



R-B-SOP.014.1.164.2020

ORDINANCE NO. 164/2020
of the Rector of the Wroclaw University of Economics and Business
of 30 September 2020

on the principles of operation of the Wroclaw University of Economics and Business
due to the epidemiological threat caused by the SARS-CoV-2 virus

Pursuant to § 11 of the Charter of the Wroclaw University of Economics and Business, the Regulation of the Council of Ministers of 7 August 2020 on the establishment of certain restrictions, orders and bans in connection with the occurrence of the epidemic (Journal Of Laws of 2020, item 1356 as amended) and in connection with the epidemiological situation in Poland and in the world related to the expansion of the areas where SARS-CoV-2 appears, in relation to the Act of 2 March 2020 on special solutions related to preventing, counteracting and combating COVID -19, other infectious diseases and crisis situations caused by them (Journal Of Laws of 2020, item 374 as amended), the following is ordered:

§ 1

General principles of staying on the premises of the Wroclaw University of Economics and Business
(hereinafter referred to as the University)

1. Only persons who do not have any symptoms which indicate an infectious disease, who do not stay with a person who is in home quarantine/isolation and who are not in quarantine or isolation, may stay at the University premises.
2. An obligation to cover one's mouth and nose in interpersonal relations is being introduced at the University. This obligation does not apply to employees who are within their permanent workspace, except when an employee provides direct service to clients.
3. Everyone staying in the University buildings is required to frequently disinfect his or her hands with a sanitiser or wear disposable gloves. Sanitisers are available at the entrances to buildings and dormitories.
4. It is recommended to keep a safe social distance of not less than 1.5 metres on the University premises.
5. In order to ensure communication between organisational units, it is recommended to use e-mail correspondence and telephone conversations.
6. The use of common spaces at the same time by staff and students who have laboratory classes should be limited by introducing different break times.
7. Each building or complex of buildings of the University shall have a designated room where a person suspected of having the Covid-19 disease can be isolated (symptoms such as fever, cough, shortness of breath, loss of taste and smell).
8. Information on preventive measures related to the SARS-CoV-2 virus as well as current recommendations of the Chief Sanitary Inspectorate (hereinafter referred to as GIS) are placed in common areas (building and lift entrances, showcases). Information should be provided in Polish and English.

§ 2

Work mode

1. The work mode of all University employees complies with the work performance conditions applicable to these employees. At the same time, safe working conditions are guaranteed by taking into account the current state of risk to employees' health and the applicable provisions of law which define the work performance rules, regardless of the position or form of employment, except for classes conducted on the University premises in accordance with separate regulations.
2. In justified cases, the Head of the Division, at the request of the head of the organisational unit or on his or her own initiative, may instruct an employee to perform the work defined in the employment contract remotely, in particular when:
 - a) there is a suspicion that an employee contracted the SARS-CoV-2 virus as a result of contact with an infected person or a person suspected of being infected with the virus;
 - b) an employee has symptoms which are characteristic of SARS-CoV-2 virus infection;
 - c) an employee is a resident of a district where additional sanitary restrictions for red zones were introduced;
 - d) in other cases specified in the GIS recommendations.
3. The head of the organisational unit is obliged to set tasks and be in contact with an employee who performs work remotely, and to supervise the effects of the performed work.
4. Conducting research on the University premises, conducting classes on a stationary or remote basis, and fulfilling organisational obligations by academic teachers take place in compliance with sanitary safety requirements.
5. Academic teachers who hold organisational functions at the University (in particular: Rector, vice-rector, dean, vice-dean, head of the department, manager and deputy manager of a field of study, head of postgraduate studies, Rector's representative) perform the duties related to the function in stationary mode.
6. The provision of § 2 section 2 shall apply accordingly, provided that the decision is made by the Rector at an employee's request or on his/her own initiative.

§ 3

Organisation of the workspace. Personal protective equipment.

1. Heads of organisational units are obliged to familiarise employees with the occupational risk assessment related to the epidemiological threat caused by the SARS-CoV-2 virus.
2. The distance between work stations should be 1.5 metres. If this requirement cannot be met, work should be organised in a different spare room.
3. At the entrances to common rooms, there is information about the number of people who can use them simultaneously.
4. It is recommended to use acrylic glass covers for customer service stations. The number of workstations equipped with protective screens depends on the number of people served at the same time and the number of workstations necessary for service.

