

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No. 33 /2020 of the Rector of the Warsaw University of Technology of 26 May 2020

on establishing the rules and schedule of the partial resuming of activities at the Warsaw University of Technology

Pursuant to Article 23(1) of the Act of 20 July 2018 – the Law on Higher Education and Science (Polish Journal of Laws of 2020, item 85, as amended) and the Regulation of the Minister of Science and Higher Education of 21 May 2020 on the temporary restriction of functioning of some higher education system subjects in order to prevent, counteract and control COVID-19 (Polish Journal of Laws, item 911) with regard to the document of the Ministry of Science and Higher Education of 18 May 2020 titled "Community Guidelines on the Partial Resuming of Tertiary Education Institutions", it is ordered as follows:

§ 1

1. From 30 May 2020:
 - 1) foreign and domestic business trips and arrivals of WUT employees, doctoral, students and students shall be suspended;
 - 2) visits of foreign guests to the Warsaw University of Technology shall be suspended;
 - 3) the organisation of cultural, entertainment, integration and scientific events (i.e. concerts, conferences etc.) at the Warsaw University of Technology shall be suspended, except for events organised via distance communication tools;
 - 4) all sports classes shall be suspended;
 - 5) the organisation of student camps not covered by the curriculum of studies shall be suspended;
 - 6) the classes of the Third Age University of the Warsaw University of Technology shall be suspended.
2. Under exceptional circumstances, upon reasoned request of the head of the basic or university-wide organisational unit or the Chancellor, the Rector may agree for the activities or organisation of events referred to in paragraph (1)(1-4).

§ 2

1. From 1 June 2020, the operation of specialist laboratories is permissible.
2. The heads of the basic organisational units being in charge of specialist laboratories are obliged to:
 - 1) establish the rules and regulations of using laboratories, taking into account the current guidelines of the Chief Sanitary Inspectorate and recommendations contained in the document of the Minister of Science and Higher Education "Community Guidelines on the Partial Resuming of Tertiary Education Institutions"; the content of the rules and regulations should be agreed with the OHS Inspectorate and the Group for the Coordination of Prevention Actions at the Warsaw University of Technology;

- 2) designate employees responsible for supervising whether the rules of using laboratories are obliged.
3. It is recommended to extend the time when specialist laboratories are available during the day by introducing flexible work time for engineering and technical employees who have to be present to supervise the work of equipment and safety in laboratories.

§ 3

1. From 1 June 2020, didactic activities at the Warsaw University of Technology shall be partially resumed pursuant to Regulation No. 32/2020 of the Rector of the Warsaw University of Technology on determining the scope, rules and schedule of the partial resuming of didactic activities at the Warsaw University of Technology.
2. The organisation of work in lecture halls and classrooms, laboratories and workshops shall be determined by the head of the basic organisational unit.
3. In order to prevent the spread of COVID-19 and to ensure safety to WUT students, doctoral students and employees, the heads of basic organisational units who organise classes at the University are obliged to:
 - 1) establish the rules and regulations of using individual lecture halls and classrooms, laboratories and workshops in Polish and English (if classes are conducted in English), taking into account the current guidelines of the Chief Sanitary Inspectorate and recommendations contained in the document of the Minister of Science and Higher Education "Community Guidelines on the Partial Resuming of Tertiary Education Institutions"; the content of the rules and regulations should be agreed with the OHS Inspectorate and the Group for the Coordination of Prevention Actions at the Warsaw University of Technology and published on the website of the basic organisational unit;
 - 2) put on the entrance door to a given room the information in Polish and English about the maximum permissible number of people who may be present in this room and to share this information via the internal communication tools of the University;
 - 3) clearly mark chairs and seats which cannot be used in order to ensure that the distance between sitting people is at least 1.5 metres;
 - 4) ensure 1.5 metres distance between didactic equipment;
 - 5) put alcohol-based hand sanitisers in each lecture halls and classrooms;
 - 6) promote regular hand washing by displaying hand washing instructions and ensure hygiene in sanitary spaces;
 - 7) monitor lecturers' health condition;
 - 8) undertake other reasoned activities on an ongoing basis, depending on the type of classes or space.
4. Lecturers who conduct classes for students and doctoral students at the premises of the University are obliged to:
 - 1) count the number of people who are present in a lecture hall or a classroom before starting classes in order to ensure that the maximum number of people who may be in a given lecture hall or classroom is not exceeded;
 - 2) present classes' participants with the rules and regulations of using the lecture hall or classroom;
 - 3) ventilate lecture halls and classrooms each time after classes;

- 4) inform the head of the basic organisational unit about each noticed or reported suspicion of COVID-19 infection.

