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## **ORDINANCE No 216/2021**

### **OF THE RECTOR OF THE SILESIAN UNIVERSITY OF TECHNOLOGY**

of 30 November 2021

*(Legal Monitor of the Silesian University of Technology, item 1036)*

#### **amending the ordinance on principles for the University operation during the epidemic**

Pursuant to Article 23, paragraph 1 of the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended), in conjunction with the Act of 02 March 2020 on specific solutions to prevent, counteract and combat COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws 2020, item 1842, as amended) and under the Regulation of the Council of Ministers of 06 May 2021 on the establishment of specific restrictions, orders and prohibitions in relation to the state of the epidemic (Journal of Laws of 2021, item 861 as amended), it is ordered as follows:

#### **Article 1**

The Ordinance No 182/2021 of the Rector of the Silesian University of Technology of 01 October 2021 on the principles of the University operation during the epidemic (Legal Monitor of the Silesian University of Technology of 2021, item 839, as amended) is modified as follows:

- 1) In the article 1, item 1, point 2 words "10m<sup>2</sup>" are replaced by words "**15 m<sup>2</sup>**",
- 2) In the article 1, item 1, point 3 words "75%" are replaced by words "**50%**",
- 3) In the article 5, item 1 shall have the following wording:

**"1. In justified cases, it is possible for non-academic staff to provide remote work while ensuring the proper and uninterrupted functioning of the unit/organisational unit."**

#### **Article 2**

The Ordinance shall enter into force on the day of its signature.

**Rector of SUT: A. Mężyk**

Consolidated text of the Ordinance No 182/2021 of the Rector of the Silesian University of Technology of 01 October 2021 on the principles for the University operation during the epidemic (Legal Monitor of the Silesian University of Technology, item 839, as amended).



**ORDINANCE NO 182/2021**  
**OF THE RECTOR OF THE SILESIAN UNIVERSITY OF TECHNOLOGY**  
of 01 October 2021

Consolidated text on the day of 30 November 2021  
(*Legal Monitor of the Silesian University of Technology, item 839*)

**on the principles for the University operation during the epidemic**

Pursuant to Article 23, paragraph 1 of the Act of 20 July 2018 – the Law on Higher Education and Science (Journal of Laws of 2021, item 478 as amended), in conjunction with the Act of 02 March 2020 on specific solutions to prevent, counteract and combat COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws 2020, item 1842, as amended) and under the Regulation of the Council of Ministers of 06 May 2021 on the establishment of specific restrictions, orders and prohibitions in relation to the state of the epidemic (Journal of Laws of 2021, item 861 as amended), it is ordered as follows:

**Article 1**

1. The following are permitted, subject to sanitary safety rules:

- 1) foreign business trips of employees, doctoral students and students with the reservation that individuals who intend to travel and are not vaccinated against COVID-19 are advised to purchase insurance with coverage for events related to coronavirus. Each trip requires the consent of the Rector;
- 2) the organisation of open contact events, including but not limited to: events such as fairs exhibitions, congresses, conferences or meetings, but only if the room is occupied by no more than 1 person per 15 m<sup>2</sup> area of the room,
- 3) the organisation of artistic performances and cultural events, provided that no more than 50% of the number of seats is made available to participants, and in the absence of designated seats in the auditorium –the distance of 1.5 m between participants shall be maintained,
- 4) to organise and participate in business and professional meetings or gatherings on the premises of the University, provided that the maximum number of participants does not exceed 50; this restriction does not apply to the governing bodies of the University.

2. Individuals vaccinated against COVID-19 are not included in limitations referred to the item 1, point 2-3, however, they must present their certificates of vaccination.

3. The head of university-wide/ basic/service unit having consulted it with the Health and Safety Inspectorate, shall establish procedures, including working conditions in that unit and submit them to the relevant Vice-Rector.

## **Article 2**

1. At the Silesian University of Technology there is limited access to all buildings with the maintenance of the supervision of the academic guards and porters, subject to paragraph 2.

2. The following individuals may enter the University facilities:

- 1) the University employees,
- 2) students and doctoral students of the University taking classes in a contact form, post-graduate students and participants of further education courses,
- 3) persons accommodated in student residence halls and other facilities – under the terms and conditions specified in a separate ordinance,
- 4) persons performing construction works connected with investment and renovation tasks, as well as those handling the consequences of technical failures,
- 5) persons performing necessary laboratory tests that require conducting works in the University buildings,
- 6) other persons whose presence is justified for the operation or interest of the University - with the consent of the facility manager,

providing that the persons working in the premises of the university shall observe the safety rules specified in Annex No 1 to this Ordinance. The facility manager shall be responsible for the safety on the premises.

