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ORDINANCE No 226/2020
OF THE RECTOR OF THE SILESIAN UNIVERSITY OF TECHNOLOGY
of 13 October 2020

**on general recommendations regarding epidemic safety and the status of security measures
against COVID-19 in the facilities of the Silesian University of Technology**

Pursuant to Article 23, para. 1 of the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2020, item 85, as amended) and supplementing the Ordinance No 213/2020 of the Rector of the Silesian University of Technology of 30 September 2020 on principles for the operation of the University as of 01 October 2020 (Legal Journal of the Silesian University of Technology of 2020, item 931) it is ordered as follows:

Article 1

In order to protect the health and life of employees, doctoral candidates and students of the Silesian University of Technology by preventing, counteracting and combating COVID-19, the following additional recommendations are implemented.

Article 2

1. Whenever this Ordinance refers to:

- 1) regular user - it shall be understood as employees, doctoral candidates and students of the Silesian University of Technology,
- 2) temporary user - it shall be understood as persons using premises, which are rented for commercial purposes and persons providing services to the Silesian University of Technology on the basis of an appropriate agreement,
- 3) basic sanitary regime - it shall be understood as: disinfection of hands, social distancing, covering the nose and mouth in the presence of other people, limiting the number of people in classrooms to half or in accordance with the information provided on the entrance door, frequent ventilation of rooms, frequent disinfection of surfaces, sanitary facilities, application of the current regulations of the Chief Sanitary Inspectorate (GIS).

2. Healthy persons, without any symptoms suggesting an infectious disease, may stay in the facilities of the Silesian University of Technology. The employee at the reception desk has the right to deny access to the facility to a person showing symptoms of an infectious disease, in particular to a person with an increased body temperature, i.e. above 37.5 ° C.

Article 3

Principles applicable to the users of the facility

1. Upon entering the building and while in common areas, the user must cover the mouth and nose with a face shield or a mask.
2. After entering the premises, each user must disinfect their hands and undergo body temperature measurement. People with increased body temperature (above 37.5 ° C) are not allowed into the building.
3. All users are obliged to keep a safe distance (recommended minimum 1.5 m).
4. Each person should use their own tools. It is necessary to disinfect items of common use, if they are not disposable materials.

Article 4

Principles of organisation of the provided premises

1. In classrooms and lecture rooms there should be a space of one free seat between the users.
2. In the facilities of the Silesian University of Technology, it is necessary to provide hand sanitizers and place information boards reminding about the obligation to wear face masks and keep a distance of at least 1.5 m.
3. All classrooms and administrative rooms should be regularly ventilated and disinfected at the end of classes /work.
4. The facility manager is obliged to ensure the disinfection of handles, doors, handrails, countertops and light switches several times a day, as well as seats and touch surfaces after every change of a group of people using them.
5. A disinfection schedule for elevators, sanitary facilities, door handles and handrails should be introduced.
6. The facility manager is obliged to designate and prepare a separate room, the so-called isolation room, equipped with personal protective equipment and liquid disinfectant, where it will be possible to isolate a person in the event of the disease symptoms.
7. Hand dryers should be excluded from use in hygienic and sanitary rooms and posters illustrating the principles of proper hand washing should be placed.
8. The buttons on/in the elevators should be secured and information should be placed in front of the elevators concerning the permitted number of people who can use them.
9. If possible, change the mode of classes and apply social distance among users.
10. The door of each room should contain information about the number of people who can use a given room (1 person per 4 m²). Do not exceed the permitted number of seats.
11. One-way entrance and exit traffic is introduced with an indication of the passage direction.
12. There is a ban on gathering of users of the facility in the corridors and passageways.
13. Detailed procedures for the safe implementation of classes are set out in the Ordinance No 194/2020 of the Rector of the Silesian University of Technology of 11 September 2020 on the organisation of education in the academic year 2020/2021 in relation to the prevention, counteraction and eradication of COVID-19 (Legal Monitor of SUT of 2020, item 823) and in the Ordinance No 213/2020 of the Rector of the Silesian University of Technology of 30 September 2020 on principles of the University operation from 01 October 2020 (Legal Monitor of SUT of 2020, item 931).

Article 5

Proceedings in the event of a suspected infection in a user of a facility

1. In the event that the user of the facility develops symptoms suggesting SARS-CoV-2 infection (cough, difficulty breathing, fever, loss of taste/smell), the person should be immediately isolated

- and sent to an isolation facility with the recommendation to contact a primary health care physician.
2. The decision on further proceedings is made by a general practitioner, if necessary in consultation with the Sanitary and Epidemiological Station.
 3. In the event of deteriorating health condition of a person with symptoms of SARS-CoV-2 infection, an ambulance should be called, and the District Sanitary and Epidemiological Station should be informed about the situation.
 4. If it is not possible to implement one of the above-mentioned options, a close person from the same household is allowed to transport a person suspected of suffering from COVID-19 to a primary health care physician or to an infectious disease hospital with the necessary precautions (e.g. face masks, shields, gloves).
 5. In the case of suspected SARS-CoV-2 infection in any of the users of the facility, the guardian, supervisor or meeting organiser prepares a list of people who have contact with a potentially infected person and passes it on to the Sanitary and Epidemiological Station.
 6. The area, where the person suspected of being infected with SARS-CoV-2 was present, should be thoroughly disinfected including any touch surfaces (door handles, handrails, and all other handles).

