

**ORDINANCE No. 116/2020**  
**of the Rector of the University of Wrocław**  
**of 3 September 2020**

**on the rules for the functioning of the University of Wrocław**  
**during COVID-19 epidemic**

Pursuant to Article 23 sections 1 and 2 of the act of 20 July 2018 – *Law on Higher Education and Science* (consolidated text: Journal of Laws of 2020, item 85, as amended), Regulation of the Council of Ministers of 7 August 2020 on establishing certain limitations, rules and bans due to the occurrence of the epidemic (Journal of Laws of 2020, item 1356, as amended), in conjunction with the act of 2 March 2020 on specific measures relating to preventing and combating COVID-19, other infectious diseases and emergencies they cause (Journal of Laws of 2020, item 374, as amended) it is hereby ordered as follows:

**§ 1**  
**General rules**

1. There shall be appointed a Team for epidemic security, consisting of: the heads of the Teaching Department, the Student Affairs Department, the Organisational Department, the Occupational Health and Safety and Fire Protection Department, a member of the University Press Team, and the representatives of the student and the PhD student government. The Director General or a person appointed by them manages the ongoing work of the Team. The Team's manager can ask for assistance from other persons as needed. One of the Vice-Rectors, designated by the Rector, participates in the Team's work.
2. The purpose of the Team is to control and coordinate on an ongoing basis actions that ensure the University's safety under the epidemic threat, and particularly the periodical analysis of risks, updating internal procedures and their adapting to the current national provisions and the epidemiological situation in the country. The Team's manager remains in personal contact with the Rector and the Vice-Rector designated to work in the Team.
3. All persons remaining in the University buildings who are not employed to work in the given building or who remain in the company of persons who are not employed to work in the given building – including students and PhD students – are obliged to wear face masks or face shields. Detailed conditions laying down limitations other than those cited in the previous sentence may be determined by the relevant Dean, head of an extra-faculty unit, Director General and the Vice-Rector for Student Affairs, in order to adapt the safety requirements to the specifics of the functioning of the buildings remaining under their authority and the activities performed there.
4. All persons remaining in the University's buildings are obliged to frequently wash and sanitise hands using disinfectants or to wear disposable gloves. Before entering the classroom each class participant, including the instructor, is obliged to disinfect hands. Disinfectants shall be made available at the University premises.
5. It is recommended that all persons remaining in the University buildings maintain social distance of 1.5 metres to each other.
6. Each person entering a building of the University of Wrocław is subjected to an anonymous, automatic, voluntary body temperature measurement. If temperature above 37.5 degrees Celsius is detected, it is recommended to take another body temperature measurement after 5 minutes, and if the temperature

remains at 37.5 degrees Celsius, it is recommended that the person refrains from entering the building, including participating in classes and working there.

7. A person showing increased body temperature immediately informs via e-mail about withdrawing from classes or work:
  - 1) employees – their superior,
  - 2) PhD students – head of the relevant doctoral study or college of the Doctoral School and the supervisor/scientific tutor;
  - 3) students, students of postgraduate studies and participants of other forms of education, and also PhD students in the case of the classes they attend as members of auditorium – relevant instructors.
8. In the case referred to in sections 6-7 it is recommended to organise a medical appointment following a proper procedure in order to verify the symptoms and receive further health advice.

