

ORDINANCE NO. 13/2020

**issued by the Rector of the AGH University of Science and Technology
on 11 March 2020**

on prevention of the spread of the COVID-19 virus among members of the AGH UST community

Suspension of classes

§1

1. I hereby suspend classes delivered at AGH UST since 11 March 2020 10:00 AM until the end of 25 March 2020 (Wednesday). The classes held on 11 March 2020 shall be brought to an end by 12:00 noon.
2. The suspension shall cover all classes delivered within full-time, part-time, doctoral and postgraduate programmes and courses.
3. Subject to a review of the epidemic status and any decisions issued by state authorities the class suspension period may be extended.

Access restrictions

§2

1. Beginning 11 March (Wednesday) 12.00 noon I restrict access to University buildings for any persons who are not AGH UST staff members, students or doctoral students.
2. For the purpose of restricting access to the University buildings, the use of entrance doors not monitored by the AGH UST Guard may, if deemed appropriate, be limited on a permanent or as-required basis.
3. Written restriction notices must be placed on all University entrance doors. The AGH UST Guard is hereby authorized to carry out inspections of persons entering the buildings and to communicate the restrictions imposed hereby to any persons from outside the University community.
4. Providers of services for AGH UST which carry out business operations on the University premises or deliver construction works shall be notified of any rules concerning restrictions and recommendations in force at AGH UST, subject to mandatory training being provided to their personnel. AGH UST representatives acting as parties to agreements signed with the above-mentioned parties must submit relevant written information and supervise its proper execution.
5. I hereby oblige AGH UST Operations Director and Chief Guard Officer to hold training sessions for the staff employed by the University Guard as well as companies which provide guarding services for AGH UST on incident response and management of events occurring at the premises, on-going problem solving and the incident reporting system.
6. AGH UST Campus Director shall define and implement restrictions on access to student dormitories located on the Campus.

Awareness-raising campaigns and infection prevention

§3

1. I hereby recommend that staff members and students, including doctoral students, frequently use disinfectants provided at reception desks in the University buildings as well as in traditional sanitary facilities.
2. I further recommend that any communications announced by the Chief Sanitary Inspectorate (GIS) as well as information on symptoms that accompany the infection and recommended prophylaxis available on AGH UST websites and delivered through official communications be closely followed.

3. I further recommend that all members of the AGH UST community remain up to date with the University website and email for any relevant information.

Restrictions on certain areas of University activity

§4

1. I hereby prohibit all foreign business travel undertaken by the University's staff and students, including doctoral students, until 14 April 2020.
2. I further prohibit visits to the University undertaken by any guests arriving from abroad in connection with exchange programmes until 14 April 2020.
3. I further cancel any and all conferences, meetings, seminars and other events organized at AGH UST premises as well as those held by AGH UST outside its premises until 14 April 2020.
4. I further restrict provision of on-demand accommodation services by AGH UST as well as any services provided by the AGH UST Swimming Centre and the Department of Physical Education and Sport (SWFiS) until 14 April 2020.
5. I further recommend that until further notice any domestic business travel and official participation in local events undertaken by the University staff be limited to an absolute minimum.
6. I further recommend that direct workplace contacts between staff members be limited to an absolute minimum and be replaced by more common use of email correspondence and telephones.
7. I further recommend that lectures and other educational materials be made available by electronic means.
8. I further order that official contacts with central administration units be effectuated by not more than 2 persons from each institutional unit. The Chancellor shall be obliged to determine additional guidelines for circulating official documentation between the units.

Information on infections

§5

1. I hereby oblige all staff members to immediately notify the University authorities
 - a) of any cases of suspected illness resulting from being infected with the COVID-19 virus and the resulting in-patient treatment
 - b) of any cases of the University staff being placed into home quarantine
 - c) of any cases of the University staff being placed into sanitary (out-of-home) quarantine.Any such information must be communicated to the head of the unit by email or telephone.
2. I further oblige heads of institutional units to monitor staff absences and their possible connection with exposure to the COVID-19 virus, including in particular:
 - a) reasons for the absence (holiday taken in areas affected by the virus, contact with high-risk groups etc.)
 - b) staff members returning from business travel to areas at risk from the virus.

In the event of a confirmed risk it is required that the person affected self-quarantine or contact the staff of sanitary services.

3. I further oblige staff members to avoid attending the workplace in the presence of symptoms, regardless of their causes.

Changes to the scope of work and performance of duties

§6

1. I hereby authorize heads of institutional units to change working arrangements in their respective units in accordance with the following:
 - a) performance of work duties shall be restricted to the following hours: 9:00 – 14:00
 - b) members of staff shall be allowed to perform work duties at convenient times to suit their family, personal, transport and other arrangements
 - c) some duties shall be performed outside the person's regular place of work (remote work).
2. I further authorize the heads of institutional units to approve requests for remote work in the worker's place of residence if under exceptional circumstances, these being in particular provision of care for a minor child that is otherwise left without school, preschool or another form of care.
3. I further recommend that the heads of institutional units organize the work of persons aged 65 or older so that they can perform their work duties outside AGH UST's premises.
4. I further authorize heads of institutional units to approve requests for remote work in the worker's place of residence if they intend to self-quarantine in connection with exposure to an area known to be at risk from the virus. Any period of such work must not exceed 4 working days, within which period the person must obtain quarantine as ordered by sanitary services together with an official excuse for further absence.
5. Any actions undertaken in performance of clauses 1-2 must be properly documented.

Reporting

§7

1. Heads of institutional units are obliged to submit - not later than 15:00 daily - reports on the unit's staff and students covering:
 - a) list of hospitalized persons
 - b) list of quarantined persons (at home or in student dormitories)
 - c) list of persons subject to sanitary quarantine
 - d) restrictions on classes, meetings, domestic travel
 - e) restrictions on classes, meetings, international travel.
2. Heads of institutional units are obliged to keep records of potential damage to the teaching process, scientific research, project delivery, domestic and international cooperation etc. caused by the restrictions. Such records must be submitted upon each ten-day period in the month.
3. Any information relating to issues covered by clauses 1 and 2 must be reported by email to the following address: zgloszenie@agh.edu.pl or by phone on 12-617-45-54.

Final provisions

§8

1. Any provisions contained in this order must not affect the performance of any legal obligations imposed on the University, these being in particular full and timely tax

compliance, meeting the University's financial obligations as well as performance of actions and activities required by the law (safety) etc.

2. This order shall take effect as from 11 March 2020, 10:00 am.

RECTOR

Prof. dr hab. inż. Tadeusz Słomka