

WARSAW UNIVERSITY OF TECHNOLOGY

Decision No. 16/2020 of the Rector of the Warsaw University of Technology of 11 March 2020

on the measures taken at the Warsaw University of Technology in order to prevent the spread of coronavirus (COVID-19)

Pursuant to Article 23(1) of the Act on Higher Education and Science of 20 July 2018 (Dz. U. [Polish Journal of Laws] of 2020, item 85), in connection with the Act on special measures related to the prevention, counteraction and control of COVID-19, other infectious diseases and crisis situations caused by them of 2 March 2020 (Dz. U. item 374) and in connection with the statements of the Chief Sanitary Inspector concerning the epidemiological threat related to the risk of spreading of coronavirus, it is ordered as follows:

Article 1

1. Foreign and domestic business trips of employees, PhD students and students of the Warsaw University of Technology (PW) are suspended.
2. All conferences and events organized at the Warsaw University of Technology are cancelled.
3. Visits of foreign guests to the University are suspended.
4. The accommodation of new persons in student dormitories is suspended, and visits from external guests are prohibited.
5. It is recommended to relocate residents of student accommodation who have their habitual residence on the territory of Poland by 15 March 2020 for the time of canceling teaching activities specified in Article 2(1).

Article 2

1. All classes for students, PhD students and post-graduate students are cancelled, with the exception of classes conducted remotely.
2. By 20 March 2020, heads of organizational units carrying out teaching activities will announce a list of lectures and classes which will be conducted remotely starting from 23 March 2020.
3. The Main Library of the Warsaw University of Technology is being closed.
4. Classes at the WUT University of the Third Age are suspended.
5. The rules laid down in paragraphs 1-4 shall apply until 14 April 2020 inclusive.

Article 3

The main users of facilities are required to decide on whether to disable the use of public spaces.

Article 4

1. An obligation to minimize direct employee contacts is introduced.
2. In order to ensure communication it is recommended that e-mail correspondence and phone contact be used.

3. The heads of basic and university-wide organizational units and the Chancellor are obliged to prepare administrative employees for work in a remote working system and to provide a duty roster necessary to maintain the proper functioning of the University. Work in a remote working system or on-call duties may be ordered, respectively, by the head of the basic or university-wide organizational unit and the Chancellor, after consultation with the Rector.

Article 5

1. Employees, students and PhD students of the WUT returning from foreign trips to countries affected by epidemiological threats (current information is available on the website of the Chief Sanitary Inspectorate) after return are obliged to stay at home for 2 weeks and perform their work or learning there. The dean or the head of the organizational unit should be notified about this fact by e-mail (to the e-mail address available on the unit's website) and a copy of the notification should be sent to the address: powiadomienia@pw.edu.pl, providing information about the place, date of return and purpose of the trip (business / private).
2. Employees should remain in contact with their immediate superiors during their justified absence from work.

Article 6

1. In order to prevent the COVID-19 virus from spreading, the head of an organizational unit may instruct an employee to perform the work specified in the employment contract outside of the place of its permanent performance, for a specified time limit, hereinafter referred to as "remote work".
2. Such an order may be issued, in particular, in the following cases:
 - 1) an employee's prior stay in areas affected by the coronavirus outbreak, in this case the employee's return from a foreign trip;
 - 2) deterioration in the health of an employee, characteristic of the symptoms of coronavirus infection;
 - 3) suspected coronavirus infection of the employee as a result of their contact with an infected person or a person suspected of being infected with the coronavirus;and in other cases specified in the statements of the Chief Sanitary Inspector.
3. An employee is obliged to immediately inform about suspected infection caused by the COVID-19 virus.
4. The information referred to in paragraph 3 should be communicated to the head of the organizational unit by e-mail or by phone, with a copy to the following address: powiadomienia@pw.edu.pl.
5. The head of the organizational unit takes a decision to order an employee to work remotely and agrees on the scope and duration of remote work with the employee. At one time this period may not exceed 14 calendar days.
6. The head of the organizational unit is obliged to:
 - 1) a daily review of the statements of the Chief Sanitary Inspector;
 - 2) maintaining contact with an employee performing remote work; supervising the effects of such work;
 - 3) reporting on the situation to the PW Rector.
7. The obligation to report suspected cases of COVID-19 infection also applies to PhD students and students – such information should be sent to the following address: powiadomienia@pw.edu.pl and to the dean or the head of the doctoral school.

Article 7

Individual decisions on the matters specified in Article 1 may be taken by the Rector.

Article 8

The Order No. 11/2020 of the Rector of the Warsaw University of Technology of 27 February 2020 on the suspension of international trips and arrivals of students, PhD students and employees of the Warsaw University of Technology, and on the possibility of performing work or learning from home due to the risk of spreading of the virus, is repealed.

Article 9

The Decision enters into force on the day of signature and shall be in effect until 31 May 2020, with the possibility of extension depending on the development of the epidemiological situation.

THE RECTOR

Professor Jan Szmidt, PhD Eng.