## **§ 2 Teaching**

1. Lectures and classes for students, PhD students and the students of postgraduate studies, participants of other forms of education and schools, organised in 2020/2021 academic year, can be conducted using the following modes:
  - 1) in-person (particularly labs and professional apprenticeships, PE classes). Whilst creating the plan for in-person indoor classes it should be considered that the students' mobility indoors should be limited as much as possible (that involves designating specific classrooms for specific groups for the entire day, creating blocks of classes);
  - 2) hybrid (classes partially delivered in-person in the University buildings and partially remotely, using methods and techniques for distance learning, for discussions and practical classes in particular);
  - 3) remote, using only the methods and techniques for distance learning (for lectures, seminars, and language classes in particular).
2. Decisions on the mode of conducting classes are made by the deans and the heads of extra-faculty units, ensuring, according to the epidemiological safety rules, that the students and PhD students can participate in hybrid and in-person classes. Whilst planning and organising classes it is allowed to combine different modes of their delivery simultaneously (in-person, hybrid, remote).
3. In the case of in-person and hybrid classes it is mandatory to draw an attendance list.
4. The training on remote learning for students, PhD students and employees shall be provided by the Distance Learning Centre ([www.cko.uni.wroc.pl](http://www.cko.uni.wroc.pl)). This training is mandatory for first-year students and PhD students.
5. Training materials relating to remote learning shall be posted on the website [www.cko.uni.wroc.pl](http://www.cko.uni.wroc.pl).
6. Regarding PhD student education the tasks referred to in section 2 are performed, in agreement with the dean, by the heads of doctoral studies or the colleges of the Doctoral School, and in the case of postgraduate studies – their heads.
7. Students should be informed about the mode of delivering classes by 15 September 2020 (for the winter semester) and by 1 February 2021 (for the summer semester). The mode and dates of the classes may change depending of the epidemiological situation, the relevant decisions on the matter shall be made by the deans.
8. Information on the method of conducting classes and one-off changes to the study plan are communicated to students/PhD students, postgraduate students and academic teachers via e-mail within @uwr.edu.pl domain and via the website of the unit providing the degree programme.
9. The forms of crediting classes and exams should allow for the verification of expected learning outcomes described in the course syllabi. It is recommended to fill in Annex No. 4 to this Ordinance once the class cycle conducted using the methods and techniques for distance learning has been completed.

10. Assessments and exams may take place at the University premises or remotely. Whilst organising assessments and exams at the University premises the recommendations of the Chief Sanitary Inspectorate (GIS) should be followed, and particularly the internal recommendations on the preparation of the University indoor spaces (Annex No. 1).
11. The form of crediting classes is determined according to the timeframes laid down in the Rules and Regulations for Studies. If the assessment method changes due to the epidemiological situation, at least 7 days prior to the planned date of the assessment or exam the students are informed about their mode and IT tools which shall be used to conduct them.
12. Diploma exams may be conducted remotely using IT technologies and tools included in MS Office 365 package for the University of Wrocław or using an e-learning platform.
13. Office hours may be carried out in-person or remotely. Instructors shall enter the appropriate information into USOS by 15 October 2020. The secretariates or dean's offices of the units shall make the information accessible to students. Remote office hours may be carried out only by using the applications included in Office 365 service or via phone. In justified cases, with the approval of the dean and the University Director for IT Affairs, instructors may use other IT tools.
14. Civil-law contracts for conducting classes must determine the mode of their delivery. The contract is concluded in time allowing the contractor to use e-mail within uwr.edu.pl domain, electronic tools of MS Office 365 package for the University of Wrocław or other programmes provided by the University of Wrocław.
15. The deans and the heads of extra-faculty units are responsible for adapting the faculty buildings to conducting in-person and hybrid classes in 2020/2021 academic year. For that purpose it is essential to follow GIS guidelines, and particularly the internal recommendations on the preparation of the University indoor spaces (Annex 1).
16. The deans and the heads of extra-faculty units are responsible for organising the teaching process using methods and techniques for distance learning and ensuring the quality of remote teaching. IT support in this regard shall be ensured by the relevant organisational units of the faculty providing IT services, the Distance Learning Centre of the University of Wrocław and the Department of Computer Services. The guidelines on the technical handling of distance learning and IT security are laid down in the ordinance on the introduction of the rules for distance education at the University of Wrocław.