§ 4

The main users of the Warsaw University of Technology's facilities are obliged to:

- 1) put equipment for hand disinfection at the entrance to buildings with the relevant information (in Polish and English); it should be used by each person who enters or leaves the building;
- 2) clean and disinfect University's buildings, lecture halls and classrooms, conditioners, sanitary equipment and surfaces touched by many people (handrails, lunch tables, sports equipment, door and window handles, buttons in lifts, didactic and educational materials etc.);
- 3) display the information on doors (in Polish and English) about the maximum number of people who may be inside; it is recommended that at the same time the number of people in a bathroom should not exceed half the number of toilet cubicles;
- 4) if there are chairs in the corridor – limit the number and properly set them to ensure that the distance between chairs is at least 1.5m. The distance between chairs should be controlled on the ongoing basis. If it is not possible to remove chairs or setting them up to maintain distance (e.g. a fixed bench), it should be ensured that they cannot be used;
- 5) display information (in Polish and in English) about the rules of using a lift;
- 6) make or update a contact list for emergencies and display it next to first-aid kits;
- 7) draw up rules for separating infected students, doctoral students and employees from the health ones, ensuring that none of them is stigmatised.

§ 5

1. On 1 June 2020, WUT Main Library activities will be resumed within the scope of and according to the schedule established by the Head of the Main Library published on the Library's website.
2. The Head of the Main Library will establish and publish the rules and regulations of using the Library's rooms in Polish and English pursuant to the current guidelines of the Chief Sanitary Inspector, recommendations contained in the document of the Ministry of Science and Higher Education "Community Guidelines on the Partial Resuming of Tertiary Education Institutions" and the document of the Ministry of Development "Guidelines regarding the operation of libraries during the COVID-19 pandemic in Poland".
3. The content of the rules and regulations should be agreed with the OHS Inspectorate and the Group for the Coordination of Prevention Actions and published on the Library's website.

§ 6

Dean's offices and other organisational units related to servicing students and doctoral students operate with the following security principles:

- 1) administrative services for students and doctoral students, where possible, should be carried out remotely by means of distance communication;

- 2) customer visits should be limited to the minimum necessary;
- 3) the area for students, doctoral students and external guests should be separated from the office area by an additional protective barrier – made of acrylic glass or plexiglass, with the option of providing documents;
- 4) the work station should be equipped with document containers. The documents forwarded to the dean's office should be quarantined;
- 5) writing materials should be stored in a special container and must be disinfected after each use;
- 6) a minimum distance of 1.5 metres should be maintained between people staying in one room, in a given area, as well as in front of the dean's office or another organisational unit providing student and doctoral student services;
- 7) the record of visitors should be kept (name, surname, telephone number);
- 8) disinfectant fluid should be available at the students, PhD students and outsiders service desk;
- 9) it is required to cover the mouth and nose by students, doctoral students, employees and other visitors;
- 10) it is recommended for customers to make prior appointments to avoid queues and gatherings.

§ 7

1. Accommodating new students in student dormitories is suspended.
2. Visits by external guests and assemblies in student dormitories are prohibited.
3. In case of students and doctoral students who have to return for classes at the University, the decision to return to or accommodate in a student dormitory is taken by the Rector or Vice-Rector for the Branch in Płock, respectively, on the basis of an application approved by the appropriate head of the basic organisational unit and after submitting a declaration (in accordance with the template set out in the annex to the Regulation) which should be sent to the appropriate e-mail address: podania.ds@pw.edu.pl, podania.ds.plock@pw.edu.pl.
4. Residents of student dormitories who are required to undergo compulsory quarantine under separate regulations may be re-accommodated or return to a dormitory only after its completion. In this and in all other cases, the decision to re-accommodate or return to the student dormitory is taken by the Rector or Vice-Rector for the Branch in Płock, respectively, on the basis of an individual application and after submitting a declaration (in accordance with the template set out in the annex to the Regulation) .
5. Collection of items left in student dormitories will be possible after a prior agreement with the administration of the proper dormitory.
6. Student dormitories security procedure shall be determined by the Chancellor on the basis of a project developed by the Vice-Chancellor for Primary Activities in agreement with the Student Housing Coordinator, in accordance with the current guidelines of the Chief Sanitary Inspectorate and the recommendations contained in the document of the Minister of Science and Higher Education "Community Guidelines on the Partial Resuming of Tertiary Education Institutions".

§ 8

The security procedures for the functioning of the Training and Recreation Center in Grybów, recreation centers in Sarbinowo, Ublik and Wilga, Kindergarten of the Warsaw University of Technology and WUT Student "Koliba" shall be determined by the Chancellor on the basis of projects prepared respectively by the Head of the Social Department and the Head of the Student Affairs Office.

§ 9

1. The principle of limiting the direct contacts of employees at work to the minimum necessary shall be introduced.
2. Employees who work at the University are advised to contact through telephone and use means of electronic communication, including the transmission of documents in the electronic form.
3. All WUT employees are obliged to use the official e-mail account on a daily basis and be familiar with the correspondence sent through it: decisions, announcements, information and documents.
4. The heads of organisational units are obliged to verify if each of the unit's employees, including newly hired employees, has an official e-mail address and regularly uses it. The official WUT domain is *pw.edu.pl*.
5. To ensure the security of transmitted data, the use of private e-mail addresses for work purposes is prohibited.

