

# MEDICAL UNIVERSITY – SOFIA

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## RECTORATE

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### ORDER № RK36-1010/29.04.2021

In connection with Art. 63v of the Health Act and Order RD-01-273/29.04.2021 by the Minister of Health to establish the anti-epidemic measures in the Republic of Bulgaria and pursuant to Article 44 Para 1, item 2 of the Regulations for the structure and activity of the Medical University - Sofia,

#### I HEREBY ORDER:

I. As of February 1<sup>st</sup>, 2021, until April 30<sup>th</sup>, 2021, the application of the anti-epidemic measures for prevention of the risk of spreading COVID-19 on the territory of MU-Sofia is extended.

In order to ensure a safe environment and working conditions, Deans (Heads of structural units) need to carry out the necessary organizational measures for the implementation of the anti-epidemic measures, in accordance with the type and nature of their activities, which should include:

1. A regular ventilation and disinfection of the working premises, according to Algorithm in Application № 1;

2. Prevention of persons with symptoms of acute respiratory diseases to the work premises (such as fever, cough, difficulty in breathing, loss of smell, disturbance or loss of taste, etc.);

3. Organization for physical distance between the persons of at least 1.5 meters, and in case of impossibility wearing a protective face mask is needed;

4. Instructions to the employees for maintaining proper hand hygiene in accordance with Annex № 2 and provision of hot running water, soap and disinfectants.

5. Provision of personal protective equipment for all employees depending on the specifics of work and risk assessment at the workplace (protective face masks type KN 95- FFP 2 or KN 95 respirator, helmet, gloves, etc.).

6. Visitors should be served under a protective mask behind a mechanical transparent barrier or a safety helmet with a protective face mask at a distance of 1.5 meters.

7. The work process of the collective management bodies and of the employees to be carried out, if possible, in remote mode (home office / remote work), to establish the working hours with variable limits or work in shifts.

8. Heads of structural units need to approve a schedule for the use of regulated holidays, where applicable, as well as other preventive measures and methods of work, such as limiting insignificant contacts, to ensure a better level of protection of workers.

9. Deans (Heads) of structural units, providing services alongside with the measures cited in p. I, shall organize their activities by applying in their daily activities:

- entry control regarding the number of entrants and the wearing of face masks;
- observance of a physical distance of not less than 1.5 meters;
- dispenser with hand sanitizer at the entrance of the site and in the corridors;
- awareness of the visitors for observance of the measures for physical distance, hand hygiene and obligatory wearing of protective masks with visual materials and information boards;
- use of information and communication technologies to provide services in an electronic environment where possible.

10. All persons present in open public places where crowds are possible and when physical distance of 1.5 meters could be impossible, shall have to wear a protective mask disposable or reusable or any other means covering the nose and mouth by all persons, as recommended in Annex № 3.

11. An exception to the obligation under item 10 shall be allowed:

- a / in the places for food and drinks establishments;
- b / in case of participation in congress-conference events, briefings, press conferences and seminars during a speech, observing a physical distance of 1.5 m from each other;
- c / athletes doing sports indoors and outdoors during their physical activity.

12. The anti-epidemic measures are obligatory for application on the territory of the structural units of MU-Sofia.

II. Deans (Heads of structural units) with their order shall organize the implementation and control over the implementation of the anti-epidemic measures introduced by this order.

III. This order shall enter into force on 1<sup>st</sup> May 2021.

1. Until 11.05.2021 Heads of departments shall send copies of their orders to the Rector's Office of the Medical University - Sofia to the attention of expert SUKPB.
2. I assign hereby the control over the execution of this order to the expert of SUKPB of MU- Sofia, Rectorate.

**PROF. L. TRAYKOV, DMN,  
MEMBER OF BAS, RECTOR OF MU-SOFIA**

## Applications:

1. Appendix № 1 - Algorithm of disinfection measures at workplaces, in public facilities;
2. Appendix №2 - Instructions for proper hand hygiene.
3. Appendix №3 - Instructions for proper wearing of a face mask.

