

La Rochelle  
Université

September 2020

# HEALTH & SAFETY GUIDELINES

## COVID-19



Given the evolution of the health situation caused by the Covid-19 pandemic, the University wants to **make sure our campus remains a safe and welcoming place for you** to live, work and study.

We are closely following guidance from the French Ministry of Health. The measures indicated on this page will therefore be subject to change depending on the new health instructions given by the Ministry.

Have a good start of the new academic year and take care of yourself!

## This kit will include:



### This explanatory note



**2 face masks, machine washable** at 60°C with ordinary washing powder (can be washed 120 times and tumble dried)



**1 bottle of hand sanitiser** (can be re-filled at reception offices of all buildings of the University and at your student administration office)



**1 individual sealable plastic bag** to fold up your used mask into and take it home in order to wash it ; it has to be folded without external/internal contact

## How to get around the University?

### CORRIDORS

- > Direction: **keep right**
- > Give way to people already engaged in the corridor before leaving a room
- > **One way entry/exit system** operating in classrooms and amphitheatres
- > Pay attention to **floor markers every meter** when standing in a queue

### LIFTS

- > **Take the stairs instead whenever possible**
- > Give way to disabled people (and carer), and to those going to more than 3 floors up
- > **Only 1 person per lift** (except carer for disabled person)

### BREAKS

- > Breaks should take place **outside** whenever possible
- > Observe **physical distancing**
- > Wash hands before and after breaks

### ROOMS

- > If you see door signs indicating maximum number of people allowed in one classroom, please do abide by the rules
- > Leave **doors open** (except fire doors and toilet facilities doors)
- > **Open windows as much as possible** to let fresh air in

### SHARED EQUIPMENTS

- > Follow instructions given by University staff
- > **Wash hands before and after use**



## GENERAL SAFETY INSTRUCTIONS

### Physical distancing measures

Physical distancing must be **strictly observed** on campus, to protect the whole community from the COVID-19 virus. Clear signage of Health & Safety instructions can be seen in all buildings. Here is a reminder:

#### Hygiene



Regularly wash hands with soap and water



Cough or sneeze into your elbow or a tissue

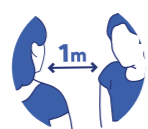


Use **disposable tissues** and throw them away



Greet others **without shaking hands or any physical contact**

#### Physical distancing



Stay at least **1 metre** away from others



Where applicable, only sit on seats marked with a **green label**



**Do not move** furniture

#### Face covering



Face masks must be worn at all times on campus, inside and outside of buildings



Wash hands before and after handling your face mask



Do not touch your face mask when taking it off, only the elastic bands



Maximum duration of a face mask is **4 hours**



#### When the mask is not in use, it can be:

- > either hung on an isolated hook,
- > put down on a clean sheet of paper, outer side of the mask down (the sheet will have to be discarded),
- > or folded in the sealable plastic bag provided in the kit.

## How to dispose of face masks, tissues, etc.?

The face masks given in this kit are washable and **reusable**. If you use disposable face masks, tissues or cleaning wipes, please follow these sorting instructions:

- > This waste must be disposed of in a **dedicated, resistant bag** with a proper closure system.
- > This bag must be sealed and stored for 24 hours before being placed in the bin bag for **household waste**.



- > None of these masks, tissues or wipes should be thrown away in the yellow bin (for paper and packaging recycling), in the compost or anywhere else, even if you are not sick.
- > Do not flush wipes down the toilet, as this may block public sanitation systems.



# WHAT TO DO IF YOU ARE SICK?

**What are the symptoms?** Temperature of 38°C or higher, fever and/or a cough, difficulties in breathing, speaking or swallowing, a loss or change of your sense of smell or taste.

Please **watch for any clinical signs** and do take your temperature before coming to the University.

## In case of symptoms

You must **stay at home** and immediately call a doctor to schedule an appointment. Alternatively, dial the emergency phone number 15, depending on your condition. Please call your student office too.

## You have been in contact or a member of your household is a suspected or confirmed case of Covid-19?

You will have to **follow the medical instructions** and **notify the University** to clarify your administrative situation.

## If you feel symptoms on campus:

**Immediately wear a face mask**, preferably a surgical mask, while waiting for medical treatment. **Immediately advise a member of staff of the University** and **isolate yourself** inside an office or a separate room.

Please keep observing physical distancing (> 1 metre).

- > Do you have emergency warning signs, such as breathing difficulties or shortness of breath? Call the **emergency number 15 (SAMU)** immediately.
- > Alternatively, **call your doctor** for advice. If he confirms the absence of emergency warning signs, go back home but avoid public transportation and schedule an appointment with your doctor.

# THESE RULES ARE VERY IMPORTANT

**You have to comply to the Health and Safety rules** detailed in this document and to the instructions given by the University staff.

Should you fail to apply these rules, you could be **immediately forbidden physical access** to the University campus, in accordance with article R. 712-8 of the French Education Law, and you could be sanctioned by a **long-term exclusion from the University**, in accordance with article R. 712-7 and R. 811-11 and following, from the French Education Law.

Are you a student with psychological, financial or any other difficulties?

We are here to help you to succeed in your studies, in a secure and safe environment.

Please contact our social and medical centre, **Service de Santé Universitaire (SDSU):**

**SDSU (Service de Santé Universitaire)**

tel: +335 46 45 84 46

mail: sdsu@univ-lr.fr

For greater protection against COVID-19 epidemic, download the **STOP COVID app**.



For any question about **COVID-19:**

covid2019@univ-lr.fr