



INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZITET U SARAJEVU

THE CRISIS PLAN FOR PREPAREDNESS AND RESPONSE TO THE OCCURRENCE OF CORONA VIRUS (COVID-19)

Mart, 2022

Pursuant to Article 136 of the Law on Higher Education ("Official Gazette of Canton Sarajevo", no 33/17), Article 43 of the Statute of International University of Sarajevo, no IUS-SENAT-11-1980/18 of August 13, 2018, in accordance with the Order of the Crisis Headquarters of the Federal Ministry of Health of February 24, 2022, the Rector of the International University of Sarajevo brings the

CRISIS PLAN FOR PREPAREDNESS AND RESPONSE TO THE OCCURRENCE OF CORONA VIRUS (COVID-19)

I - GENERAL PROVISIONS

Article 1 (Purpose of the Plan)

This Plan enables an adequate assessment of the potential situation where the spread of the virus could occur, creation and explanation of a series of steps to be taken in the workplace during a pandemic, a set of steps to be taken to prevent further spread of the virus in the workplace, recommendations for wearing protective equipment, and recommendations for individual behavior of employees and students during a coronary virus pandemic (COVID-19).

All employees and students are obliged to act conscientiously and responsibly and to follow the instructions during the implementation of preventive measures against the spread of COVID-19 infection.

Procedures and measures are defined for different phases.

1. Preventive protection phase

- Self-Screen requirement
- People at Increased Risk
- Hygiene & Disinfection
- Social Distancing
- Face covering
- Measures taken in the Campus facilities

2. Response to any infection

- If an employee is infected
- If a student is infected

3. Realization of teaching and learning process

Article 2 (Preventive protection phase)

Implementation of activities to protect the health and safety of students and employees through the implementation of preventive measures:

A) SELF SCREEN REQUIREMENT

- All IUS employees and students are required to self-screen daily for any possible COVID-19 symptom.
- Employees or students **SHOULD NOT** come to work/classes if they are experiencing some of the following symptoms prior to their arrival to the Campus. Employees must inform the HR department, faculty students must inform respective Faculty secretary, ELS students must inform ELS Administration.
- Employees or students who are experiencing the symptoms below are **OBLIGED** to report to the competent health institution before coming to work/classes and act in accordance with the instructions received.
 - Increased body temperature (above 37.2 C)
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

B) PEOPLE AT INCREASED RISK:

Adults of any age with **certain underlying medical conditions** are at increased risk for severe illness from the virus that causes COVID-19.

- Employees who have any of the following diseases are encouraged to report their medical condition to the **HR department**.
- Students who have any of the following diseases are encouraged to report it to their **Faculty Secretary**.
- ELS Students who have any of the following diseases are encouraged to report it to **ELS Administration**.

➤ Adults of any age with the following conditions **are at increased risk** of severe illness from the virus that causes COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 kg/m² or higher but < 40 kg/m²)
- Severe Obesity (BMI ≥ 40 kg/m²)
- Sickle cell disease
- Smoking
- Type 2 diabetes mellitus

Adults of any age with the following conditions **might be at an increased risk** for severe illness from the virus that causes COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Overweight (BMI > 25 kg/m², but < 30 kg/m²)
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

Important: Employees/students are not required to disclose if they are in a high-risk category based upon a preexisting medical condition. If an employee or a student consider himself/herself to be high-risk for COVID-19 and have concerns regarding returning to on-campus work/study, he/she may voluntarily discuss with the HR Office/Faculty Secretary/ELS Administration respectively about the options that support a healthy and safe work/study environment while determining ways to complete his/her responsibilities.

The information about employees/students who voluntarily disclose medical concerns will be kept confidential in accordance with IUS policies.

In order to minimize the risk of infection staff/students can be sent to work/study from home, if needed.

