

# WARSAW UNIVERSITY OF TECHNOLOGY

## Decision No. 24/2020 of the Rector of the Warsaw University of Technology of 9 April 2020

on the limitation of the obligation to perform work duties within the premises of the Warsaw University of Technology from April 11 to May 15, 2020

Pursuant to Article 23(1) of the Act on higher education and science of 20 July 2018 (Journal of Laws of 2020, item 85, as amended) 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 (Journal of Laws item 374, as amended) 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

Within the period from April 11, 2020 to May 15, 2020, the obligation of the employees of the Warsaw University of Technology ("WUT") to perform work on the University premises is limited only to cases necessary to ensure the continuity of the functioning of the University in the following scope:

- 1) administrative and financial services;
- 2) operation of specialized laboratories;
- 3) ensuring security of WUT buildings and premises;
- 4) ensuring the continuity of the functioning of the IT system at the University.

### Article 2

1. The Chancellor, the Bursar, and the heads of organizational units will identify employees and determine the dates of performing work on the University premises, for the purposes of necessary administrative and financial services.
2. The Director of the Informatization Centre of the Warsaw University of Technology will identify the employees and indicate the dates for necessary performance of work on the WUT premises in order to ensure the continuity of IT services at the University.
3. The main users of the facilities will prepare a duty roster identifying the employees in order to provide the necessary protection and technical security measures for the buildings and premises of the Warsaw University of Technology.
4. The heads of organizational units responsible for the operation of the specialized laboratories will identify the employees and indicate a duty roster necessary to maintain the continuity of the operation of the laboratories and the fulfilment of the obligations incurred earlier in relation to commissioning entities.

### Article 3

The lists of employees referred to in Article 2 and the dates of performance of work necessary to ensure the continuity of the functioning of the University should be published on the SharePoint platform on an ongoing basis.

Article 4

1. The remaining employees shall not perform work duties on the University premises in the period specified in Article 1.
2. Where possible, heads of organizational units shall organize remote work for all employees of their respective units.

Article 5

This Decision shall enter into force on the day of its signature.

THE RECTOR

Professor Jan Szmidt