**PURPLE BADGE –**

**The Hebrew University of Jerusalem**

1. **Appointment of University Corona Supervisor**

The following are hereby appointed as the **University’s Corona Supervisors**:

* 1. **Yoav Atias**, Head of the Emergency and Security Division.
	2. **Gil Haim Amit**, Senior Assistant to the Vice President and Director General
	3. **Campus Corona Supervisors** (responsible to the University Corona Supervisors):
		1. **Naphtali Naor** – Deputy University Corona Supervisor
		2. **Michael Ratman** - Mount Scopus Campus
		3. **Moshe Naor** - Edmond J. Safra Campus
		4. **Barry Ilan** - Ein Kerem Campus.
		5. **Amit Levy** – Rehovot Campus
		6. **Andrei Ianc** - Veterinary Hospital
		7. **Modi Pillersdorf** - Marine Laboratory, Eilat
	4. The University Corona Supervisors are responsible for:
		1. Adherence to the execution and implementation of all prescribed directives and conditions.
		2. Formulation of office work procedure in coordination with the Vice President for Human Resources. The procedure that will be approved by the Vice President and Director General will be distributed to the unit managers and employees. The procedure will include reporting routines for employees and unit managers, procedures for conducting reviews, etc.
		3. Weekly reporting to the Vice President and Director General and to the Vice President for Human Resources.

1. **Posting Signs with Details of the Essence of the Rules that Appear in the Present Document**
	1. The university will take care to provide proper signage that will be hung at the entrance to the various campuses and buildings in a prominent location. It is the responsibility of the Corona Supervisors to ensure that this task is carried out.
	2. The prescribed rules and directives must be distributed to all University employees via e-mail or via Whatsapp/ office messaging system.

1. **Employee Entry to the University, by Campus**
	1. The university has launched a University entrance and exit reporting service through Whatsapp. Full instructions on how to use the system have been emailed to all members of the University community. Entrance and exit of all employees, students, clients, volunteers and external parties (such as vendors and contractors) who are physically present on the University grounds must be reported in a computerized manner. This is done so that in case that a University employee/ vendor/ client/student is ill with Corona, it will be possible to produce lists of all persons who were physically present on campus every day.
	2. The university will look into the possibility of developing an application that will allow registration at the entrance to buildings using a QR code, as far as this is possible. If this is done, an announcement will will be sent out on the subject.
	3. Monitoring of employee reporting of symptoms and daily health declaration.

* 1. A student who lives in a University dorm and works on campus is required to report his/her entry and exit from work through Whatsapp, as detailed in Section 3.1.
	2. Employees who are required to move among offices (for instance: cleaning employees, mail distribution employees, etc.) shall avoid direct contact with other persons as much as possible. This shall be done, for example, by leaving the mail at the office entrance, waiting for people to leave before beginning to clean, etc.

1. **Body Temperature Measurement, Symptom Questionnaire and Health Declaration**
	1. Computerized management to the greatest extent possible of the questionnaires for all those entering the University grounds; and computerized management to the greatest extent possible of the number of people who have not been approved entry to the University grounds as a result of such questionnaires or body temperature measurements.
	2. For all persons who did not submit their temperature and health declaration in advance using Whatsapp, and who seek to enter the University grounds, the University gatekeepers shall be responsible for measuring body temperature using a thermometer gun, shall ask the person about symptoms, and make certain that the person entering the office signs a health declaration. Entry to any University office is **absolutely prohibited** for any person with a body temperature of 38 degrees and above, or anyone who answered “No” to one or more of the questions on the health questionnaire.
	3. The Emergency and Security Division shall ensure that there are temperature measurement guns at all University campus entrances.

1. **Hygiene and Cleanliness**
	1. Providing guidance on strict adherence to hygiene rules, including hand washing.
	2. Unit managers will take make certain that cleaning and disinfection is performed from time to time, in such a manner as to maintain proper hygiene. Disinfection posts, wherever they are placed, will be kept fully equipped.
	3. All kitchenettes and toilets will be cleaned with chlorine and will be cleaned frequently.