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5. If the technical conditions allow it, rooms where employees work and classes are conducted should be ventilated often.
6. University employees shall be provided with hand sanitisers.
7. University employees who deal directly with clients, perform their official duties outside the University and the cleaning staff are provided with a disposable/reusable mask or a face shield for people who cannot cover their mouth and nose due to health reasons.
8. Purchase of agents intended to counteract the spread of the SARS-CoV-2 epidemic may be made only after prior approval of the OHS and Fire Protection Department. The above-mentioned agents for organisational units can be purchased only by the Procurement and Logistics Department employees and distributed by the Property Management Department.

§ 4

Management of a suspected SARS-CoV-2 infection

1. In the case of worrying symptoms (fever, cough, shortness of breath, loss of taste and smell) indicating the possibility of infection with the SARS-CoV-2 virus, the University employee should stay at home and inform his or her immediate supervisor about this fact by phone/e-mail and immediately call a general practitioner. If your health deteriorates, call 999 or 112 and inform them about the possibility of having contracted the SARS-CoV-2 virus.
2. An employee who is on the premises of the University and whose symptoms indicate Covid-19 disease is immediately discharged from work.
3. A University employee who observes symptoms indicating SARS-CoV-2 infection while being at the University is obliged to inform his or her immediate supervisor or a person supervising his or her work about this fact, who shall send a message to the Team for coordination of actions related to the epidemiological risk caused by the SARS-CoV-2 virus (e-mail: zgloszenia@ue.wroc.pl, tel. 882-804-176).
4. If a student, doctoral student, postgraduate student or a participant in other forms of education who has classes on the University premises observes worrying symptoms which indicate the possibility of having contracted the SARS-CoV-2 virus, he or she should stay at home and inform the Teacher with whom he or she has classes on that day about this fact.
5. Students, doctoral students, postgraduate students and participants in other forms of education who have been at the University in the last 10 days and have observed symptoms indicating SARS-Cov-2 infection are required to inform the relevant unit, i.e. in particular the Dean/Office of the Doctoral School/EMBA Office/Centre for Lifelong Learning. The relevant unit shall inform the Team for coordination of actions related to the epidemiological risk caused by the SARS-CoV-2 virus (e-mail: zgloszenia@ue.wroc.pl, tel. 882-804-176).
6. A person with symptoms of the SARS-CoV-2 disease (disease symptoms i.e. fever, cough, shortness of breath, loss of taste and smell) who is on the University premises is isolated in a designated place in accordance with the provisions of § 1 section 7. The person should be provided with a face mask, nitrile gloves and disinfectants during isolation. The person arranges transport or waits for the arrival of a Medical Rescue Team while respecting the relevant safety rules.

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7. In the case of a person suspected of being infected with SARS-CoV-2, the Team for SARS-Cov-2 shall provide the head of the organisational unit with information on possible contacts with other staff/students/doctoral students and guidelines for ordering them, if possible, to work remotely and monitor their health, and if symptoms specific for Covid-19 are observed, to contact a general practitioner/sanitary and epidemiological station.
8. An employee who has been found to be infected with the SARS-CoV-2 virus is obliged to immediately inform his or her immediate supervisor via email or phone about:
 - a) decisions issued by a general practitioner or an epidemiological and sanitary station in relation to the infection,
 - b) rooms where he or she has performed official duties in the last 10 days,
 - c) contacts with staff/students/doctoral students/postgraduate students.
8. The supervisor shall forward to the Team for SARS-CoV-2 the obtained information with the telephone number, address, date of birth and PESEL of the infected person.
9. The OHS and Fire Protection Department forwards a report on the confirmed infection with the SARS-Cov-2 virus at the University to the appropriate epidemiological and sanitary station in Wrocław/Jelenia Góra, providing a list of people who had direct contact with the infected person.
10. The OHS and Fire Protection Department decides whether to exclude from use the rooms in which the infected or suspected of being infected employee was present or to decontaminate the rooms, which is commissioned to the Facilities Maintenance Department.