### **§ 3**

#### **Work organisation**

1. The work of the members of non-academic staff is performed in accordance with the working conditions applicable to them, in safe work conditions which take into account the current health risks and applicable laws setting out the rules of work provision (particularly the 1.5-metre distance between workstations). If the 1.5-metre distance cannot be ensured, the head of the unit should provide a glass or plexiglass divider between the workstations. If the divider cannot be installed, work should be performed alternately in-person and remotely, subject to section 2.
2. Work may be performed remotely, if its character allows for it, and the employee has the skills, space and technical capacity to perform their duties in this way. If the employee is instructed to work remotely (the template of the instruction is laid down in Annex No. 2), the head of the organisational unit must determine the tasks which they can perform outside the workplace and is obliged to supervise the results of the work performed in this way.
3. At the superior's request the employee working remotely is obliged to keep a record of performed tasks, particularly including their description, date and time of their performance, according to the template laid down in Annex No. 3.

4. The head of the organisational unit may in any time revoke the instruction to work remotely. Both the persons working at the premises of the University of Wrocław and remotely perform their duties within the working hours laid down in the Work Rules.
5. In order to ensure communication between the employees and the processing of tasks, there shall be introduced an obligation to use electronic means of communication, particularly for the distribution of documents. Electronic communication takes place via institutional e-mail within @uwr.edu.pl domain. For the purpose of ensuring the security of transferred data, using private e-mail for the performance of professional duties is not allowed.
6. For the purpose of ensuring the safety of their employees the deans, heads of extra-faculty units and the Director General, for the units under their responsibility, lay down the rules for distributing paper documents in a way that minimises the risk of infection (for that purpose in particular a secretariate or a general office should be designated as a place for collecting documentation, it is recommended to use a mailbox for contactless transfer and collection of documents to and from students and PhD students).
7. The heads of organisational units are obliged to organise the work of their units in a way ensuring the proper performance of tasks.

#### **§ 4**

##### **Procedure for handling a suspected case of SARS-CoV-2 infection**

1. An employee, PhD student, student or participant of other forms of learning is obliged to immediately inform the head of the appropriate University unit – their place of work or study – via phone, or if that attempt is unsuccessful, via e-mail, about suspected SARS-CoV-2 infection. Information on possible infections among the employees, PhD students and students of the University the heads of the units and the potentially infected themselves should also report to the e-mail address covid19@uwr.edu.pl supervised by the Occupational Health and Safety and Fire Protection Department or via phone manned by the Department's employees (71 375 24 89, 71 375 29 22).
2. The employee supervising covid19@uwr.edu.pl e-mail address should immediately report a suspected case to the head of the unit where the potentially ill person works or studies, and also to the appropriate unit of the Sanitary Inspectorate, the Director General's Office and the Rector.
3. The head of the University organisational unit is obliged to immediately take measures aimed at limiting the risk of spreading the coronavirus among employees, PhD students and students within their unit.
4. If an employee, student, PhD student, participant of other forms of learning is showing symptoms indicative of SARS-CoV-2 infection whilst remaining at the premises of the University of Wrocław, this person should be transferred to a separate room with an access to a restroom, and in exceptional cases to a designated area with at least 2-metre distance to others and contact:

District Sanitary and Epidemiological Station in Wrocław  
ul. Kleczkowska 20  
50-227 Wrocław  
e-mail: [psse.Wroclaw@pis.gov.pl](mailto:psse.Wroclaw@pis.gov.pl)

CORONAVIRUS helpline  
available Monday to Friday between 7:30 AM and 8 PM  
693 900 908  
781 400 199  
887 811 060

and follow the instructions of the Station's staff or persons manning the helpline.

5. If the condition of the person showing the symptoms of SARS-CoV-2 infection worsens, one should call an ambulance in order to transport the individual to the nearest infectious diseases ward, and immediately report the event to the District Sanitary and Epidemiological Station. The area where the person suspected of the infection moved shall be cleaned and all touch surfaces disinfected (door handles, handrails, handles). The facility manager or the person supervising the building ensures the performance of this task.
6. In the event referred to in section 5 a list of the persons remaining in the same part/parts of the building as the individual suspected of the infection shall be drawn, which will help the State Sanitary Inspectorate conduct an epidemiological investigation.
7. Whilst employing preventative measures one should follow the procedures set out in this Ordinance and strictly adhere to the confidentiality rules regarding employees' health in the communication process.