3. The justified purpose of stay in the premises of the University and the manner of organising work in cases referred to in paragraph 2 each time shall be determined by the head of the organisational unit/department.

4. Academic guards and porters are required to monitor the individuals entering the buildings and inform them about the imposed restrictions.

5. Persons entering the University buildings shall undergo a body temperature check following the Procedure specified in Annex No 4 to this Ordinance.

## **Article 3**

1. Heads of basic, university-wide and service organisational units/departments, hereinafter referred to as heads of units, and heads of organisational departments in order to provide employees with appropriate means for disinfection and protective gear, they submit appropriate requests to the Public Procurement and Supply Office. The costs of purchase of the above mentioned items are incurred by the organisational units/departments.

2. It is recommended to reduce direct contacts by using e-mail correspondence, telephone contacts and other forms of electronic communication, and also any traditional form of correspondence shall be forwarded by means of internal university mail.

3. The collection and delivery of correspondence within the internal university mail system at the Silesian University of Technology shall take place following the schedule established in Ordinance No 61/08/09 of the Rector of the Silesian University of Technology of 06 May 2009 on the introduction of the internal university mail system at the Silesian University of Technology (Legal Monitor of the Silesian University of Technology of 2009, item 94, as amended).

4. The procedure for the protection of employees against infection with SARS-CoV-2 constitutes Annex No 1 to this Ordinance.

## **Article 4**

1. Education at the Silesian University of Technology is conducted in a form specified in a separate ordinance.

2. The principles of implementing classes and the verification of the achieved learning outcomes using distance learning methods and techniques are specified in a separate ordinance.

## **Article 5**

1. In justified cases, it is possible for non-academic staff to provide remote work while ensuring the proper and uninterrupted functioning of the unit/organisational unit.
2. While advising performance of the remote work, the immediate superior agrees with an employee communication channels and the method of communicating instructions, tasks and the results of the remote work. The immediate superior may also set flexible hours of remote work in accordance with the employment contract.
3. The immediate superior provides the employee with a schedule of tasks.
4. The employee reports to the immediate superior the results of work in an electronic form.
5. The immediate superior shall archive the instructions and results of the work referred to above.
6. On the last day of each month, the vice rectors, heads of basic units and the bursar shall submit to the rector, and heads of organisational departments in the rector's division to the director of the rector's office, information on persons and the number of days on which work was performed remotely.

## **Article 6**

1. The head of the unit/department is obliged to become familiar on a daily basis with current announcements issued by the Chief Sanitary Inspectorate and the Silesian University of Technology.
2. All employees are obliged to immediately inform the head of the organisational unit/department about the following facts:
  - 1) an employee suspects disease caused by SARS-CoV-2,
  - 2) an employee undergoes home quarantine or sanitary quarantine,
  - 3) an employee was diagnosed with a disease caused by SARS-CoV-2 and undergoes inpatient treatment.
3. The above information shall be forwarded via email or over the phone.
4. Heads of units and departments are required to send current data regarding the disease cases among employees to the Personnel Management Office at [RR5@polsl.pl](mailto:RR5@polsl.pl), in the table which constitutes Annex No 2 to this Ordinance; in this table in columns C, D, E and F the employee's name, surname and the date of the diagnosis or quarantine commencing date should be entered. In case of doubts, this information should be agreed with the Health and Safety Inspectorate.
5. The Personnel Management Office, based on the collected data referred to in paragraph 4, sends an updated table mentioned in paragraph 4 to the Health and Safety Inspectorate at [RR3@polsl.pl](mailto:RR3@polsl.pl); in this table, in columns C, D, E and F the number of employees should be entered,
6. The Health and Safety Inspectorate shall provide any information in cases of doubt and shall send the summary of data referred to in paragraph 5 to the competent ministry for higher education upon request.

## **Article 7**

The Rector may take individual decisions in situations not covered by this ordinance.

## **Article 8**

The Ordinance No 213/2020 of the Rector of the Silesian University of Technology of 30 September on the principles for the University operation from 1<sup>st</sup> October 2020 (SUT Legal Monitor of 2020, item 931, as amended) is repealed.

## **Article 9**

The Ordinance shall enter into force on the day of its signature.

**Procedure for protection of employees  
against SARS-CoV-2 infection**

1. The purpose of this procedure is to protect the health of employees of the Silesian University of Technology by limiting the spread of SARS-CoV-2, a virus belonging to the group of coronaviruses, which causes COVID-19 acute respiratory disease.

2. This procedure is obligatory for all employees of the Silesian University of Technology who should protect their own safety and their colleagues' safety.

