

Order No. 17/2021  
by the Chancellor of Czestochowa University of Technology  
of 25 November 2021

regarding:     restricting access to buildings and conducting classes at Czestochowa University of Technology during the pandemic

Pursuant to the Regulation of the Council of Ministers of 6 May 2021 on the establishment of certain restrictions, orders and prohibitions in connection with the occurrence of an epidemic (Journal of Laws of 2021 item 861, as amended), the guidelines of Polish Chief Sanitary Inspector and the Ministry of Education and Science, the Rector's current orders and taking into account the necessity of preventing, counteracting and combating COVID-19, it is possible to access Czestochowa University of Technology buildings and conduct classes during the pandemic provided that the following rules are observed:

1. Only a healthy person, without symptoms suggestive of an infectious disease (e.g. cough, shortness of breath, elevated temperature of 37.5°C or more, etc.), may enter the University buildings.
2. Reception staff monitor all the persons entering and leaving the buildings.
3. The entrances to buildings which are not under the constant supervision of reception staff will remain closed until the pandemic restrictions are lifted.
4. Every person entering the building is required to:
  - 1) cover the mouth and the nose with a face mask;
  - 2) disinfect their hands;
  - 3) observe a distance of 1.5 metres from other persons;
  - 4) read the information boards containing detailed information on the principles and means of preventing, counteracting and combating COVID-19.
5. At the entrance of the building reception staff may request:
  - 1) staff, PhD students, doctoral school participants to present an ID badge;
  - 2) students to present a student ID.
6. Failure to present an ID badge or a student ID may result in refusal to enter the building.
7. The reception staff member may allow only as many persons other than staff/students/PhD students or doctoral school participants into the building at a time as the number of visitor passes they have at their disposal (maximum 10 passes). In particularly justified cases, the Chancellor may agree to increase the limit.

8. Persons other than staff members/students/PhD students or doctoral school participants entering the building are required to collect a visitor pass from the reception staff member and return it on leaving once their matter has been dealt with. If all passes have been issued (maximum limit of 10 passes), further non-staff members must wait outside the building for the pass to be returned.
9. All persons entering the building are required to sign in the visitors' register, stating their name, purpose of entry and pass number. In addition, they must enter a contact telephone number in case the source of the infection becomes known and the sanitary services initiate proceedings.
10. When recording entrances an appropriate information clause on the processing of personal data GDPR is available to visitors.
11. All University staff are required to cover the mouth and the nose with a face mask in the following situations:
  - 1) while being in shared areas of the buildings;
  - 2) during business meetings;
  - 3) while dealing directly with the public;
  - 4) while performing cleaning work.
12. Class participants i.e. students/PhD students/ doctoral school and participants of other courses are required to cover the mouth and the nose with a face mask in the following situations:
  - 1) while being in shared areas of the buildings;
  - 2) while their matter is being dealt with at University Units.
13. In exceptional situations (having a meal), it is permissible to uncover the mouth and the nose, but a distance of 1.5 metres from other persons must be strictly observed.
14. Other classes than those conducted with students as part of the study programme, e.g. project classes, postgraduate classes, classes for cooperating schools, etc., may be conducted in agreement and with the consent of the Dean of the respective faculty at which they are held, while maintaining the sanitary regime and after obtaining the Chancellor's approval to increase the pass limit. These classes should be organised outside the main classes conducted at the faculty, and the participants of these classes should have appropriate IDs.

15. University staff conducting classes and class participants are not required to cover their mouth and the nose with a face mask during the classes.
16. During the first class students submit, on the template provided by the teacher (Annex), a declaration that they have read the contents of the said Order and they agree to observe and comply with the rules and regulations contained therein.
17. Immediately after entering the University building, as well as before and after the classes, hands should be disinfected (even if protective gloves are worn).
18. University cloakrooms are closed until further notice and class participants take their coats with them to class and leave them in the areas indicated by the teacher.
19. While waiting for the class, students should observe a 1.5-metre distance from others. It is forbidden to enter the classrooms in the teacher's absence.
20. Students should enter the classroom individually, at the invitation of the teacher, and take their seats indicated by the teacher. It is not possible to independently select and change seats and move around the classroom during the class.
21. While leaving the classrooms after classes students should follow the teacher's instructions, observing a minimum 1.5-metre distance from others.
22. Only class participants and the University staff conducting the class may stay in the classroom.
23. During the mid-class breaks, students may leave the University building at which classes are held, while observing a 1.5-metre distance from others.
24. Class participants requiring the assistance of third parties are not obliged to observe a social distance. Assistants of people with disabilities staying at the University building or participating in classes are obliged to comply with the University rules, except when compliance with the said rules is not possible due to assistant duties.
25. Each class participant is obliged to use their own accessories / items necessary for the efficient and effective class participation.
26. The University staff conducting classes and class participants are obliged to comply with all applicable safety requirements of Polish Chief Sanitary Inspectorate as well as with all guidelines in force at the University, under pain of not being able to participate in classes or being refused to be admitted to classes.
27. The corridor seating may be occupied in accordance with the marking of seats ensuring a distance of at least 1.5 meters.
28. At the entrance to the building and classrooms, information should be provided on:
  - 1) the obligation to observe a 1.5-metre distance from others;