## **§ 5**

### **Events held at the University, official travel, meetings of collegiate bodies and committees (teams)**

1. It is allowed to organise conferences and events at the University of Wrocław, particularly based on the applicable regulations of the Council of Ministers on establishing certain limitations, rules and bans due to the occurrence of the epidemic, GIS guidelines and the recommendations regarding the preparation of the University spaces (Annex No. 1).
2. The event organiser acting in agreement with the Occupational Health and Safety and Fire Protection Department is obliged to ensure proper conditions for carrying out the event.
3. The Occupational Health and Safety and Fire Protection Department provides support regarding the method of organising the event and epidemiological safety equipment (particularly disinfectants, face masks, face shields, automatic disinfectant dispensers with body temperature sensors).
4. Employees, students and PhD students are allowed to travel domestically and internationally. Whilst making the decision on permitting such travel the delegating authority and the applicant should take into account current epidemiological situation at the place of destination and applicable laws in this regard.
5. The meetings of collegiate bodies and committees (teams) at the University may be organised remotely, if the provisions of law provide for it. A secretariate or a designated person responsible for administrative handling of the body or the committee shall archive the documentation of the meetings.

## **§ 6**

### **Inauguration, immatriculation, diploma award ceremony**

1. The inauguration of the academic year shall take place on 1 October 2020 in a hybrid mode. The event shall be broadcast, recorded and posted on the University's website and on the University social media pages.
2. The immatriculation of students shall take place during the inauguration. Apart from the invited representatives of the faculties, other students may participate in the event using electronic means of communication.
3. Immatriculation ceremonies at the faculties are revoked. The immatriculation of students at the faculties shall take place in accordance with the rules laid down by the dean, who determines the date and place of signing the student oath.
4. The ceremonies of the award of bachelor's, engineer's and master's diplomas shall not be held in 2020.

5. The ceremonies of the award of doctoral and post-doctoral diplomas shall be held in a hybrid mode. In accordance with the guidelines provided by GIS and the Occupational Health and Safety and Fire Protection Department only the diploma recipients, the rector and faculty authorities and the supervisors may take part in the ceremony. Others may participate in the event using electronic means of communication. The ceremonies shall be recorded and posted on the websites of the relevant faculties and on their social media pages.