§ 5

Classes

1. The detailed mode of conducting classes is regulated by a separate Ordinance of the Rector of the Wrocław University of Economics and Business.
2. In the case of classes conducted on the University premises, it is obligatory to keep an attendance list of participants with their telephone numbers.
3. Detailed rules for the preparation of classrooms/laboratories for classes are contained in Annex 1.
4. Detailed guidelines for students and teachers who conduct classes in classrooms/laboratories at the University are contained in Annexes 2-3.
5. Detailed guidelines on how to deal with suspected SARS-CoV-2 infection for students and teachers are contained in Annex 4.
6. The laboratory's regulations on safety rules during the SARS-CoV-2 pandemic are contained in Annex 5.

§ 6

Business trips

1. Business trips abroad of all University employees and doctoral students shall be suspended until further notice, subject to section 3.
2. Arrivals of foreign guests who were invited by the University shall be suspended until further notice, subject to section 3.

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3. In exceptional cases, taking into account the epidemic situation in the country and region concerned and the recommendations of the Ministry of Foreign Affairs (hereinafter referred to as MSZ), and GIS, the Rector may issue an individual consent for a business trip abroad/arrival from abroad.
4. The Vice-Rector for International Cooperation may issue individual consents for trips abroad of students and doctoral students who were qualified for studies and internships abroad.
5. The Vice-Rector for International Cooperation may issue individual consents for arrivals of people from abroad, in particular: students and doctoral students who were qualified for studies, including international exchange programmes and apprenticeships for students and doctoral students.
6. It is recommended that the University employees limit to the minimum national business trips and direct participation in local events.
7. Anyone travelling abroad is obliged to:
 - 1) attach to their travel documentation a signed declaration which constitutes Annex 6 or 6a hereto;
 - 2) learn about and comply with the regulations and sanitary requirements, including those related to preventing, counteracting and combating COVID-19, which are in force in the destination country and in transit countries.
9. Every person who arrives from abroad is obliged to:
 - 1) submit on the first day of stay at the University a signed declaration which constitutes Annex 7 or 7a hereto;
 - 2) learn about and comply with the regulations and sanitary requirements, including those related to preventing, counteracting and combating COVID-19, which are in force in Poland and the requirements and guidelines applicable in this regard at the University.
8. In justified cases, the Vice-Rector for Students Affairs may issue consent for a student's participation in a sports competition (with the consent and under supervision of the appropriate trainer or other person, and provided that the organiser ensures appropriate sanitary conditions).
9. Business travellers are obliged to comply with all sanitary requirements in force during the trip. The posted employee is obliged to read and follow the sanitary requirements in force in the place of destination.
10. Payments for participation in scientific conferences in the country and abroad are allowed, provided that participation in the conference takes place remotely, subject to section 11 and 12.
11. In exceptional cases, the Rector may issue consent for the direct participation of an academic teacher in a national conference or for conducting research.
12. In exceptional cases, the Rector may issue consent for the direct participation of an administration employee in conferences, trainings and other business trips.

§ 7

Events organisation

1. Until further notice, the University does not organise or allow any open events to be organised at the University, in particular: scientific and sports events, during which the safety and health of participants cannot be ensured in accordance with the requirements of generally applicable law and GIS recommendations (excluding forms organised online).



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2. Organisation by the University of events and celebrations in stationary mode, in particular scientific conferences, symposia, open lectures, cultural and sports events, requires the prior consent of the Rector. If the epidemiological situation in the country or GIS recommendations change, the Rector's consent may be withdrawn.
3. It is not required to obtain the Rector's consent to conduct meetings of bodies, committees, teams at the University, in particular:
 - 1) collegial bodies of the University;
 - 2) boards and committees operating on the basis of the charter;
 - 3) boards, committees, teams and other bodies appointed by the University bodies;
 - 4) bodies of the Student Government, Doctoral Students Government or student organisations;
4. The inauguration of the 2020/21 academic year shall take place in hybrid mode. The whole event will be broadcast, recorded and published on the University's website and on the University's social media.
5. There are no Bachelor's, Engineering's and Master's degree awards for graduates who completed their studies in the 2019/2020 academic year.
6. The ceremony of awarding Doctoral and Postdoctoral diplomas will take place in hybrid mode. Only persons receiving a diploma, University and faculty authorities, and supervisors may participate in the ceremony. Other participants can take part in the ceremony by means of electronic communication. The ceremony will be recorded and published on the website and on social media.
7. The organisers of the events and sessions referred to in sections 2 and 3 are responsible for compliance with the sanitary requirements in force at the University, including in particular the principle of social distancing.
8. The organisers of the events and meetings referred to in sections 2 and 3 draw up a list of people participating in the event, session or meeting along with their telephone numbers.
9. Organising and holding events and meetings at the University by external entities is suspended until further notice.

