

**Ordinance No. 14
of the Rector of Poznan University of Technology
of 11 March 2020
(RO/III/14/2020)**

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

Pursuant to Article 23 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85), 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 374), **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. All conferences and events organized by the University and held on its premises shall be cancelled.
2. National and international business trips and participation of PUT staff, PhD candidates and students in national conferences shall be suspended.
3. Students, PhD candidates and visitors from abroad shall not be allowed to come to the University.
4. Dormitory check-in of new residents shall be suspended and outside visits shall be banned.

§3

1. In the period from 12 March to 3 April of the current year, according to the decision of the Minister of Science and Higher Education, teaching activities shall be suspended - all classes at the University for undergraduate and graduate students, PhD candidates, post-graduate students and participants of other forms of training.
2. In order to limit the effects of temporary suspension of classes, it shall be recommended to replace traditional teaching methods with classes conducted remotely so that students could independently cover the material provided for in the study programme.
3. In view of the regulations taken, the University shall make every effort to make it possible for students, despite the extraordinary situation and precautions taken, to follow the study programme and pass their courses on other dates.

§4

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

§5

1. In order to counteract COVID-19, the employer may instruct the employee to perform, for a stated period of time, work specified in the employment contract outside the place it is regularly performed, hereinafter referred to as "remote work".
2. The above-mentioned instruction may be issued, in particular, in cases involving:
 - 1) the employee's prior stay in areas affected by the coronavirus, including the employee's return from an international trip,
 - 2) deterioration of the employee's health characterized by symptoms associated with the coronavirus infection,
 - 3) suspected infection of the employee with the coronavirus as a result of the employee's contact with a sick person or a person suspected of being infected with the coronavirus,
 - 4) in other cases, including those specified in announcements made by the Chief Sanitary Inspector.
3. Should the employee suspect him/herself of being sick as a result of the SARS-CoV-2 virus infection, he/she shall be obliged to immediately pass this information to the employer.

4. The information referred to in section 3 should be forwarded to the head of a given unit by e-mail or phone, and then confirmed by e-mail sent to the following address: koronawirus@put.poznan.pl

5. The head of the organizational unit shall make a decision to ask the employee to work remotely and specify with the employee the scope and duration of the remote work. At any one time, this period shall not exceed 14 calendar days.

6. The head of the organizational unit shall be obliged to:

- 1) become acquainted, on a daily basis, with current announcements made by the Chief Sanitary Inspector and announcements made by PUT regarding the coronavirus;
- 2) maintain contact with the employee performing remote work and supervise the effects of this work;
- 3) draw up reports and forward them to the employer.

7. The obligation to inform about suspected COVID-19 infection shall also apply to PhD candidates and students – such information should be sent to the following e-mail address: koronawirus@put.poznan.pl

§6

1. The University has established Zespół Kryzysowy (ZK) [Emergency Team], chaired by Vice-Rector for Education, Professor Jacek Goc, Ph.D., D.Sc.

2. The Emergency Team shall provide indispensable and up-to-date information and accept reports referred to in § 5, section 6. 3).

ZK website address: <https://www.put.poznan.pl/pl/aktualnosc/koronawirus-aktualnosci>;

e-mail: koronawirus@put.poznan.pl

§7

Individual decisions in matters referred to in § 2 may be made by the Rector.

§8

This Ordinance shall enter into force on the day of signature.

Rector of Poznan University of Technology

Professor Tomasz Łodygowski, Ph.D., D.Sc.