## **§ 7**

### **Student halls of residence and other University buildings**

1. The accommodation in student halls of residence and University guest rooms is possible only in single rooms, in accordance with GIS recommendations.
2. The accommodation in double rooms is possible only with the Rector's approval and if the epidemiological conditions and GIS recommendations permit it.
3. The students accommodated in the halls of residence and the persons accommodated in the University guest rooms are specifically obliged to:
  - 1) disinfect hands upon entering the building (disinfectant dispensers with a bilingual instruction of use should be placed in easily visible locations, next to every entrance to the building);
  - 2) observe social distancing rules, and in particular avoid gathering in groups, cover mouth and nose (using a face mask, face shield, etc.) while using common spaces (corridors, kitchens).
4. The manager of the hall of residence or the dean of the faculty housing guest rooms lays down limits regarding the maximum number of persons who can simultaneously occupy common spaces such as: a kitchen, a study room, a TV room, and others.
5. In administrative matters regarding the halls of residence one shall contact the manager of the hall, and in the case of guest rooms, the facility manager or a person supervising the building, via phone or e-mail.
6. The residents of the halls and the guests accommodated in the guest rooms shall be informed that if they start showing symptoms indicative of COVID-19 infection they are obliged to immediately report this fact via phone to the manager of the hall or in the case of the guest rooms, to the relevant dean, and to refrain from moving around in common areas of the building. The manager of the hall or the employee they designated (in the case of the guest rooms – responsible dean) reports the cases to the relevant institutions in accordance with the rules laid down in § 4 of this Ordinance.
7. If a resident of a hall or a guest room is placed under quarantine, the manager of the hall or a person supervising the building, where possible, provides the person a specially designated room with a private restroom for the duration of the quarantine.
8. Places for people under quarantine should be designated in each of the halls of residence, in the number of at least 5% of the total number of residents where possible. In the case of guest rooms those occupied by guests and equipped with a restroom become the place where the quarantine takes place.
9. The detailed rules for the functioning of the student halls of residence and other University buildings are laid down in the guidelines for the preparation of University indoor spaces (Annex No. 1) and internal instructions drawn by the heads of the units supervising the facilities (Vice-Rector for Student Affairs for the student halls of residence, deans, heads of extra-faculty units, Director General) with the help of the persons managing the buildings.
10. No visitors are allowed in the halls of residence and guest rooms.
11. Sports facilities held by the University of Wrocław remain open. Using those facilities is possible only in accordance with the applicable GIS regulations and instructions referred to in sections 9 and 12.
12. The heads of the following units:
  - 1/ University Library;

- 2/ faculty libraries;
  - 3/ Archives of the University of Wrocław;
  - 4/ Botanical Garden;
  - 5/ museums of the University of Wrocław;
  - 6/ and sports facilities held by the University of Wrocław,
- are obliged to draw, in collaboration with the facilities managers or the persons supervising the buildings, an instruction laying down detailed rules of safe conduct indoors and outdoors at the premises of the units under their responsibility, taking into account the guidelines set out in Annex No. 1.
13. The instructions referred to in sections 9 and 12 must involve current limitations, rules and bans laid down in the provisions of common applicable law due to the occurrence of the epidemic.
  14. The libraries shall ensure wide access to scientific literature, subject to section 12. The direct superiors of their heads shall supervise the correctness of the adopted work regulations.
  15. The instructions referred to in section 9 and 12 shall be drawn by 15 September 2020. The instructions shall be immediately posted on the website of the relevant unit and next to the entrance to every building.
  16. The Occupational Health and Safety and Fire Protection Department keeps a register of safety instructions. Each unit head is obliged to submit the instruction in order to enter it into the record.
  17. The register of internal safety instructions serves as a source of their templates. The Occupational Health and Safety and Fire Protection Department makes those templates accessible at the request of a unit head and submits them for use.
  18. The safety instructions shall be posted in Polish and English.

## **§ 8**

### **Provision of personal protection equipment**

1. The University provides its employees with disinfectants or disposable gloves as well as face shields or face masks, if it is provided for in the applicable law.
2. At the premises, at the entrances to buildings close to the reception, automatic disinfectant dispensers with body temperature sensors shall be placed in order to be used by all persons entering the University buildings for a body temperature measurement.
3. At the premises, at the entrances to buildings mask dispensers where the persons entering the building can purchase face masks shall be placed.
4. Personal protection equipment (disinfectants, disposable gloves, face masks or face shields) is purchased by the Purchasing Department using the funds at the Rector's disposal.
5. The demand for personal protection equipment is communicated by the facility manager or the person supervising the building to the Purchasing Department, via the Occupational Health and Safety and Fire Protection Department, with two weeks' advance, indicating the number of persons which shall be using the equipment. After verifying the eligibility of the order the Occupational Health and Safety and Fire Protection Department submits it to the Purchasing Department.
6. The Purchasing Department is responsible for the delivery of the equipment ordered with sufficient advance. In urgent cases the employees designated by the head of an organisational unit collect the allotted equipment in the Purchasing Department.