§ 9

Organisation of customer service

1. Visits of clients, i.e. in particular employees, students, doctoral students, postgraduate students and participants in other forms of education, should be limited to the necessary minimum by providing administrative services remotely. If it is necessary to provide services to clients at the University, the head of the organisational unit determines the place thereof and the rules of admission and the recording of the clients. The method of providing services referred to in the previous sentence must be agreed with the Head of the Division. Information is placed at the entrance to the place where the service is provided.
2. The Head of the University organisational unit may record direct visits of clients.
3. The provision of section 1 does not apply to matters related to the receipt of invoices and bills issued to the Wroclaw University of Economics and Business, the circulation of which is regulated by separate Ordinances of the Rector of the Wroclaw University of Economics and Business.
4. Students, doctoral students, postgraduate students and participants in other forms of education may stay at the University only in matters requiring personal contact, in particular the collection of documents,



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certificates, as well as extension of a student ID on the terms specified for a given organisational unit and in compliance with the applicable sanitary requirements.

5. Applications, requests and appeals submitted to the Rector, vice-rector, dean and vice-dean or another person holding an organisational function at the University should be sent by e-mail to the address of the relevant office or a dean, respectively.
6. The provision of section 4 does not apply to students, doctoral students and other students who receive education at the University on the basis of other regulations.

§ 10

Staying at the University

1. Outside persons may stay on the University premises after prior appointment by telephone or via e-mail, complying with the applicable sanitary requirements, including social distancing and the use of personal protective equipment.
2. Outside persons who stay on the University premises in connection with the performance of a contract concluded with the University are obliged to arrange periods of stay on the University premises with the relevant head of the organisational unit responsible for the performance of the contract or with a person authorised by the head in this respect, respecting the applicable sanitary requirements, including social distancing and the use of personal protective equipment.
3. Compliance with the sanitary requirements in the cases referred to in sections 1 and 2 are subject to the control of the relevant head, which does not limit or waive the responsibility of an external person.

§ 11

Members of students' organisations have access to rooms assigned to them in accordance with the applicable sanitary requirements, on the terms specified in the individual decision of the vice-rector for Students Affairs.

§ 12

Dormitories

1. According to GIS recommendations, only one person can be accommodated in one room in dormitories and guest rooms. It is allowed to accommodate two persons in a room at the request of these persons only if epidemic conditions allow it and the manager of the dormitory gives a written consent.
2. The manager of the dormitory sets limits on the maximum number of people who can stay at the same time in common places, such as kitchens, study rooms, TV rooms, etc.
3. Students accommodated in dormitories and persons accommodated in guest rooms are required to:
 - a) disinfect their hands at the entrance to the building (disinfectant dispensers are located at the entrances to the buildings),
 - b) observe the rules of social distancing (1.5 metres), and in particular avoid crowding, and to stay in their rooms,
 - c) cover their mouth and nose (using a mask, face shield, scarf, etc.) when using common areas of buildings (corridors, halls, kitchens, elevators),

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4. Dormitories are closed from 10 p.m. to 6 a.m.. Persons who will not comply with the given hours will not be admitted to the dormitories. Students, guests and employees working or serving an internship may leave or return to the dormitory at different hours, provided that they obtain a written consent of the manager of the dormitory.
5. It is strictly forbidden to bring third persons into the dormitories.
6. Residents of dormitories or guests staying in guest rooms who notice disease symptoms indicating infection with SARS-CoV-2 are obliged to immediately inform the manager of the dormitory about this fact by telephone (Ślężak Dormitory, tel. 694 948 397, Przegubowiec Dormitory, tel. 694 946 225) and refrain from moving around the common areas of the building. The manager of the dormitory or a designated employee shall inform the Team for SARS-CoV-2 about the case by telephone/email.
7. If a resident of a dormitory is in quarantine, the manager of the dormitory allows him or her to stay in a specially designated room with a separate sanitary facility for the duration of quarantine.
8. In the case of guest rooms, the occupied guest rooms become quarantine places.

