labor, Health and Social Affairs of Georgia and LEPL “L. Sakvarelidze National Center for Disease Control and Public Health in order ”to give employees / other persons / students the opportunity to get acquainted with them before the start of the work process.
7. Employees who can get the job done remotely will be provided with the ability to use this method of work.
8. Restrictions on working hours will be imposed as far as possible.
9. Employee rotation should be used.
10. Admission of staff and other persons to the educational institution should be provided according to a pre-defined plan / schedule.
11. Control of the flow of people should be ensured by keeping a safe distance (not less than 2 m).
12. In classrooms, rooms should be arranged so that there is a distance of 2 meters between staff and students.
13. The number of teachers, students / trainees is determined in advance so that a distance of 2 meters is provided in the space for both practical and theoretical teaching. In addition, staff / students / listeners should be placed at tables so that they do not face each other.
14. Periodically, natural ventilation of closed spaces / storerooms and wet cleaning and disinfection of workplaces should be carried out several times a day.
15. Dezo-barriers should be placed at the entrances of buildings, indicating the appropriate mandatory sign.
16. Hand hygiene items should be placed in a visible place on the facility, as well as information on their proper use should be placed in the same place.
17. Hygiene items should be used and placed in closed containers and removed from the building in a timely manner by the appropriate person / service.
18. If necessary, the access of third parties / other persons and the general public to the workplace should be restricted, or the work area should be defined for their access.
19. Measures should be taken to minimize personal contact with the employer (for example: arranging service areas without getting out of the car, communicating by telephone, or introducing remote work to employees).

20. Mandatory conditional signs (in the form of appropriate stickers, drawings, etc.) should be placed on the floor to protect the distance between the third / other persons in the work space.

#### **Article 7. Hygienic procedures**

1. The following should be implemented at the University:
  - a) Facilitate frequent and thorough hand washing in the workplace;
  - b) Allocating a hand washing area for students, staff and third parties;
  - c) If hand washing is not possible, use a hand sanitizer containing at least 70% alcohol;
  - d) Encourage protection of respiratory etiquette, including covering the nose and mouth when coughing;
  - e) Provide jobs with disposable wipes and other personal protective equipment;
  - f) Disposal of closed containers for disposable wipes or other hygienic waste containing a disposable plastic bag;
  - g) In case of transportation of employees to the workplace, sanitary treatment of the interior space of the vehicles after each completed minibus line, but not more than 10 hours before the transfer of passengers.

#### **Article 8. Complete and regular disinfection of work space, equipment, vehicles**

1. In case of using a mobile / landline phone, it will be processed periodically accordingly (with a delay of not more than 2 hours).
2. Frequently touching surfaces (including keyboards, buttons, door handles, on / off buttons) will be treated several times a day (with a delay of not more than 2 hours) with a disinfectant solution of appropriate concentration.
3. Work equipment and devices will be treated several times a day (not more than 2 hours) with a disinfectant solution of appropriate concentration.
4. Disinfectants will be equipped with appropriate personal protective equipment (Gloves, face masks, shield / glasses, medical robe, footwear).
5. Disinfection of sanitary points will be intensified (with a delay of not more than 2 hours). Teachers and students will be provided with proper hand washing facilities (wash sink, liquid soap and disposable hand towels).
6. Employee workplaces will be equipped with a surface disinfectant solution.
7. Wet cleaning and disinfection of the workspace several times a day will be carried out by cleaning staff equipped with appropriate equipment.

8. In accordance with the relevant Annex to the Order № 01-123 / O of the Minister of Labor, Health and Social Affairs of the IDPs from the Occupied Territories on measures to be taken to prevent infection (COVID-19) and manage the spread of New Coronavirus (SARS-CoV-2) - wet cleaning / sanitation of the common use space will be carried out after each working day.

## **Article 9. Ventilation of the working space**

1. The ventilation system of the building will provide continuous ventilation of the entire working space, in places where natural ventilation is possible, doors / windows will be opened and air will be ventilated several times a day.
2. It is forbidden to turn on the air conditioner in conditions of high risk of spreading the virus on the territory of the university.

## **Article 10. Personal protective equipment**

1. The university should use personal protective equipment (Masks, glasses, gloves, coveralls).
2. If necessary, depending on the specifics of the job, employees should be provided with the necessary personal protective equipment (gloves, face masks, shield / glasses, if case of need - robes, footwear).
3. When selecting individual protection devices, their functional purpose, adaptability, disinfection capability and final placement should be taken into account.
4. The employer should select an individual protection device that will protect employees specifically given their place of work and specifics.
5. The selection of individual protection measures for employees with a medium risk of infection should be made in accordance with the results of the risk assessment (You may also need to use a combination of masks, gloves, coveralls, face shield, or protective glasses).
6. Trainings should be provided for the employee on the proper use of personal protective equipment and their subsequent storage / removal.
7. All employees and third / other persons with respiratory secretions should be provided with face masks (before they will be able to leave the workplace).

## **Article 11. Mandatory rules of conduct for employees in the conditions of the spread of infectious disease (COVID-19) in the territory of the organization**

Appendix 3 sets out mandatory rules of conduct for employees in the context of the spread of infectious disease (COVID-19) in the territory of the organization. These rules will be shared as an instruction for all employees. The head of the administration is in charge of controlling the observance of the rules.