## **§ 9**

### **Additional safety measures**

1. In September and October 2020 there shall be organised prophylactic, voluntary vaccinations against the flu for the employees, PhD students and students.
2. The organisation of the vaccinations is coordinated by the Director General.
3. The vaccinations are fully reimbursed from the Rector's funds.

4. In the case of the employees returning from official travel to the countries where a significant increase in COVID-19 infections has been observed, the employee may apply to the Director General for the funding of a SARS-CoV-2 antibody test.
5. The facilities managers or the persons supervising the buildings are obliged to designate isolation rooms. The information on the designation of such a room and its location shall be submitted to the Occupational Health and Safety and Fire Protection Department by 1 October 2020.

## **§ 10**

### **Final provisions**

1. The Occupational Health and Safety and Fire Protection Department supervises the placement and installation of the automatic dispensers with body temperature sensors and the mask dispensers.
2. The employees, students and PhD students are obliged to read current announcements on the sanitary and epidemiological situation.
3. In urgent cases one should contact the immediate superior or the employee on duty at the Occupational Health and Safety and Fire Protection Department of the University of Wrocław (71 375 24 89, 71 375 29 22).
4. The Occupational Health and Safety and Fire Protection Department supervises the preparation of the instructions referred to in § 7 sections 9 and 12. It also controls the preparation of the buildings for teaching and oversees the safety conditions on an ongoing basis.
5. In all matters not covered by this Ordinance and the Ordinance of the Rector of the University of Wrocław on the introduction of the rules for distance education at the University of Wrocław the responsibility for the proper work organisation is placed on the heads of organisational units and the chairpersons of the collegiate bodies and committees (teams) of the University.
6. All regulations regarding the course and conditions of work and teaching should be posted by the unit heads on their websites, announcement boards and through posting letters to institutional mailboxes of the employees, PhD students and students. The instructions referred to in § 7 sections 9 and 12 shall be submitted to the Occupational Health and Safety and Fire Protection Department.
7. The head of the Occupational Health and Safety and Fire Protection Department is responsible for the periodical verification of the implementation of this Ordinance in terms of the epidemiological safety of the facilities.
8. The disinfectant dispensers with body temperature sensors and the mask dispensers shall be installed by 15 October 2020.

## **§ 11**

The supervision of the performance of this Ordinance is entrusted to the Director General for the central administration units, the deans for the faculties, and the heads of extra-faculty units for the units under their responsibility.

## **§ 12**

The Ordinance No. 99/2020 of the Rector of the University of Wrocław of 30 July 2020 on the rules for the functioning of the University of Wrocław from 1 August 2020 onwards is hereby repealed.

## **§ 13**

The Ordinance enters into force on the day of announcement, except for § 1 sections 6-8, which shall enter into force on the day of the installation of the body temperature sensors.

**Prof. Przemysław Wiszewski**  
**R E C T O R**

## **Rules for the preparation of administrative rooms and classrooms of the University of Wrocław during COVID-19 epidemic**

The rules presented below are general and do not cover all possible measures and methods of ensuring the safety of the spaces specified above.

### **§ 1**

#### **Entrance to buildings**

1. In order to ensure the safety of the persons remaining in the buildings the number of persons entering them should be limited, subject to the evacuation procedures.
2. Automatic disinfectant dispensers with body temperature sensors and – where possible - face mask dispensers shall be placed by the entrances to the buildings.
3. Each person entering a building of the University of Wrocław is subjected to an anonymous, automatic, voluntary body temperature measurement. If temperature above 37.5 degrees Celsius is detected, it is recommended to take another body temperature measurement after 5 minutes, and if the temperature remains at 37.5 degrees Celsius is recommended that the person refrains from entering the building, including participating in classes and working there.
4. The persons entering the buildings are obliged to wear a face cover at the premises of the University, except for the persons employed to work in the building.
5. At the entrances to the buildings where disinfectant dispensers with body temperature sensors are placed, the following information in Polish and English shall be displayed:

#### **Information for persons remaining in the buildings of the University of Wrocław regarding the potential threat of SARS-CoV-2 infection**