- 2) the obligation to cover the mouth and the nose with a face mask and disinfect hands;
  - 3) the possibility of class participation only for healthy people, without symptoms suggestive of an infectious disease.
29. Avoid gathering of people before, during and after the class. For this purpose, participants should be informed in advance about safety rules and entry to classrooms should be organized in a way that prevents gathering of people (e.g. time intervals).
  30. Hand washing instructions should be displayed in rooms with access to wash basins.
  31. If possible, the first aid kit in the laboratory should be supplemented with FFP2 / N95 protective half- mask.
  32. Personal Protective Equipment dedicated to a specialized type of work at the workstation (laser protective glasses, machine tools, etc.), if provided, should be disinfected beforehand.
  33. Classrooms should be aired regularly, also before the class, at least every hour during the class. If possible, it is advisable to conduct the class with the windows open.
  34. The doors to the classroom and all rooms used by class participants should be open. If, for safety reasons, a door cannot be opened, the door handles / handle bars and surfaces that may be touched should be disinfected at least once a day.
  35. The seats and touch surfaces should be disinfected after each class or at least once a day.
  36. When disinfecting, follow the instructions provided by the manufacturer of the disinfectant and the laboratory equipment. It is important to allow the time necessary to air the disinfected rooms.
  37. In relation to counteracting COVID-19 infection the teacher should:
    - a) check whether students are equipped with personal protective equipment;
    - b) draw up and check the attendance list;
    - c) familiarize the class participants with the sanitary regime rules and require the class participants to comply with them.
  38. In the building or complex of buildings where the classes are conducted, a space should be provided where a person having symptoms of an infectious disease, as referred to in point 1, can be isolated and can wait until individual transport home or the arrival of the ambulance service has been arranged. The isolated person should be equipped with a face mask and gloves and the appropriate physical distance from the person should be maintained at all times.

39. The situation should be reported to the relevant sanitary-epidemiological station and in the event of deterioration in health of the above-mentioned person, the ambulance service should be called immediately.
40. A person who, while on the University's premises, has noticed the symptoms referred to in point 1, is obliged to call:
  - 1) a primary health care doctor (online medical consultation) / ambulance service /the sanitary and epidemiological station;
  - 2) immediate superior / dean's office,and to follow the guidelines received.
41. Supervision over the correct implementation of these rules with regard to conducting classes is exercised by the Occupational Safety Department, facility managers and the Deans of respective faculties.
42. The following Orders shall expire:
  - Order No. 5/2020 by the Chancellor of Czestochowa University of Technology of 29 September 2020 on restricting access to buildings and conducting classes at Czestochowa University of Technology,
  - Order No. 16/2021 by the Chancellor of Czestochowa University of Technology of 14 September 2021 regarding amendment to the Order No. 5/2020 by the Chancellor of Czestochowa University of Technology of 29 September 2020 on restricting access to buildings and conducting classes at Czestochowa University of Technology.
43. The order shall come into force on the date of its issue.

Chancellor of  
Czestochowa University of Technology

Arkadiusz Kociszewski, MScEng, PhD

**DECLARATION OF**

**a student/a PhD student/a doctoral school participant/a participant of other courses<sup>1</sup> attending classes on the premises of Czestochowa University of Technology during an epidemic caused by SARS-CoV-2 infections.**

First name and surname: .....

Register No. : .....

Faculty: .....

Field of study: .....

I declare that I have read the contents of Czestochowa University of Technology Chancellor's Order No. 17/2021 of 25 November 2021 on restricting access to buildings and conducting classes at Czestochowa University of Technology during the pandemic and I agree to observe and comply with the rules and regulations contained therein.

Częstochowa, on .....

.....  
signature

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<sup>1</sup> Delete as appropriate