## **Article 12. Arranging the learning process**

1. Upon completion of the distance regime and resumption of the normal educational process, admission of teachers and students to the educational institution will be provided according to a pre-defined plan / table.
2. The number of teachers and students to be admitted in shifts is determined in advance so that 1 (one) person is provided for every 5 m<sup>2</sup> of work space.
3. Flow control will be carried out at a safe distance (not less than 2 m).
4. Students will be placed at the desks in such a way that they do not face each other and the teacher.

## **Article 13. Arrangement of training laboratories and examination centers**

1. Admission of teachers and students to the educational institution should be provided according to a pre-defined plan / schedule;
2. Control of the flow of people at a distance of at least 2 meters from each other must be ensured;
3. Students should be placed at the desks in such a way that they do not face each other and the teacher;
4. Video screening or thermoscreening should be performed at the single entrance to monitor the health status of both teachers and students by measuring the temperature. In case of fever, we should register and contact the 112 hotline immediately;
5. A dezo-barrier should be placed at the entrance of the educational institution and the canteen, indicating the relevant mandatory sign;
6. Information on COVID-19 virus prevention measures should be displayed in a visible place;



7. Admission of teachers and students to the educational institution should be ensured only by means of individual protection (masks, in case of need Face shields /protective glasses);
8. Teachers and students should be provided with proper hand washing facilities (Wash sink, liquid soap and hand dryer disposable wipes);
9. Disinfectants for the treatment of frequently exposed surfaces should be placed in the workplace and the practice of their proper use should be ensured (development of appropriate rules and informing / training of teachers / students);
10. Periodically, several times a day, natural ventilation of work spaces should be provided;
11. Disposable containers for disposable wipes or other used hygienic waste should be provided with a disposable plastic bag. Removal and disposal of the waste bag should be done using disposable gloves. Ensure timely disposal of such waste by the relevant person / service;
12. Daily disinfection of the common work area should be ensured;
13. Sanitary treatment of handles, elevator buttons, railings, door handles and frequently used surfaces should be provided periodically (at 2-hour intervals);
14. Periodic disinfection of sanitary facilities should be provided;
15. Wet cleaning / disinfection of the workplace should be ensured to prevent and prevent the spread of infection (COVID-19) caused by the new Coronavirus (SARS-CoV-2) on the basis of the Order №01-123 / O of the Minister of Internally Displaced Persons from the Occupied Territories on the measures to be taken in accordance with the relevant appendix.
16. Training laboratories should have a shift mode for teachers and students; Teachers and students will not be allowed in the workplace without the necessary personal protection due to the specifics of the job, including:
  - Face masks;
  - Gloves;
  - Face shield;
  - If necessary, footwear;
  - Spec. Clothing / robe.
17. The possibility of 2 m distance should be used when arranging tables for examination centers; Teachers and students will not be allowed in the examination center without

personal protective equipment; Students will not be placed at tables facing each other; Shift work mode should be used to get students; A sanitary break should be used after each shift.

#### **Article 14. Implementation of appropriate measures in case of detection of the virus in the workplace, auditoriums.**

Identified persons in case of symptoms observed by the employee, guest and / or student or violation of the mandatory requirements of this plan, as well as in the case of confirmed and / or probable COVID-19 (these are the persons under investigation) of staff and visitors should be housed in a specially designated room with natural ventilation, at the entrance of which a special sign will be hung prohibiting the entry of other persons. Information about the identified person should be forwarded to the relevant state structures. Institution Response Team (must be equipped with personal protective equipment - respirator /face masks, gloves, footwear, special robe) investigates all close contacts of the person (from employees) and transmits this information to the relevant structures. Response team members are required to maintain a distance of at least 2 meters with the person at risk.

After the withdrawal of the person, a special room should be processed by the Minister of IDPs, Labor, Health and Social Affairs from the Occupied Territories of Georgia according to the 6th appendix of the order N 01-123 / o of March 25, 2020 (Temporary Recommendations for Cleaning Non-Medical Facilities Exposed to New Coronavirus (SARSCoV-2) Infection (COVID-19).

### **Mandatory Questionnaire.**

If you have a positive answer to any of these questions, please notify the person in charge immediately.

1. Have you been to countries where the virus has spread in the last 14 days?
2. Have you been in the quarantine zones of Georgia during the last 14 days?
3. Have you been in close contact with the person / persons carrying the coronavirus for the last 14 days?
4. Do you have symptoms characteristic of a respiratory infection (cough, fever, chills, shortness of breath, general weakness, etc.)?
5. Are you at high risk for COVID-19 infection and complications: over 70, and / or chronic illnesses (cardiovascular disease, diabetes, bronchial asthma and other respiratory illnesses)?

**Mandatory rules of conduct of employees in the conditions of the spread of infectious disease (COVID-19) in the country on the territory of the organization**

Regular and thorough hand hygiene is the best way to protect yourself from most viruses.

Therefore, it is necessary to carry out the following measures in the workplace:

1. Follow the rules of hygiene in your workplace;
2. Carry out the work process in accordance with the emergency action plan;
3. Do not shake hands when greeting each other and avoid contact with others (touch, etc.);
4. Avoid gathering, follow the recommendation by keeping a safe distance;
5. Make full use of the personal protective equipment provided by the employer when performing the work;
6. Use disinfectants to clean workplaces and tools used during the work process at the beginning and during the work;
7. Use alcohol-based hand sanitizers if you are unable to wash and dry your hands. Remember that hand washing with soap and water is preferable;
8. Cover with a clean towel or elbow when coughing or sneezing. Throw away a disposable towel.

Be sure to do hand hygiene in addition to:

- Before and after food intake;
- After coughing or sneezing;
- After manually touching the banknotes and coins.