C) HYGIENE & DISINFECTION

- IUS maintenance staff is in charge of cleaning offices and workspaces, any shared-location, frequently touched surfaces or equipment following the Federal Ministry of Health guidelines and protocols for disinfection.
- All IUS employees and students are also obliged to pay attention to the hygiene of their personal working/studying space.
- Personal hygiene of the employees, students, customers, drivers, suppliers, business partners, etc. should be raised to a higher level with mandatory disinfection of hands and footwear at the entrance and exit of work premises.
- Disinfectant sprays and disinfection mats for wiping shoes are placed in visible areas so that they are accessible to everyone.
- Classrooms where face-to-face teaching takes place should be cleaned, aired and disinfected every day. Trash should be removed daily and disposed safely.
- Staff offices should be cleaned and disinfected weekly. Trash should be removed daily and disposed safely.
- Restrooms should be frequently cleaned and aired. Trash should be removed daily and disposed safely.
- All closed areas should be aired regularly depending on how frequently the space is used.

D) SOCIAL DISTANCING

One of the preventive measures that is established during a pandemic is the physical distance between students and employees, and the organization of work in small groups. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees, students and visitors must follow these social distancing practices. Therefore;

- Everyone on Campus should stay about 2m (approximately two arms' length) from other people at all times, to the extent reasonably possible.
- Mass gatherings on the Campus are forbidden (**max. number of persons is determined by the Federal Crisis Headquarters**)
- Meetings should be minimized as much as possible.
- In-person meetings must comply with the latest guidance or marked requirements for social distancing and room capacity in effect at the time of the meeting.
- Online meeting platforms such as; Microsoft Teams, Zoom etc. should be utilized whenever possible.

E) FACE COVERING

Face coverings (cotton masks, medical masks) are recommended to be worn on Campus. **Students and staff members must wear a face covering during in-class lectures.**

Where to wear a face covering

- Indoors and outdoors at the space of Campus (recommended). Obligatory in class.

Face coverings are not necessary to be worn when:

- Unsafe due to an individual's medical condition (employee with such condition should report to HR, student to the respective Faculty Secretary / ELS Administration)
- Working alone inside an individual office
- Actively eating/drinking in an area appropriately designated for eating/drinking purposes.

When wearing a face covering, the following rules must be observed.

- Combine face coverings with social distancing
- Have a face covering at all times and be ready to wear it when needed
- Disinfect hands or wash with soap and water before applying the mask
- Cover nose and mouth with the mask and avoid touching the mask during use
- Do not reuse masks when they become wet
- Wash hands after removing the face covering
- Discard used disposable face coverings only in the regular trash
- Wash cloth face coverings regularly

F) MEASURES TAKEN IN THE CAMPUS FACILITIES

Working in office environments

- High-risk points are identified such as: IUS Student Affairs Office, Student and Career center, International Relations Office, Human Resources Office, Finance Office and Library.
- The persons responsible for the offices referred to in this Article are the Managers of these units, and they are obliged to supervise and implement all preventive protection measures, and in case of any incidents regarding the implementation of the measures, they should report it in writing to the Secretary General.

Meetings

- Meetings should be minimized as much as possible, with observance of a distance of 2 m and the use of protective masks,
- IUS staff is instructed to carry out all possible activities via telephone, e-mail, online applications, except in necessary cases that require live meetings.

Elevators

- The occupancy numbers are posted with the temporary signage outside of elevators in order to secure appropriate social distancing in the lift.

Entering and Exiting the Campus

- Upon entering the University Campus, all participants in the teaching process are obliged to implement all the preventive measures referred to in Plan.
- Pedestrian movement on Campus will take place on the right side generally, in accordance with the instructions that will be clearly indicated. Directions of movement are established, and the technical service is in charge of making a plan of directions throughout the University campus in order to prevent direct contact and ensure the prescribed distance, on the University plateau, corridors and premises within the University.

Visitors

- Where business-critical, in-person visits must occur, adherence to this Plan, including social distancing, is required. Visits from persons who have had known exposure to persons with COVID19 within the past 10 days, or who are exhibiting symptoms of illness consistent with COVID-19 are forbidden.
- By entering the University Campus, all visitors accept the attestation on the displays outside of the gate.

