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ORDINANCE No 80/2020
OF THE RECTOR OF THE SILESIAN UNIVERSITY OF TECHNOLOGY
of 30 April 2020

**on preventing the spread of SARS-CoV-2 virus in the academic community of the
Silesian University of Technology**

Pursuant to Article 12, paragraph 2, item 2 of the Statute of the Silesian University of Technology (Legal Monitor of the Silesian University of Technology of 2020, item 339) and the Act of 2 March 2020 on special measures related to the prevention, counteracting and eliminating the COVID-19, other infectious diseases and related crisis situations (Journal of Laws of 2020, item 374, as amended), Regulations of MNiSW (the Ministry of Science and Higher Education) of 23 March 2020 on temporary restriction in the operation of certain entities of science and higher education system in relation to preventing, counteracting and combating COVID-19 (Journal of Laws of 2020, item 511, as amended) and the Regulation of the Minister of Health of 20 March 2020 regarding the announcement of the state of the epidemic on the territory of the Republic of Poland (Journal of Laws of 2020, item 491, as amended) it is ordered as follows:

Article 1

1. Until 31 May 2020, due to the prevention of the SARS-CoV-2 virus spread, the obligation to provide work by the employees of the Silesian University of Technology is restricted on the premises of the University for both academic teachers and other employees including service employees.
2. Heads of basic, university-wide and service organisational units and heads of organisational cells in the central administration are obliged to set the roster schedule of necessary authorised employees from 8:00 to 15:00 in order to ensure the performance of the tasks of the organisational unit/cell during the period referred to in paragraph 1, subject to maintaining distance of at least 1,5 m between employees' workplaces. In the event such a solution is impossible to apply, an employee should apply protective measures, agreed by the head of the unit with the Health and Safety Inspectorate.
3. The heads referred to in paragraph 2 shall submit appropriate demand to the Health and Safety Inspectorate in order to provide authorised employees on duty with disinfection and protective measures,
4. Employees who are not on duty and have the opportunity to perform remote work, perform their work in accordance with the principles set out in Article 6 of this Ordinance.
5. The procedure regarding the protection of employees against SARS-Cov-2 infection is attached in Annex No 1 to this Ordinance.

Article 2

1. During the period referred to in Article 1 paragraph 1, access to all buildings of the University shall be limited and under the supervision of the Academic Guard and porters.
2. The employees indicated by the appropriate head of the organisational unit/cell may enter the University facilities:
 - 1) in order to perform their duties,
 - 2) in order to perform construction works resulting from investment and refurbishment tasks as well as to tackle the negative effects of technical failures,
 - 3) in order to perform laboratory tests supporting the combat against COVID-19, as well as all necessary laboratory tests that require some works to be carried out in the University buildings, within the time limit referred to in Article 1, paragraph 1,

- 4) in order to prepare materials for distance education, **with a reservation that people who work together in one room apply appropriate social distancing safety rules.**

3. Every time, the reason to stay on the premises of the University and the way of organising work in the cases referred to in paragraph 2 are determined by the head of the organisational unit/cell and a list of employees performing this work is delivered to the porter's lodge.

4. The Academic Guard and porters are obliged to monitor all persons entering the buildings and to inform about the introduced restrictions.

Article 3

Until 31 May 2020, with the possibility of a further extension during the epidemic period, the following shall apply:

- 1) a ban on international and domestic business trips by the University employees, doctoral students, students and post-graduate students and a ban on receiving international visitors at the Silesian University of Technology within the frame of business exchange,
- 2) a suspension of the operation of the "TAFLA" ice rink and the Tennis Hall,
- 3) a suspension of the operation of the Kropka Kids Club,
- 4) it is forbidden to organise open events such as: conferences, symposia, lectures, including Junior and Senior of the SUT classes, artistic performances and other meetings of this type. This ban refers also to events organised by external entities on the premises of the University,