§ 10

1. A reduced working time of 6 hours per day shall be introduced.
2. With respect to employees responsible for guarding, protection of property and technical inspection, the relevant heads of organisational units shall proportionally reduce their working time, taking into account paragraph 5.
3. The heads of the organisational units are responsible for organizing the work of employees in such a way as to ensure the safety of people, in accordance with available sanitary guidelines – individual work stations should be arranged so that the distance between them is at least 1.5 metres.
4. If it is not possible to adapt the room in the manner referred to in paragraph 3, shift work should be introduced.
5. The heads of the organisational units are obliged to determine the individual, shift work for employees or introduce remote work, in special cases to introduce an additional break during the work.
6. It is recommended to first delegate employees from the high-risk group to work remotely.
7. The decision on remote work is made by the heads of organisational units in relation to each employee individually.
8. Remote work means that the employee performs work duties in a place other than the place of employment and remains at the disposal of the head of the organisational unit during remote work hours in accordance with the unit's work schedule.

9. If necessary, at the request of a direct superior, an employee performing work remotely is obliged to appear at the workplace.
10. The reduction of the working time, introduction of the remote work and breaks during work shall not result in reducing the remuneration for work.
11. The heads of the organisational units are obliged to ensure the continuity of the units' work and to keep the records of working time in this respect.

§ 11

1. An employee who has COVID-19 symptoms is obliged to immediately notify the employer.
2. An employee should inform the head of the organisational unit about the fact mentioned in paragraph 1 by e-mail or telephone and send this information by e-mail to the following address: powiadomienia@pw.edu.pl and follow the doctor's instructions and the announcements of the Chief Sanitary Inspectorate.
3. The heads of the organisational units, as well as employees are required to keep up-to-date with the current announcements of the Chief Sanitary Inspectorate as well as WUT announcements regarding COVID-19.
4. The obligation to inform about being suspected of COVID-19 also applies to doctoral students and students – the information should be sent to the following e-mail address: powiadomienia@pw.edu.pl

§ 12

Students, doctoral students, and during the pandemic also WUT employees have the opportunity to receive psychological help. Detailed information on psychological support, including office hours, is available on the Student Affairs Office website: www.bss.pw.edu.pl

§ 13

The Office for Promotion and Information shall be responsible for an information campaign for members of the academic community. It should be carried out using the available means of communication and should fulfill the following principles:

- 1) inform about recommendations on hygiene regulations that encourage frequent hand washing, covering the mouth and nose, maintaining distance, ventilating rooms, strengthening immunity through walking and movement in the fresh air;
- 2) encourage calmness, forgiveness, mutual courtesy, subsidiarity and optimism;
- 3) prevent exclusion and stigma (emphasizing that infectious diseases affect everyone);
- 4) inform about preventive and control activities at the University in order to provide a sense of security and support from the authorities among the entire academic community.

§ 14

1. Employees, students and doctoral students who do not comply with the rules set out in the Regulation are subject to disciplinary liability under the rules set out in separate provisions.

2. Reports of violations of the rules set out in the Regulation should be directed to the Vice-Rector for General Affairs (in case of employees), Vice-Rector for Student Affairs (in case of students) or Vice-Rector for Studies (in case of doctoral students).

§ 15

In the orders and decisions of the heads of the organisational units and the Chancellor, as well as the rules and regulations referred to in the Regulation, the rules set out in the Regulation and in the Regulation No. 32/2020 on establishing the scope, rules and schedule of the partial resuming of didactic activities at the Warsaw University of Technology, current guidelines of the Chief Sanitary Inspectorate and the recommendations contained in the document of the Minister of Science and Higher Education "Community Guidelines on the Partial Resuming of Tertiary Education Institutions" should be taken into account.

§ 16

The Regulation shall apply to the Director of the WUT Business School and to the participants of postgraduate studies conducted by the WUT Business School respectively.

§ 17

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) with further amendments (decisions No. 23/2020 and 30/2020 of the Rector of WUT) shall be repealed.

§ 18

This regulation shall enter into force on 30th May 2020.

R E C T O R

Professor Jan Szmidt, PhD, DSc.

Declaration of a student requesting accommodation or return to a student dormitory

Name and surname:.....
.....

Student record book number* / PESEL:.....
.....

Faculty/College*:.....
.....

I hereby declare that:

1. I understand and accept the conditions of staying in student dormitories resulting from the limitation of functioning of the Warsaw University of Technology in connection with COVID-19.
2. I do not have any symptoms indicating COVID-19, and during the last 14 days I have not had contact with people diagnosed with COVID-19, being in quarantine or isolation due to the possibility of infection.

.....

town/city

.....

date, student's signature

* choose as appropriate