3. The ways of spreading coronavirus:

1) direct:

a) between persons in close proximity, less than 1.5-2 m,

b) from person to person by droplet transmission, i.e. when the infected person coughs or sneezes (similar to the spread of influenza and other respiratory pathogens),

c) by airborne droplets that may enter the mouth, nose or eyes of persons in the vicinity or can be directly inhaled,

2) indirect - by touching a contaminated surface with the hand (or glove) and then rubbing the mouth, nose or eyes with the same hand (glove); the virus can survive on surfaces and objects from several hours to several days (laboratory conditions).

4. Preventive measures:

1) Heads of the units/departments:

a) limiting personal contact between employees, separating individual workstations by a distance of at least 1.5 metres and, where this is not possible, using protective measures related to the control of the epidemic,

b) providing employees with access to hand disinfectants by placing disinfectant dispensers in a visible place and filling them on a regular basis,

c) disseminating knowledge on health and safety at work among employees, e.g. by promoting safe behaviour among employees, encouraging frequent hand washing with soap and water, distributing information posters, sending out e-mails, especially with information NOT to touch the face area with hands, especially the mouth, nose and eyes, and to obey coughing and sneezing hygiene,

d) ensuring that work areas are clean and hygienic - touch surfaces such as desks, tables, doorknobs, light switches, handrails and other objects (e.g. telephones, keyboards) must be wiped regularly with disinfectant or wiped down with water and detergent,

e) where it is possible to provide individual work tools (including pens, e.g. for signing on the attendance list),

f) ensuring regular ventilation of rooms

2) employees:

a) taking body temperature daily before starting work,

b) keeping a safe distance from the speaking person (1.5-2 m),

c) observing proper respiratory hygiene - preventing exposure of others to potentially hazardous nasal or oral discharges, pointing out to other employees not to cough or sneeze in the direction of other people.

d) the obligation to cover the mouth and nose with a mask in public places and in workrooms where more than 1 person is present,

e) regular and thorough washing of hands with soap and water or their disinfection with an alcohol-based disinfectant (min. 60%).

5. In the case of suspected infection, the following should be done:

1) isolate the person suspected of being infected with coronavirus from the rest of the people as soon as possible, limiting the contact,

2) inform other employees about the risk (it is a real threat to the health and life of employees),

3) inform the Health and Safety Inspectorate about the suspicion, which shall send recommendations concerning further steps and possibilities of organising safe work in the unit,

4) inform employees about undertaken steps concerning the existing situation.

6. In the case it is confirmed that an employee is infected with SARS-CoV-2 the actions are introduced in order to:

1) conduct thorough disinfection of the workstation(s) where the infected person performed work (all objects, especially tools and machinery with which the infected person came into contact, should be thoroughly disinfected with the use of specialised detergents based on at least 60% alcohol),

2) delegate to remote work or release from the obligation to provide work by all persons who came into direct contact with the infected employee within the period of 10 days preceding the confirmation of the infection (unless these persons have been quarantined by a decision of the District Sanitary Inspector). The Sanitary Inspectorate may decide to quarantine a healthy person who came into contact with a sick person. The employee must immediately inform the employer of the content of the decision, as it renders attendance at work impossible.

**ANNEX No 2**  
to Ordinance No 182/2021 of the Rector of the Silesian University of Technology  
of 01 October 2021

No	Organisational unit/department	Information concerning students/doctoral students/employees of the University				
		Persons undergoing inpatient treatment	Persons under quarantine (at home, in student residence halls, etc.)	Persons under sanitary observation	Persons diagnosed with SARS-CoV infection	Persons performing remote work
A	B	C	D	E	F	G

**Procedure for the temperature control  
of the employees, doctoral students, students and other individuals  
entering the premises of the Silesian University of Technology**

1. On the entrance door to the University buildings, there shall be a notice informing about the necessity to measure the temperature of individuals entering the University.
2. Every person entering the University building is required to undergo a body temperature check.
3. The temperature is measured by a measuring device installed at the entrance to the building or by an employee at the porter's lodge using a touch-free thermometer.
4. The person taking the temperature should keep a safe distance and use gloves and a mask.
5. In the event of increased body temperature indicated by a device or body temperature above 37.5°C when measured with a touch-free thermometer, the measurement should be repeated. If the result is similar, the person found to have an increased temperature shall not be allowed into the building.
6. The person found to have an increased temperature should continue to monitor their condition at home. If the temperature remains increased and there are coexisting COVID-19 symptoms (cough, shortness of breath, lack of taste), this person should contact a doctor. After taking a medical history, the doctor may recommend contacting the District Sanitary and Epidemiological Station.
7. An employee who is not allowed into the building due to the increased temperature is obliged to immediately inform their immediate superior about the situation.