Article 4

1. All students remaining in student dormitories are not allowed to leave dormitories from 23:00 to 5:00.
2. Students and doctoral students who left student dormitories for the duration of the epidemic threat are exempted from accommodation fees until 31 May 2020.
3. The amount of exemption from the fee referred to in paragraph 2, is proportional to the number of days of residence outside the student dormitory.
4. The provisions of paragraphs 2 and 3 do not apply to students and doctoral students who, in connection with their residence in a student dormitory, receive an increased social scholarship, unless they submit an application to re-establish the amount of this scholarship, including their temporary residence outside the student dormitory.
5. The application referred to in paragraph 4, contains the student's or doctoral student's consent to change the final decision issued pursuant to article 155 of the Act of 14 June 1960 - Code of Administrative Procedure (Journal of Laws of 2020, item 256, as amended).
6. The above provisions shall apply accordingly to students and doctoral students accommodated in a student dormitory together with a spouse or a child.
7. Fees paid in advance will be credited towards future fees upon returning to the student dormitory.
8. Residents who stay in student dormitories pay their fees in the current amount and within the originally set out deadlines.

Article 5

1. During the period referred to in Article 1 paragraph 1, the traditional form of education at the Silesian University of Technology (first and second cycle studies, doctoral, postgraduate studies and other forms of education) is replaced by distance education methods and techniques, regardless of the fact whether this was initially provided in the particular curriculum.
2. For the purpose of conducting the remote didactic classes, it is recommended to use the Distance Learning Platform. The University may also provide another platform for conducting remote classes.
3. Having consulted with a group of students first, it is recommended, to replace synchronous teaching and communication methods with asynchronous methods as much as possible, in order to better adjust the distance education to the availability and technical capacity of students.
4. In synchronous online teaching and communication, it is allowed to use the remote education platforms, alternative to those available at the University. They are commonly available and not generating costs of other IT tools, e.g. Microsoft Teams, Google Hangouts, Skype, Zoom.us, Edumeet, etc.
5. It is suggested to use OneDrive in the Office 365 service or WeTransfer, Nextcloud to provide students with teaching materials in the form of large-size files, e.g. multimedia, by providing appropriate links on the Distance Learning Platform.

6. It is allowed to use e-mail as an alternative method of asynchronous communication with students.
7. Detailed rules for the implementation of particular types of classes are set out in Annex 2 to this Ordinance.
8. Heads of basic units and the Director of the Foreign Language Centre submit their schedules of lectures and classes to the College of Studies and Student Government.

Article 6

1. When commissioning a remote work, the head of the organisational unit/cell agrees with the employee the scope and duration of the remote work. This period may not exceed 14 days at a time.
2. The Head of the organisational unit agrees with the employee communication channels and the way of distributing instructions, tasks and collecting results of the remote work. The Head can also set flexible hours of remote work in accordance with the employment contract.
3. The immediate superior provides the employee with a task schedule for a given week, specifying the order in which they shall be performed.
4. The employee reports to the immediate superior the results of work in an electronic form once a week.
5. The immediate superior stores the instructions and results of the work referred to above.
6. The immediate superior, when determining conditions of the remote work, should ensure correct and uninterrupted functioning of the organisational unit/cell.

Article 7

1. All employees are obliged to immediately inform the Head of the organisational unit/cell about the following facts:
 - 1) an employee suspects disease caused by SARS-CoV-2 virus and undergoes inpatient treatment,
 - 2) an employee undergoes home quarantine,
 - 3) an employee undergoes sanitary quarantine (outside home).
2. The above information shall be forwarded electronically or over the phone.
3. Heads of units and organisational cells are required to send current data regarding the disease cases among employees to the Personnel Management Office at RR5@polsl.pl, in accordance with the data provided in the table which constitutes attachment No 3 to this Ordinance; in this table in columns C, D and E the employee's name and surname should be provided as well as the date of the disease diagnosis or beginning of the quarantine.
4. The Personnel Management Office, on the basis of collected data referred to in item 3, sends an updated table mentioned in item 3 to the Health and Safety Inspectorate at RR3@polsl.pl; in this table, in columns C, D and E the number of employees should be entered.
5. The Health and Safety Inspectorate sends a summary of data referred to in item 4 to the Ministry of Science and Higher Education upon request.

