

Order No. 312/2020

Rector of Czestochowa University of Technology

of 11 March , 2020

on: preventing the spread of SARS-CoV-2 coronavirus among the academic community

Based on art.23 clause 2 point 2, art. 50 paragraph 1, art. 51 section 1 of the Act of 20 July 2018.

- Higher Education Law (i.e., Journal of Laws of 2020, item 85, as amended), with reference to the Act of March 2, 2020 on special solutions related to the prevention of and fighting SARS -CoV-2, other infectious diseases and crisis situations caused by them (Journal of Laws of 2020, item 374), taking into account the announcement of the Ministry of Science and Higher Education of 11 March, 2020 regarding the suspension of teaching at universities by March 25, 2020, in order to prevent the SARS-CoV-2 coronavirus from spreading, I order the following:

§ 1

1. All classes at Czestochowa University of Technology are suspended from March 12, 2020 till March 29, 2020 (Sunday) inclusive. It is recommended some classes should be conducted remotely.
2. The suspension involves full-time and extramural studies, PhD studies, doctoral school, post-graduate studies and courses.
3. The suspension period may be extended due to the epidemic development as well as the decision of the state authorities.
4. I appeal to students residing in dormitories to stay indoors until the classes are restored.
5. Foreign students who decide to leave our country might not be allowed to return to the dormitory. We cannot indicate what procedures will be required in order to be able to reside.

§ 2

1. All conferences, trainings, events and happenings at Czestochowa University of Technology are adjourned till 30 June, 2020.
2. All internal business trips, participation in conferences, seminars, training sessions, etc. for employees, doctoral students and students of Czestochowa University of Technology are adjourned till 30 June, 2020.
3. The period referred to in paragraphs 1 and 2, depends on the development of the situation and thus may be extended.

§ 3

1. All foreign visits to CUT (by employees, students, doctoral students and other guests) are suspended until further notice.
2. The accommodation of new people in dormitories is being suspended.
3. External visitors are forbidden to visit student dormitories.
4. From the date of March 16, 2020, the activities of the Children's Club "Żaczek" are suspended until further notice.
5. Activities of the Academic Culture Centre and the Physical Education and Sport Department are

suspended until further notice.

6. The use of CUT Main Library resources on its premises is being suspended.

§ 4

1. From the date of March 12, 2020, I am introducing restrictions on access to buildings of the CUT premises for non-employees and doctoral students.
2. Written Information about restrictions should be placed on all entrance doors to CUT buildings.
3. Receptionists of buildings are required to inspect those entering the buildings and to inform people visiting CUT about the introduced restrictions.
4. Companies providing services to CUT, conducting business activity at the University or carrying out construction works, should be notified of the rules applied at the University and restrictions issued, with the obligation to conduct appropriate training for their employees. Representatives of CUT, acting as parties in contracts with the abovementioned companies should inform in writing and supervise its implementation.

§ 5

1. Direct contact of employees at workplace is restricted to the minimum necessary.
2. In order to ensure communication, it is recommended to use e-mail correspondence and telephone contacts whenever possible.

§ 6

1. Employees, students, PhD Students who have arrived in the last 14 days from areas where there have been confirmed cases of coronavirus infection are recommended to monitor their health, even in the absence of contact with persons whose condition was indicative of the disease and to follow the information on the websites of the Ministry of Health, Chief Sanitary Inspectorate and Czestochowa University of Technology.

2. Persons described in (1), as well as the ones showing symptoms resembling those of flu, should limit their current activity and contacts with others to the minimum necessary and, if possible, are requested to settle all matters, formalities or business by phone, e-mail or by third parties without appearing in person at Czestochowa University of Technology.

3. Persons who develop symptoms of acute respiratory infection: fever, cough, breathing problems, in accordance with the message available on the website of the Ministry of Health, should absolutely stay at home and contact immediately the Sanitary and Epidemiological Station at telephone number 34 344 99 26 (00, 01) or go directly to the nearest infectious diseases ward, where the medical procedure will be determined: Provincial Specialist Hospital in Czestochowa, ul. Bialska 104/118, phone: 34 367 38 73.

Deans, heads of particular chairs and institutes are asked to suggest an employee with the above mentioned symptoms - to undergo medical procedures set out in a communication available on the website of the Ministry of Health.

4. We appeal to the academic community to remain calm and reasonable so as not to cause unnecessary panic.

5 Persons who have been diagnosed with the **SARS-CoV-2 coronavirus** are obliged to

immediately notify the University of this fact by telephone or e-mail.

- 1) employee – direct superior
- 2) student, PhD student – Dean’s Office
- 3) foreign student – International Students Office

6. Heads of organizational units are obliged to:

- 1) daily review of Chief Sanitary Inspectorate’s current announcements
- 2) reporting to the Chancellor the need to provide the employee working at home with appropriate IT programs and other resources needed on a business computer;
- 3) maintain contact with an employee performing work at home and supervise the effects of his work;
- 4) reporting the situation to the employer.

§ 7

1. University employees who have children up to the age of 8 are entitled to an additional care allowance of up to 14 calendar days in the event of an unexpected closing of a nursery, kindergarten, school or children's club. Due to the closure of a children's club, kindergarten or school - employees who want to take advantage of additional care allowance should submit to the Human Resources, Payroll and Social Affairs Department a declaration on caregiving of a child up to 8 years old.

2. Persons who look after children over 8 years of age may apply to the employer for a leave during the school closing period. Employees' superiors should, as far as possible, grant such a leave.

3. Employees are urged to limit their activity after working hours and not staying in a large congregation of people.

4 In order to prevent the spread of SARS-CoV-2 coronavirus, the employer may commission the employee to perform, for a fixed period, work specified in the employment contract, outside the place of its permanent performance, hereinafter referred to as "remote work". The order may be issued in particular in the event of an employee's previous presence in the areas where there have been confirmed cases of coronavirus infection, including the event of the employee's return from a foreign trip and in the event of special situations regarding the employee.

The decision on commissioning an employee to work remotely is made by the Rector.

§ 8

Order No. 300/2020 of the Rector of Czestochowa University of Technology issued on 24.02.2020 on the suspension of business trips performed by employees, doctoral students and students due to the SARS-CoV-2 coronavirus is maintained

§ 9

Order No. 304/2020 of the Rector of Czestochowa University of Technology issued on 05/03/2020 regarding suspension of arrivals to the Czestochowa University of Technology of students, doctoral students and employees from countries listed in the announcement of the Chief Sanitary Inspectorate due to the presence of the SARS-CoV-2 coronavirus is repealed.

§ 10

The Order shall take effect on the date of issue.

Rector of
Czestochowa University of Technology

Prof. dr hab. inż. Norbert Sczygiol