Canteen/dining area

- Breakfast/lunch breaks are organized at certain time intervals in order to reduce the risk of disease transmission by reducing physical contact during the break.
- The setting of the canteen is rearranged to establish the appropriate physical contact and the tables are not in use are marked.

Signage and posters

- Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.
- Official University signs and posters are installed in visible areas.

Article 3

(Response to any infection)

During the epidemic, it is necessary to take measures according to the instructions of the Crisis Headquarters of the Ministry of Health of the Federation of Bosnia and Herzegovina, the Hygienic and Epidemiological Institute of the Federation of Bosnia and Herzegovina and other competent authorities, as follows:

A. If an employee at the workplace is infected

- In case the employee at the workplace notices the symptoms of corona virus (fever, cough, shortness of breath, loss of sense of smell and taste etc.), he or she is obliged to immediately inform their manager, the hygienic-epidemiological service and the competent health center and act according to their instructions related to testing, opening sick leave etc.
- The employee must leave the University premises immediately, if possible by using their own vehicle.
- If this is not possible; the employee should be moved, if possible, to the **Medical Isolation Room in Building A** and in **Building B (Basement – Room B-6)** where they can be isolated behind a closed door. A window should be opened for ventilation. If it is not possible to isolate them, they should be moved to an area which is at least 2 meters away from other people. The room must be cleaned and disinfected using standard cleaning products after the person leaves.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If the employee doesn't own a vehicle;
 - If they have a family member living in Sarajevo, they must be contacted immediately and asked to come to collect them.
 - If they don't have a family member to pick them up, they should be taken to their apartment by IUS personnel for self-isolation. A specially adjusted vehicle with protective equipment installed will be given to the personnel who is with the infected employee so the health of the staff member is secured. The other house occupants must be informed about the case. The hygienic-epidemiological service and the competent health center must be contacted immediately.
- Proper protection must be worn by staff caring for the individual while they await collection if a distance of 2 meters cannot be maintained.
- For international staff members, the Secretary General will engage one person to assist the employee when communicating with the relevant health institution or authorities.
- After taking care of employees with symptoms of corona virus, The HR department will perform an assessment and implement emergency measures to see who the employee was in direct contact with. The employee is obliged to provide to the HR Office all information about the contacts he/she had with other IUS employees and students in the previous period.
- There are two types of self-isolation:
 - **ORDERED SELF-ISOLATION** instructed by a competent doctor of medicine and
 - **PREVENTIVE SELF-ISOLATION** instructed by:
 - a) Rector of the University for academic staff members;
 - b) Secretary General for administrative and technical staff members;

- c) Respective Dean for students;
- d) ELS Administration for ELS students.

- **Ordered self-isolation** is a type of sick leave during which the employee is not working. In case a teaching staff is involved, a replacement teacher should be assigned or the classes should be postponed.
- **Preventive self-isolation** is instructed to the employees who were in direct contact with the infected employee, student, visitor, or third party, but do not have any symptoms, and lasts up to **10 days**. This type of isolation is not sick leave and the employee is expected to work remotely throughout the period. In case a teaching staff is involved, all teaching activities will be carried out online during the preventive self-isolation period.
- If the employee is on any type of leave or in the preventive self-isolation at the moment of occurrence of the symptoms of COVID-19, he or she must not come to work, but inform the Hygiene and Epidemiological Service and the competent health center about the symptoms and acts according to their instructions, and informs the manager and the HR Office about the condition.
- Persons suspected of being infected and the persons sent to self-isolation are prohibited to enter the premises of University.
- The employees who were tested positive on COVID-19 have to submit a report about sick leave end (doznake) issued by a competent doctor of medicine to the HR Department in order to go back to work. The employees who were in ordered of preventive self-isolation, but were not tested during the self-isolation period because of the lack of symptoms, are exempted from the obligatory sick leave report submission.