1. It is forbidden to enter the building without wearing a face mask or a face shield (except for the persons employed to work in the building).
2. It is recommended to disinfect hands and measure the body temperature each time upon entering the building.
3. If the temperature exceeding 37.5 degrees Celsius is detected, it is recommended to refrain from entering the building.
4. It is recommended to refrain from entering the building or to leave it if one of the following symptoms is observed: fever, low-grade fever, loss of the sense of smell and taste, dry cough, sore throat, chest pains, diarrhea.
5. It is recommended to refrain from entering the building or to leave it if in the last 14 days a contact with a person infected with SARS-CoV-2 or remaining in quarantine due to a contact with a person infected with COVID-19 has occurred.
6. It is recommended that you refrain from entering the building or leave it if you are currently taking antipyretic medications due to a fever or infection.

#### **Concealing the contraindications to remaining in the building and entering it poses a risk to life and health of its other users.**

**ATTENTION:** non-compliance with the recommendations above may result in criminal liability referred to in Article 116 § 1 of the Misdemeanours Code and Article 161 § 2-3 of the Criminal Code.

6. The following information shall be displayed on the body temperature measurement devices in Polish and English:

*Attention: if the result of body temperature measurement exceeds 37.5 degrees Celsius, please refrain from entering the building.*

## **§ 2**

### **Classrooms**

1. Information in Polish and English on the maximum allowed number of persons who may simultaneously remain in the room shall be displayed near the entrance to the classroom.
2. A container with disinfectant shall be placed at the entrance to the classroom. Each person entering it is obliged to disinfect hands.
3. All persons remaining in the classrooms should maintain at least 1.5-metre distance from each other, in all directions.
4. The facility manager or the person supervising the building is responsible for clear marking of the seats the students may use during the classes, in the number corresponding with the information displayed at the entrance.
5. After the class has ended the room should be aired out, when possible, for 15 minutes before the next class starts. If a new group or instructor is going to enter the classroom, all working surfaces of the previous users should be disinfected when possible. The classrooms should be disinfected if they are not going to be in use for the rest of the day or before they are going to be used.
6. An external provider disinfects the rooms.

## **§ 3**

### **Administrative rooms**

1. § 2 sections 1, 3 and 6 apply accordingly to the administrative rooms.
2. The employees who provide services to customers should be separated from them by a glass or plexiglass divider. Where it is not possible, the employee should be equipped by the employer with a non-disposable face mask or a face shield.
3. If maintaining proper distance between workstations is impossible, they should also be separated with glass or plexiglass dividers.
4. The dividers in the rooms and the mailboxes for submitting documents to the offices should be disinfected daily during cleanup.

## **§ 4**

### **Archives, libraries and reading rooms, labs and other special rooms**

1. § 2 applies accordingly to the rooms of the Archive, libraries and reading rooms, labs and other special rooms.
2. A system for ordering books on-line should be introduced in the libraries and the Archive. At the faculties and in faculty units where it has not been introduced yet, an appropriate training of the employees should be urgently carried out and the system implemented, in agreement with the Director of the University Library.
3. The libraries should be equipped with scanners allowing to execute orders for the digital copies of publications and their fragments.
4. A contactless book return procedure should be introduced.
5. In reading rooms books ordered by readers should be collected and returned without involving the librarian supervising the room.
6. The unit heads and the persons supervising the buildings where labs are located should clearly define, in agreement with the cleaning company, the method of disinfection which shall not damage the apparatus.
7. Detailed rules applying to the rooms of the Archive, libraries, labs and other special rooms shall be prepared and announced by 15 September 2020. The Occupational Health and Safety and Fire Protection Department shall provide appropriate assistance. The documents approved by the unit head shall be submitted to the Department's head in order to be entered into the appropriate register.