Article 8

1. In reference to internal university communication, it is recommended to reduce direct contacts by using e-mail correspondence, telephone contacts and other forms of electronic communication. Any traditional form of correspondence shall be forwarded by means of internal university mail.
2. Both collection and delivery of correspondence by means of the internal university mail system at the Silesian University of Technology shall take place on Tuesdays and Thursdays until further notice, in accordance with the schedule set out in Regulation No 61/15/16 of the Rector of the Silesian University of Technology of 6 May 2009 regarding the introduction of the internal university mail system at the Silesian University of Technology (Legal Monitor of SUT of 2018, item 66, as amended).
3. The Head of the organizational unit/cell is obliged to a daily review of current announcements issued by the Chief Sanitary Inspectorate and by the Silesian University of Technology.

Article 9

The Rector can make individual decisions in situations not described in the Ordinance herein.

Article 10

The following Ordinances are revoked :

1. Ordinance No 65/2020 of the Rector of the Silesian University of Technology of 25 March 2020 on preventing the spread of SARS-CoV-2 virus in the academic community of the Silesian University of Technology (Legal Monitor of the Silesian University of Technology of 2020, item 235).
2. Ordinance No 68/2020 of the Rector of the Silesian University of Technology of 31 March 2020 on temporary exemption from payment of the accommodation fee in a student dormitory (Legal Monitor of the Silesian University of Technology of 2020, item 244).

Article 11

This Ordinance enters into force as of the day it is signed, with an effect from 01 May 2020.

Rector of SUT: *Arkadiusz Mężyk*

Procedure for protecting employees against SARS-CoV-2 infection

1. The purpose of the procedure is to protect the health of the employees of the Silesian University of Technology, by limiting the spread of SARS-CoV-2 - a virus which belongs to the group of coronaviruses and causes an acute respiratory disease COVID-19.
2. The procedure applies to all employees of the Silesian University of Technology.
3. Modes of coronavirus transmission:
 - 1) direct:
 - a) transmission among people in close proximity, less than 1,5-2 m,
 - b) transmission from person to person occurs via respiratory droplets, i.e. when an infected person coughs or sneezes (similar to the transmission of influenza and other respiratory pathogens),
 - c) droplets in the air may reach the mouth, nose or eyes of people nearby or may be inhaled directly,
 - 2) indirect mode by touching the contaminated surface with a hand (or glove) and 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 university units/cells:
 - a) limiting personal contacts between employees, separating individual workplaces by at least 1,5 meters. In the event such a solution is impossible to apply, the protective equipment should be used, such as disposable or reusable facemasks and gloves,
 - b) providing employees with hands disinfection products by placing disinfectant dispensers in a visible place and ensuring their regular refill,
 - c) dissemination of knowledge regarding hygiene at work among employees (e.g. by promoting safe employees' behaviour, washing hands frequently with soap and water, dissemination of information posters, sending emails, especially with information regarding NOT to touch the face, especially lips, nose and eyes, observe the hygiene of coughing and sneezing),
 - d) ensuring that work places are clean and hygienic: touch surfaces such as desks, tables, door handles, light switches, handrails and other objects (e.g. telephones, keyboards) must be regularly wiped with a disinfectant or with water and detergent,
 - e) if possible, introducing individual work tools (among others: pens, e.g. for signing the attendance list),
 - 2) employees:
 - a) maintaining a safe distance from the interlocutor (1,5-2 m),
 - b) compliance with proper respiratory hygiene- preventing exposure of other people to potentially dangerous nasal or mouth discharge, reminding colleagues not to cough or sneeze towards other people,
 - c) using protective face masks in public places and during the direct client service,
 - d) washing hands regularly and thoroughly with soap and water or disinfect them with an alcohol-based disinfectant (at least 60%).
5. Procedure in case of suspected infection:
 - 1) a person suspected of coronavirus infection must be isolated from other people as soon as possible by limiting the contact,
 - 2) inform the employees about the threat (this is a real threat to employees' health and lives),
 - 3) inform the Sanitary and Epidemiological Station of the suspicion. The Station shall provide recommendations related to further steps and possibilities of organising safe work environment in the unit,

4) inform the employees about actions taken in relation to this situation.