Article 6

Dealing with a person from the close contact with a person suspected of being infected or infected with SARS-CoV-2

1. A close contact is considered to be a contact of a diagnosed person or a person displaying symptoms of COVID-19 disease with another person at a distance of less than 1.5 m for more than 15 minutes or direct contact between them (e.g. shaking hands).
2. Persons who were in close contact with a person suspected of being infected are notified by the appropriate organisational units about the need to go home immediately in order to carry out a 10-day self-observation related to potentially possible infection and to continue working remotely.
3. In the case of confirmation of the COVID-19 of a person who was present at the University within 72 hours before the diagnosis, a list of close contact persons is prepared and the procedure specified in sec. 2 shall apply followed by the recommendations of the District Sanitary and Epidemiological Station.

Article 7

Rotating remote work

In order to ensure the proper and uninterrupted functioning of the administration of the Silesian University of Technology, and thus avoid the transmission of the SARS-CoV-2 virus infection, it is recommended to introduce, until further notice, a rotating remote work system in organisational units, which would minimize the gathering of employees in the office premises. For this purpose, heads of organisational units shall develop schedules of blended office and remote work for their employees.

Article 8

Security Status

1. The following COVID-19 risk levels are introduced in the facilities of the Silesian University of Technology:
 - 1) risk level 0 - green, means: no restrictions, basic health and safety at work rules shall apply, the University operates in a traditional mode,
 - 2) risk level 1 - yellow, means: implementation of basic sanitary regime, work performed mainly in an on-site mode, implementation of restrictions in the operation

of the University,

3) risk level 2 - orange, means: increased sanitary regime, work performed mainly remotely, closing the University to third parties, reducing mobility and contacts, increasing restrictions in the operation of the University,

4) risk level 3 - means: crisis situation, operation of the University in a remote mode, excluding units necessary to maintain the continuity of operation, suspended mobility, ban on accommodation, remote contact.

2. Each facility (at the entrance) shall be marked with an appropriate colour corresponding to the risk level.

3. The Rector, taking into account the epidemic situation at the University, in particular the number of infections, updates the COVID-19 risk level in individual facilities of the Silesian University.

It will be determined individually for:

1) campuses: Katowice, Rybnik, Zabrze, Gliwice,

2) faculties,

3) separate buildings,

4) rector and central administration.

4. Current information about the COVID-19 risk status at the University, as well as detailed information for individual groups of the academic community are made available on the home page of the Silesian University of Technology, in the "COVID-19 SECURITY STATUS".

Article 9

Additional information and reminders

1. The temporary user shall submit a written statement at the reception desk, providing contact details (name, surname, telephone number).

2. The template of the statement constitutes Annex to this Ordinance. Statements should be kept by the facility manager in the case of the Lessor for the duration period of the lease agreement, but not less than 14 days, and in the case of other people for a period of 14 days.

3. At the same time, it is reminded that pursuant to Article 31 par. 4 and 7 of the Study Regulations:

1) in the event of illness or other random event, the student justifies the absence from classes at the first classes after returning to the University,

2) the teacher conducting the classes is obliged to notify the Rector's Plenipotentiary for Student Affairs about the student's unjustified absence from classes in the following situations:

a) the student missed the classes at least 3 times and did not justify the absence - if the classes are held every week,

b) the student missed the classes at least twice and did not justify the absence - if the classes are held every two weeks, therefore, it is recommended that a student who is not let in the building should notify the Rector's Plenipotentiary for Student Affairs (by e-mail or telephone) about the situation.

3) in the case of a diagnosed COVID-19 disease or a quarantine, the student should notify the Rector's Plenipotentiary for Student Affairs immediately - especially if he/she was present at the University within 14 days before the diagnosis of the disease.

4. In the case of designating a district or a city with a yellow or red zone, one should additionally comply with the introduced national restrictions resulting from the Regulation of the Council of Ministers of 7 August 2020 on the establishment of certain restrictions, orders and prohibitions in connection with the occurrence of the state of epidemic.

Article 10

The Ordinance comes into force on the day it is signed.

Rector of SUT: A. Mężyk

.....
(name and surname)

.....
(telephone No)

.....
(date)

STATEMENT

I, the undersigned, declare that I am aware of the risk of the infection with SARS-CoV-2 virus during my stay at the Silesian University of Technology.

I hereby declare that:

- 1) I am not and recently (i.e. 10 days) have not been / have been quarantined or under epidemiological supervision,
- 2) in the last 21 days I have not had contact with a person who was under quarantine, epidemiological supervision or showed clear symptoms of SARS-CoV-2 infection,
- 3) I have no symptoms suggesting the possibility of COVID-19, i.e. :
 - a) I don't feel weak,
 - b) I do not cough,
 - c) I do not have muscle pains,
 - d) I do not have shortness of breath,
 - e) I have neither smell nor taste disorders,
- 4) I take full legal responsibility for my health.

If I am subject to quarantine or another preventive measure related to COVID-19, I shall inform the facility manager about this fact within 14 days from the time of my stay at the Silesian University of Technology. I take full legal responsibility for failure to comply with this obligation.

.....
(signature)