## **§ 5**

### **Passageways, lifts, common spaces, restrooms**

1. Whilst remaining and moving in the passageways of the buildings one should maintain safe, 1.5-metre distance to others.
2. The doors of the lifts in the buildings should bear information in Polish and English on the maximum number of users (1 person per 4 square metres) and on the need to wear a mask inside the lift, if more than one user is allowed in there.
3. The buttons outside and inside the lift should be regularly disinfected. If it is not possible, a container with disinfectant shall be placed at the entrance to the lift.
4. Containers with disinfectant shall be placed in the restrooms.
5. The number of people using a restroom simultaneously should be reduced, and the entrance door should bear information in Polish and English on the maximum number of persons that may remain inside. It is recommended to simultaneously allow inside half as many persons as there are toilets or toilets and urinals in the restroom.
6. When possible, the restrooms should be cleaned every 2 hours. The cleanliness check should be performed by: the facility manager or the person supervising the building.
7. The facility manager or the person supervising the building determines the maximum number of persons that may occupy the common spaces (cafeterias, canteens, copy shops, cloakrooms, etc.) and places the appropriate information at their entrances.

## **§ 6**

### **Isolation rooms for the persons suspected of SARS-CoV-2 infection**

1. In each of the University halls of residence its manager or the person supervising the building designates isolation or quarantine rooms for the persons suspected of SARS-CoV-2 infection in accordance with § 7 section 8 of this Ordinance.
2. The rooms should have their own sanitary facilities or be located close to a restroom which can be designated for the exclusive use of the person suspected of SARS-CoV-2 infection.
3. The room should have a window and be equipped with essential, easy to disinfect items. When possible, all elements that hinder the disinfection process should be removed (carpets, plants, bookshelves with books, etc.).
4. The facilities managers or the persons supervising other buildings of the University of Wrocław should designate rooms which in the event described in § 4 section 4 of this Ordinance may serve as a place of temporary stay for a person suspected of SARS-CoV-2 infection. The room should fulfill the conditions referred to in sections 1-3.

## **§ 7**

1. The preparation of rooms for use in accordance with the guidelines above is the responsibility of the head of the unit where classes are held or work performed and the facility manager or the person supervising the building.
2. In the case of any questions or concerns one should contact the employees of the Occupational Health and Safety and Fire Protection Department (phone: 71 375 24 89, 71 375 29 22).

Wrocław on .....

Mr/Ms

.....  
(employee's name and surname)

.....  
(position)

.....  
(organisational unit)

**Instruction to perform duties remotely**

**Pursuant to** Article 3 of the act of 2 March 2020 on specific measures relating to preventing and combating COVID-19, other infectious diseases and emergencies they cause, in order to counteract COVID-19 I instruct you to perform your work duties remotely for the duration of the COVID-19 threat from ..... to ..... and to keep a record of performed tasks, reporting them: daily, every 2 days, weekly\*.

.....  
unit head's signature

I confirm the receipt

.....  
employee's signature

\* delete the inapplicable

Wrocław on .....

.....  
(employee's name and surname)

.....  
(position)

.....  
(organisational unit)

**Record of the tasks performed remotely from ..... to .....**

Item	date	time from ..... to .....	type of work/task description
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

.....  
employee's signature

.....  
unit head's signature

<b>Unit</b>	<b>Faculty/Institute/Chair</b>
<b>Degree programme</b>	
<b>Mode</b>	
<b>Year</b>	
<b>Course</b>	
<b>Instructor's name and surname</b>	
<b>Class form in the study plan</b>	lecture / discussion / practical classes / seminar
<b>Number of hours in the study plan and number of the ECTS credits</b>	
<b>Number of class hours conducted remotely</b>	
<b>Course contents provided remotely in the period covered by the regulations</b>	
<b>Description of the method of conducting remote classes in the period covered by the regulations</b>	
<b>Description of the method for verifying students' expected learning outcomes of remote teaching in the period covered by the regulations</b>	

It is suggested to create a **separate file** for each course that is taught.