

**Ordinance No. 61
of the Rector of Poznan University of Technology
of 16 October 2020
(RO/X/61/2020)**

**on preventing the spread of the SARS-CoV-2 virus
among members of the Poznan University of Technology community**

Acting pursuant to Article 23 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85 as amended), in connection with the Act of 2 March 2020 on special solutions related to preventing, counteracting and combating COVID-19, other infectious diseases and emergencies caused by them (Journal of Laws, item 710 as amended), **it is ordered** as follows:

§ 1

The following rules shall be introduced to prevent and counteract the spread of the SARS-CoV-2 virus among members of the Poznan University of Technology (PUT) community.

§ 2

1. The organizational units of the University shall be obliged to operate in a way that ensures the performance of all tasks, without undue delay, while warranting safe working conditions, taking into account the current state of risk to employees' health and the applicable legal regulations specifying the principles of work performance.
2. Vice-Rectors, Deans, the Chancellor and Heads of organizational units shall be authorized and obliged to organize the work of their subordinate units in order to ensure the continuity of the University's functioning.
3. Employees, PhD candidates and students staying at the University shall be obliged to comply with all the safety requirements and follow all the recommendations and guidelines in force at the University.
4. A member of the academic community, entering the University premises, shall declare that, to the best of his/her knowledge, he/she does not have symptoms characteristic of those infected with the SARS-CoV-2 virus, in particular that he/she does not have elevated temperature, cough, shortness of breath or has experienced the loss of smell and taste, and has not been subjected to any sanitary procedure in connection with the epidemiological threat related to the SARS-CoV-2 virus in the last 14 days.

§ 3

1. Classes, except for those listed in section 2, for students, PhD candidates, postgraduate students and participants of other training courses at the University should be held only remotely.
2. Selected classes for students of diploma semesters, which are necessary for the timely completion of studies, may take place on-site according to the rules specified by the Dean of the faculty providing tuition in a given field of study.
3. Supervised observation of remote classes should be carried out by means of e-learning methods and additionally take into account the assessment of mutual communication.
4. In view of the adopted regulations and despite the extraordinary situation and the precautions taken, the University shall make every effort to enable students to complete the study programme and receive credits at other times.

t§ 4

1. The organization of any conferences on the premises of the University shall be banned, with the exception of those organized online.
2. The PhD Student Union, the Student Union, science clubs and student organizations can only operate online.
3. National and international business trips as well as participation of PUT employees, PhD candidates and students in national conferences shall be suspended.
4. Access to the University buildings shall be restricted for persons who are not members of the academic community.
5. Students, PhD candidates and visitors from abroad shall not be allowed to come to the University.
6. Dormitory check-in of new residents shall be suspended and outside visits shall be banned.

§ 5

1. Employees shall be obliged to limit their mutual direct contact at work to a minimum.
2. In order to ensure communication, it is recommended to effect contact by using e-mail and telephone calls.

§ 6

Collegiate bodies operating at the University shall be obliged to work remotely.

§ 7

In order to ensure the continuity of scientific and research activities, all scientific, development, research and service work as well as projects, grants, contracts, etc., can be carried out on-site while maintaining the principles of epidemic safety.

§ 8

1. For employees who are not academic teachers, a rotational work mode shall be introduced (office-based work alternated with remote work).
2. Work in a rotational mode should be organized by the immediate superior in such a way as to limit direct contacts between employees and at the same time ensure the continuity of operations of the subordinate unit.
3. The superior shall decide on the work schedule and tasks to be performed by individual employees, taking into account the working time schedule applicable to a given employee.

§ 9

1. The employee shall be obliged to immediately inform the employer about the suspected illness caused by the SARS-CoV-2 virus or about being quarantined. The obligation to inform about the aforementioned shall also apply to PhD candidates and students.
2. The information referred to in section 1 should be submitted to the Head of the unit by e-mail or by phone, and then confirmed by e-mail sent to the following address: covid19@put.poznan.pl.

§ 10

1. The University has established the Emergency Team (ZK), chaired by the Vice-Rector for Student Affairs and Education, Associate Professor Agnieszka MISZTAL, PhD, DSc, Eng.
2. The Emergency Team shall provide the necessary and up-to-date information (e-mail: korawirus@put.poznan.pl; website: <https://www.put.poznan.pl/pl/aktualnosc/koronawirus-aktualnosc>).
3. In situations threatened with the SARS-CoV-2 virus, the guidelines shall be provided by the Emergency Team: phone 601561506, e-mail: covid19@put.poznan.pl.

§ 11

1. In necessary situations, the Rector may take decisions limiting or suspending the activity of a specific organizational unit.
2. In individual situations, departures from the above-mentioned rules shall be allowed with the consent of the Rector and following an opinion issued by the Head of the Emergency Team, on the basis of an application sent to the e-mail address :korawirus@put.poznan.pl.

§ 12

Ordinance No. 43 of the Rector of Poznan University of Technology of 15 September 2020 (RO/IX/43/2020) on the organization of classes at Poznan University of Technology in the winter semester of the 2020/2021 academic year shall be repealed.

§ 13

The ordinance shall come into force on the day of signing, its provisions shall be valid from 17 October 2020 until further notice.

Rector
of Poznan University of Technology

Prof. Teofil Jesionowski, PhD, DSc, Eng.