B. If a student on campus is infected

- If a student on Campus becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) or develops any other COVID-19 symptom, they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.
- If a student is feeling unwell, respective Faculty Secretary/ELS Administration must be informed immediately by the person who found out about the medical condition of the student.
- The student should be moved, if possible, to the **Medical Isolation Room in Building A** and in **Building B (Basement – Room B-6)** where they can be isolated behind a closed door. A window should be opened for ventilation. If it is not possible to isolate them, they should be moved to an area which is at least 2 m away from other people. The room must be cleaned and disinfected using standard cleaning products after the student leaves.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

- If the student is staying in the dormitory on Campus, they should be taken to the Isolation room in the dormitory.
- If the student has a family member living in Sarajevo, they must be informed immediately and asked to come to collect the student.
- If they don't have a family member to pick them up, they should be taken to their private accommodation for self-isolation by IUS personnel. A specially adjusted vehicle with protective equipment installed will be given to the personnel who are with the infected student so the health of the staff member is secured. The hygienic-epidemiological service and the competent health center must be contacted immediately.
- For international students, the Secretary General will engage one person to assist the student when communicating with the relevant health institution or authorities.
- Proper protection must be worn by staff caring for the individual while they await collection if a distance of 2 meters cannot be maintained.
- As is usual practice, in an emergency, 124 will be called if someone is seriously ill or injured or their life is at risk.
- Anyone with corona virus (COVID-19) symptoms should not visit the University infirmary.
- Any members of staff who have helped a student with symptoms or have been in close contact with him or her should inform HR Office for a possible preventive self-isolation.
- During this isolation period classes will be conducted online. A Student with diagnosed COVID-19 does not follow classes but needs to submit a positive PCR test or a confirmation letter from the doctor to Faculty Secretary, ELS Administration as a proof of his inability to attend classes.
- The student who was a subject of protocol defined in this section, and whose infection with COVID-19 has been confirmed, **has to complete at least 10 days of isolation in order to go back to their classes at Campus.**

Article 4

(Realization of teaching process)

The teaching process at IUS will be realized based on the protection of health and safety of all participants in the teaching process through the implementation of preventive measures.

- During the teaching process, each teacher is responsible for supervising, respecting and implementing the orders from this plan. It is mandatory for teachers to monitor and keep records of student attendance at online / in-class classes. In case of absence, it is necessary to report and examine the student's absence to see whether the student is unable to attend classes due to infection with the COVID-19 virus.
- If the student, infected with the COVID-19 virus, was in physical contact with staff and other students, it is mandatory to report to the respective Faculty Secretary/ELS Administration and refer to preventive self-isolation for **at least 10 days.**
- Face-to-face classes can be transformed to an online mode for **up to 10 days**, if a COVID-19 virus infection is established among students or academic staff. Further model of class realization is decided by the course holders, with the approval of the respective Dean.
- For face-to-face classes as well as the practical part of classes, which require physical contact and group work, it is mandatory to follow all preventive protection measures,

while providing a maximum group of students that ensure safe environment, depending on capacity classrooms / amphitheaters. For the number of students who, due to space capacity, do not attend the simultaneous teaching / exercises, online or rotation model will be assigned.

- The IUS technical service is instructed to adapt all classrooms to the teaching processes and to make a seating schedule in the classrooms while respecting the prescribed distance.
- Employees of the technical service are responsible for implementing hygienic measures of cleaning and disinfection, airing and keeping records of classroom conditions. All employees and participants in the teaching process are obliged to report to the competent authorities all violations, irregularities and non-compliance with the provisions of this Crisis Plan.

Article 5 (The Protocol Chart)

The workflow of Protocols set up by this Plan is presented in the following charts:

STUDENTS				
Tested?	Situation or reason for test?	PCR test Results?	Action to take?	When can you return to Campus?
No	Exposure, no symptoms.	N/A	Notify Faculty Secretary/ ELS Administration, preventive self-isolation, study online.	Up to 10 days from date of exposure, assuming no symptoms develop.
Yes	Exposure, no symptoms.	Waiting to receive	Notify Faculty Secretary / ELS Administration, preventive self-isolation, study online.	After completing preventive self-isolation period of up to 10 days after date of exposure, or until a negative test result comes in.
Yes	Exposure, no symptoms.	Positive, no symptoms	Notify Faculty Secretary/ ELS Administration, ordered self-isolation, study online, if possible.	Upon instruction of the competent health institution.
Yes	Exposure, no symptoms.	Negative	Notify Faculty Secretary/ ELS Administration, preventive self-isolation, study online, if possible.	After completing preventive self-isolation period of up to 10 days after date of exposure.
No	Symptoms.	N/A	Notify Faculty Secretary/ ELS Administration, preventive self-isolation, contact the competent health institution & follow the instructions, possible ordered self-isolation, study online, if possible.	Upon instruction of the competent health institution.
Yes	Symptoms	Waiting to receive	Notify Faculty Secretary/ ELS Administration preventive self-isolation, contact the competent health institution & follow the instructions, possible ordered self-isolation, study online, if possible.	Upon instruction of the competent health institution.
Yes	Symptoms	Positive, with symptoms	Notify Faculty Secretary/ ELS Administration, contact the competent health institution & follow the instructions, ordered self-isolation, study online, if possible.	Upon instruction of the competent health institution.

EMPLOYEES				
Tested?	Situation or reason for test?	PCR test Results?	Action to take?	When can you return to work?
Yes	Work requirement (no known exposure or symptoms)	Waiting to receive	Continue working as normal until you receive results.	Continue working as normal until you receive results.
No	Exposure, no symptoms.	N/A	Notify HR Office, preventive self-isolation, and continue working remotely (upon approval).	Up to 10 days from date of exposure, assuming no symptoms develop.
Yes	Exposure, no symptoms.	Waiting to receive	Notify HR Office, preventive self-isolation, and continue working remotely (upon approval).	After completing preventive self-isolation period of up to 10 days after date of exposure, or until a negative test result comes in.
Yes	Exposure, no symptoms.	Positive, no symptoms	Notify HR Office, contact the competent health institution & follow the instructions, ordered self-isolation (sick leave), no work.	Upon instruction of the competent health institution (sick leave end).
Yes	Exposure, no symptoms.	Negative	Notify HR Office, preventive self-isolation, and continue working remotely (upon approval).	After completing preventive self-isolation period of up to 10 days after date of exposure.
No	Symptoms.	N/A	Notify HR Office, preventive self-isolation, contact the competent health institution & follow the instructions, possible ordered self-isolation (sick leave), no work.	Upon instruction of the competent health institution (sick leave end).
Yes	Symptoms	Waiting to receive	Notify HR Office, preventive self-isolation, contact the competent health institution & follow the instructions, possible ordered self-isolation (sick leave), no work.	Upon instruction of the competent health institution (sick leave end).
Yes	Symptoms	Positive, with symptoms	Notify HR Office, contact the competent health institution & follow the instructions, ordered self-isolation (sick leave), no work.	Upon instruction of the competent health institution (sick leave end).

Article 6

(Responsibility and compliance with the Plan)

- Any employee who does not comply with the provisions of this plan commits a serious violation of work obligations and duties, for which an appropriate disciplinary measure will be imposed in accordance with the Book of Rules on Labor Relations at IUS.
- Any student who does not comply with the provisions of this Plan commits a serious violation of student obligations and duties, for which an appropriate disciplinary measure will be imposed in accordance with the IUS Statute.
- Any visitor who does not comply with the provisions of this Plan will be removed from the Campus.
- The University will develop special forms through which entering/leaving Campus will be tracked and, if necessary, other details related to the implementation of this Plan.

Article 7
(Application of other regulations)

To the rights, duties and responsibilities of employees, students and visitors in the field of protection and rescue of people and material goods from natural and other disasters that are not regulated by this Plan, the provisions of the Law in the field of protection and rescue of people and material goods from natural and other disasters and relevant general acts and the acts of the University shall apply.

Article 8
(Entry into force)

This Plan shall enter into force on the day following the day of its publication on the IUS notice board.

RECTOR

Prof. Dr. Ahmet YILDIRIM

No. IUS-REC 01-693/22

Date: March 7, 2022