§ 13

Supervision over implementation of the provisions contained herein is entrusted to the Chancellor in the scope of his powers, heads of divisions within the subordinate division and heads of organisational units within managed units.

§ 14

Final provisions

1. Consent to derogate from the requirements specified herein may be issued by the Rector.
2. The Rector may make individual decisions in situations not specified herein.
3. The following shall be repealed:
 - 1) Ordinance No. 33/2020 of the Rector of the Wrocław University of Economics and Business of 10.03.2020 on the cancellation of university-wide and sports celebrations and events and scientific conferences due to the risk of spreading COVID-19 and other infectious diseases, with the exception of § 2,
 - 2) Ordinance No. 34/2020 of the Rector of the Wrocław University of Economics and Business of 10.03.2020 on the suspension of trips of employees, doctoral students and students of the Wrocław University of Economics and Business and visits of the invited citizens of other countries to the Wrocław University of Economics and Business, with the exception of § 2,
 - 3) Ordinance No. 38/2020 of the Rector of the Wrocław University of Economics and Business of 11 March 2020 on the use of places in dormitories due to the spread of the coronavirus.
 - 4) Ordinance No. 41/2020 of the Rector of Wrocław University of Economics and Business of 13.03.2020 on the performance of work and reporting obligations in relation to the risk of spreading COVID-19 and other infectious diseases,



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- 5) Ordinance No. 42/2020 of the Rector of the Wrocław University of Economics and Business of 13 March 2020 on conducting of classes at the Wrocław University of Economics and Business during the period of suspension of stationary classes,
- 6) Ordinance No. 43/2020 of the Rector of the Wrocław University of Economics and Business of 15.03.2020 on the implementation of the provisions related to the announcement of an epidemic threat,
- 7) Ordinance No. 46/2020 of the Rector of the Wrocław University of Economics and Business of 23 March 2020 on the change of Ordinance No. 42/2020 of the Rector of 13 March 2020 on conducting of classes at the Wrocław University of Economics and Business during the period of suspension of stationary classes,
- 8) Ordinance No. 54/2020 of the Rector of the Wrocław University of Economics and Business of 9.04.2020 on the change of Ordinance No. 34/2020 on the suspension of trips of employees, doctoral students and students of the Wrocław University of Economics and Business and visits of the invited citizens of other countries to the Wrocław University of Economics and Business,
- 9) Ordinance No. 73/2020 of the Rector of the Wrocław University of Economics and Business of 27.05.2020 on the performance of work by employees who are not academic teachers,
- 10) Ordinance No. 82/2020 of the Rector of the Wrocław University of Economics and Business of 9.06.2020 on the change of Ordinance No. 34/2020 of the Rector of 10 March 2020 on the suspension of trips of employees, doctoral students and students of the Wrocław University of Economics and Business and visits of the invited citizens of other countries to the Wrocław University of Economics and Business,
- 11) Announcement No. 5/2020 of the Rector of the Wrocław University of Economics and Business of 5.03.2020 on recommendations related to the spread of the coronavirus,
- 12) Announcement No. 7/2020 of the Rector of the Wrocław University of Economics and Business of 12.03.2020 on classes at the Wrocław University of Economics and Business,
- 13) Announcement No. 10/2020 of the Rector of the Wrocław University of Economics and Business of 09.04.2020 on the performance of work,
- 14) Announcement No. 15/2020 of the Rector of the Wrocław University of Economics and Business of 13.08.2020 on the epidemiological situation - the coronavirus,
- 15) Announcement No. 21/2020 of the Rector of the Wrocław University of Economics and Business of 21.09.2020 on the performance of work by employees who are not academic teachers.
- 16) CIRCULAR LETTER No. 2/2020 of the Rector of the Wrocław University of Economics and Business of 16 March 2020 on the procedure of voting on Senate resolutions in connection with the announcement of an epidemic threat
- 17) CIRCULAR LETTER No. 3/2020 of the Rector of the Wrocław University of Economics and Business of 18 March 2020 on the procedure of voting on Senate resolutions in connection with the announcement of an epidemic threat



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§ 15

The ordinance enters into force on 1 October 2020 and is valid until further notice.

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Prof. dr hab. Andrzej Kaleta