### Appendix № 1

Algorithm of disinfection measures at workplaces, in public sites or in commercial and other sites that provide services to citizens in the conditions of epidemic spread of COVID-19

#### 1. Choice of disinfectant

1.1. The disinfectant chosen must be approved by the Ministry of Health.

1.2. Depending on the sites and surfaces to be treated, disinfectants must be approved for Product Type 2 "Disinfectants and algacides not intended for direct use on humans or animals" and / or Product Type 3 "Veterinary Hygiene" and / or or for Product-type 4 "Food and feed use area"

1.3. It is necessary to choose a disinfectant in the field of application of which is registered virocidal or limited / partial virocidal action.

1.4. It is advisable to choose a disinfectant that achieves efficiency by - short exposure intervals (up to 15 minutes).

#### 2. Establishment of critical points and frequency of treatments.

2.1. The critical points to be disinfected are determined for each site. Critical points are all surfaces related to the flow of people, as well as frequently touched surfaces (desks, tables, door handles, windows, handles in public transport ; lighting

switches, elevator buttons, ATMs; railings; fitness equipment; passenger / customer service counters; fixed telephones and appliances, touch screens, toilet bowls, sinks, taps and many other hand-touched surfaces, depending on the specifics of each site / workplace, floor coverings).

2.2. Critical points are subject to periodic disinfection daily.

2.3. In the presence of a confirmed case of COVID-19 in the site / office cleaning and disinfection of surfaces in contact with the infected person, the workroom, common areas is performed.

3. Methods of application of disinfectants

Disinfectants can be ready for use by applying directly to surfaces or concentrates from which working solutions must be prepared before use.

3.1. Small surfaces (handles, buttons, keyboards, desks, etc.)

3.1.1. It is recommended to use ready-to-use spray disinfectants.

3.1.2. Surfaces are sprayed directly or wiped with a clean cloth / swab pre-soaked in disinfectant.

3.3. Small surfaces can also be wiped with disinfectant wet wipes, and the disinfectant wipes used are collected and disposed of according to the manufacturer's instructions.

3.2. Large surfaces (walls, floors, worktops, etc.):

3.2.1. Disinfectants intended for large surfaces may be in the form of a concentrate from which a working solution must be prepared before use or in a ready-to-use form.

3.2.2. The working solution is prepared according to the manufacturer's instructions and / or according to the method of use indicated on the label.

3.2.3. The labeling rate and exposure time indicated on the label must be strictly observed .

3.2.4. The specific requirements, if any on the label, for the need of ventilation, subsequent wiping or rinsing of the surface with drinking water, time of access of people and animals to the treated premises, etc. must be strictly observed .

3.3. Surfaces to be disinfected can be treated in different ways, depending on the disinfectant chosen and the type of surfaces themselves, in strict accordance with the manufacturer's instructions.

4. Depending on the type of site, they can be used in addition to chemical methods of disinfection and physical methods (bactericidal lamps, etc.)

### Instructions for proper hand hygiene

1. Hands should always be washed :
  - (a) when visibly contaminated
  - (b) after sneezing or coughing;
  - (c) before, during and after cooking;
  - d) before meals;
  - e) after using a toilet;
  - (f) after contact with animals or their faeces;
  - g) in immediate care of a sick person.
2. Wash hands for 20 seconds with soap and water.
3. In case of inability to wash, use hand disinfectant with a virucidal or partial / limited virucidal action, rub dry hands with duration according to the instructions for use of the manufacturer, paying special attention to the fingers, between the fingers, the tips of fingers, back of palms).
4. Allow hands to dry out after the required contact time for skin treatment indicated on the disinfectant label.

### Appendix № 3

#### Instructions for proper wearing of a face mask

1. The protective mask should completely cover the nose and mouth - from the base of the nose to the chin.
2. Before applying the mask, wash your hands with soap and water or rub with an alcohol-based hand sanitizer.
3. The protective face mask is removed from back to front by grasping its ties (elastics) and avoiding touching its front side.
4. After removing the mask, wash your hands immediately with soap and water or wipe with hand sanitizer.
5. The disposable face mask is disposed of in a waste bin immediately after removal.
6. Reusable textile masks need to be treated as follows:
  - (a) by washing with hot water (thermal disinfection ) and detergent (detergent) at a water temperature of 60-90 °C for at least 20 minutes; or

b) by washing with warm water at a temperature below 60 °C with detergents of disinfecting action (biocides ) in concentrations according to the manufacturer's instructions (chemical-thermodisinfection).

7. The protective mask is replaced with a new one as soon as it is moistened.

8. Disposable protective masks must not be worn again.