1. **Wearing Mouth and Nose Mask**
	1. Staff and students and anyone on campus are required to wear masks except when a person is in the room alone or when two employees are in the same room regularly.
	2. Please note that masks should be worn while standing or walking through corridors, in conference rooms, and while in transit between buildings and everywhere else.
	3. Employees and all persons present on campus must equip themselves with appropriate mouth and nose masks independently, except for those persons for whom it who will be determined that they must be exposed to the general public. The University will provide masks to such persons.
	4. Do not enter the office of, or provide service to, a person who is not wearing a mask, unless that person is exempt from wearing a mask in accordance with the Ministry of Health directives.
2. **Working in an Office**

While working in a room (hall/office/lab), each employee shall perform his/her work in a fixed room. The number of employees present concurrently in a given room shall not exceed the number detailed below, as applicable:

* 1. Maintaining a distance of two meters from person to person: To the extent that such distance cannot be maintained, other measures must be taken in coordination with the Corona Supervisor in order to prevent infection.
	2. In a room up to twenty square meters – up to two employees may be present in the said room at any given time. A larger number of employees may be present at any given time in a room of such size only if there is a partition between each employee and another employee designed to prevent the spraying of spit/bodily fluids from person to person.
	3. In a room whose size exceeds twenty square meters - up to five employees may be present at any given time. A larger number of employees may be present at any given time in a room of such size only if there is a partition between each employee and another employee designed to prevent the spraying of spit/bodily fluids from person to person.
	4. Notwithstanding subparagraphs (7.1) to (7.3) - a professional meeting of up to eight employees can be held in a room exceeding twenty square meters, provided that all participants in the said meeting wear a mouth and nose mask, and provided that a distance of at least two meters is maintained between participants in the meeting. Meeting rooms, dining rooms, public reception bureaus and other facilities can be converted to office work spaces in accordance with the rules, in order to avoid office crowding.
	5. If there is any doubt as to compliance with the conditions set forth in Section 7, please consult with the Campus Corona Supervisor.

1. **Elevators**

No more than two people can travel in an elevator at the same time, and both passengers must wear a mask while travelling in the elevator.

1. **Shift Work**

In the case of employees who work on shifts (including security employees, cleaning employees, etc.): the same employees should be assigned to the shifts to the greatest extent possible.

1. **Work with Vendors and External Entities**

It is important to ensure that permanent employees work with the same vendors/external entities to the greatest extent possible.

Avoid contact with external parties as much as possible - for example, when receiving mail that is left outside the door.

1. **Reception**
	1. As much as possible, preference should be given to service provided by telephone and online (rather than in-person).
	2. In cases in which it is not possible to provide service online or by telephone, it is permissible to offer in-person reception in coordination with the Corona Supervisor, in accordance with the following rules:
		1. As much as possible, ensure that queues are scheduled online so that multiple persons are not waiting in line for in-person reception at the same time.
		2. A maximum of one service recipient may be received by each service provider in an office. The number of service recipients at any given time may not exceed the number of service providers at any given time.
		3. The service will be provided while maintain a distance of at least two meters between the service recipient and the service provider.
		4. A physical partition shall be installed to divide between the service recipient and the service provider at all times.
		5. The service provider shall record, in real time, all service recipients whom they served.
		6. Each office, including work surfaces, computer equipment, etc. shall be cleaned and disinfected frequently.

1. **Food and Beverages**
	1. Eating and drinking shall be done as far as possible in the employee's permanent room.
	2. It will be possible to obtain packaged food from the cafeterias, as they open, by placing an order in advance.
	3. No more than one person will present be in the kitchen at any one time.
	4. Do not sit down to eat or drink in the communal areas. Eating and drinking may be done only in the office.

1. **Shuttle to the office to the campuses**

No shuttle services will be provided until further notice.

1. **Personal office equipment**
	1. As far as possible, each employee should be allocated personal office equipment – including keyboard, mouse, telephone, etc.
	2. Equipment that is used by more than one person will undergo rigorous disinfection before it is transferred from one employee to another employee. It is the responsibility of the users themselves to perform this disinfection, before taking up a work position. The units will make certain to hang signs next to each position that is used by more than one person.
	3. Each employee must disinfect his/her work position at the beginning of their work shift.
	4. The office must provide disinfectant for the use of employees.

1. **Public Spaces and Library Lending Services**
	1. Books can be borrowed from the library by submitting a request online. The books will wait for pickup by the person who ordered them outside the library. For more information, please check the Library Authority website.
	2. Learning spaces in the library and computer labs will not be opened at this time.

1. **Reporting**
	1. In each the event of being informed of a concern about exposure to or infection with the coronavirus (in accordance with the Ministry of Health notice), immediately report to the relevant dean or director of the relevant unit and to the Campus Corona Supervisor.
	2. It is the Corona Campus Supervisor’s responsibility to report immediately to the University Supervisors, with the details of the event.
	3. After reporting and in accordance with the decision of the Campus Corona Supervisor and University Corona Supervisor, prompt action must be taken in accordance with the University response procedure in the event of detection of infection or exposure to the virus on campus.