6. In the event an employee's COVID-19 infection is confirmed, the following steps need to be introduced:

1) thorough disinfection of the infected person's workplace (s) (all objects, in particular, tools and machines used by an infected person, should be subject to a thorough disinfection using specialized detergents containing at least 60% alcohol),

2) delegating to remote work or exemption from the obligation to provide work for all persons who had had direct contact with the infected employee within 14 days preceding the detection of the infection (unless these persons were quarantined under the decision of the District Sanitary Inspector). Sanitary Inspectorate may decide to quarantine a healthy person who has been in contact with an infected person for up to 21 days. The decision regarding quarantine indicates its period and place, it is an administrative decision. The employee is obliged to immediately inform the employer of the content of such a decision as this is the reason for preventing their presence at work.

**Rules for the implementation of lectures and other classes at the Silesian University of Technology
in crisis situations, related to preventing
the spread of SARS-CoV-2 virus**

1. Lectures:

- 1) lectures may be conducted using distance learning platform approved at the University, if a teacher provided didactic materials prepared in an electronic form and made them available to students in a secure manner with the obligation to provide a username and a password, in accordance with Article 5,
- 2) verification and evaluation of learning outcomes achieved during the classes, take place in the manner specified in the subject card,
- 3) It is allowed to change a method of getting a lecture completion test to a distant one. However, this requires prior arrangement with a representative of a student group and notifying the Director of the College of Studies via e-mail.

2. Workshops, project classes, and foreign language courses:

- 1) a teacher is obliged to provide teaching materials prepared in an electronic form and make them available to students on the distance learning platform authorised by the University, secured by the obligation to provide a username and a password, in accordance with Article 5,
- 2) a teacher, together with students, determines the way of communication, as well as particular ways of verifying and assessing the learning outcomes achieved during classes (partial effects),
- 3) a teacher is obliged to archive documentation confirming that students achieved the learning outcomes specified in the subject card for these classes, including in particular all tests and exams. The principles of keeping records are specified in separate provisions.

3. Laboratory classes:

- 1) during validity period of Rector's Ordinance, laboratory classes that cannot be carried out in a distance learning mode shall be suspended,
- 2) the laboratory classes which are not implemented, they are subject to mandatory implementation in order to obtain the required learning outcomes specified for these classes in the curriculum and in the subject card, but not later than by the end of the semester.

4. Physical education classes:

- 1) during validity period of Rector's Ordinance, physical education classes are suspended,
- 2) after the validity period of Rector's Ordinance, physical education classes are subject to mandatory implementation in order to obtain the required learning outcomes specified for these classes in the curriculum and in the subject card.

5. Seminar:

The teacher conducting classes, in consultation with the teacher responsible for a subject, makes a decision regarding the appropriate form of conducting and documenting the achieved learning outcomes, based on the principles of implementing classes specified in the subject card.

6. Apprenticeships:

- 1) students undergo apprenticeships in accordance with the principles and in the form set out in the curriculum. In justified cases, in particular, due to the lack of possibilities or restrictions in the conduct of apprenticeships in the workplace due to the crisis situation, the Rector's Plenipotentiary for Student Affairs may, in consultation with the apprenticeship supervisor, set a different date to do the apprenticeships,
- 2) in the case of apprenticeship implemented during the last semester of studies (so-called diploma apprenticeship), the provision of point 1 shall not apply. In this case, it is allowed for the apprenticeship field supervisor to acknowledge the successful completion of the apprenticeship in a different way, subject to prior arrangement of the apprenticeship completion mode with the Rector's Plenipotentiary for Student Affairs.

7. Conducting course completion tests and examinations:

- 1) course completion tests and examinations shall take place at any time during the semester after the completion of the subject block. Every time the teacher agrees with the representative of the student group the convenient time to conduct course completion tests and examinations,
- 2) course completion tests and examinations may be conducted using IT technology ensuring the control over the course of the examination and its recording.

8. Conducting diploma examinations:

Diploma examinations until further notice shall be the control over the course of the examination and its recording as well as identification of the student's identity - with the use of IT infrastructure and software enabling synchronous interaction between the student and the committee conducting the diploma examination.

Item No	Organisational unit/cell	Information concerning University students and employees		
		hospitalised persons	under quarantine (at home, in student dormitories, etc.)	under sanitary observation
A	B	C	D	E