

WARSAW UNIVERSITY OF TECHNOLOGY

Order No. 104/2020 of the Rector of the Warsaw University of Technology of 30 September 2020

on the functioning of the Warsaw University of Technology during the COVID-19 epidemic as from 1 October 2020

Pursuant to Article 23(1) of the Law on Higher Education and Science of 20 July 2018 (Journal of Laws of 2020, item 85, as amended) read in conjunction with § 13a of the Regulation of the Minister of Science and Higher Education of 27 September 2018 concerning studies (Journal of Laws, item 1861, as amended), Regulation of the Council of Ministers of 7 August 2020 establishing specific restrictions, orders and prohibitions due to the state of epidemic (Journal of Laws, item 1356, as amended), Regulation of the Minister of Health of 6 April 2020 on infectious diseases requiring hospitalization, isolation or home isolation and quarantine or epidemiological monitoring (Journal of Laws, item 607, as amended), and read in connection with the documents of the Ministry of Science and Higher Education: of 18 May 2020 entitled: “Environmental guidelines to be followed in connection with the partial restoration of university activities”; of September 2020 entitled: “Organization of education in the new academic year. Recommendations for University authorities”; and the document issued by the Conference of Rectors of Academic Schools in Poland (KRASP) entitled: “Key decisions to be taken by Rectors before 1 October in order to prepare their universities for the 2020/2021 academic year in the face of COVID-19 in connection with the revocation of restrictions in university operation”, it is hereby ordered as follows:

Article 1

1. Organizing cultural, entertainment, integration and scientific events (i.e. concerts, conferences, training, etc.) at the Warsaw University of Technology shall be restricted, except when such events are organized using remote means of communication.
2. The events referred to in paragraph 1 above may only be held at venues upon an individual decision of the Rector, subject to applicable laws and safety rules, at a reasoned request from the head of a basic or university-wide organizational unit, the Chancellor, the Chairman of the Student Council or the Council of Doctoral Students, as well as from trade unions active at the University, as the case may be.
3. Student mobility not provided for by the study program shall be subject to an individual decision of the Rector issued at the request of the head of a basic or university-wide organizational unit or the Chairman of the Student Council.
4. Classroom-based education of the University of the Third Age at the WUT shall be suspended.
5. Employees and doctoral students on business trips abroad shall sign a declaration in the form specified in Annex 1 to this Order.
6. Foreign guests on a visit to the Warsaw University of Technology shall sign a declaration in the form specified in Annex 2 to this Order.
7. Voluntary foreign trips of students under the Erasmus+ program or bilateral agreements shall be governed by the terms set out in a separate decision of the Rector.

Article 2

1. The teaching process at the University may be based on remote learning methods and techniques.
2. University classes can take the following forms:
 - 1) remote learning – classes are conducted online, with room-based classes reduced to the minimum and held only insofar as required for a specific education cycle to be completed within the required time frame;
 - 2) remote blended learning – most subjects are taught remotely with room-based courses constituting up to 20% and comprising contents that are key for the field of studies;
 - 3) classroom-based blended learning – lectures and seminar classes are taught remotely when delivered to large groups of students and when face-to-face contact with the lecturer is not necessary; room-based classes taught in all other cases if maintaining the sanitary regime is possible.
3. The choice of the form of learning shall be made by the head of the basic organizational unit.
4. The head of the basic organizational unit is responsible for the teaching conditions.
5. Class teaching and diploma exam organization methods, as well as the rules for student internships, shall be determined – subject to the applicable safety rules and requirements – by the head of the basic organizational unit, taking into account:
 - 1) the applicable guidance of the Chief Sanitary Inspectorate;
 - 2) the applicable recommendations of the Ministry of Science and Higher Education.
6. The method for completing internships at faculty premises shall be determined – subject to the applicable safety rules and requirements – by the head of the basic organizational unit. When warranted by the epidemiological situation, internships envisaged by the study program may be completed in a different manner than usual, provided that the associated internship learning outcomes are achieved.

Article 3

1. The heads of basic organizational units that control specialized laboratories shall:
 - 1) define the Rules on Laboratory Use, taking into account the applicable guidance of the Chief Sanitary Inspectorate and recommendations contained in “Environmental guidelines to be followed in connection with the partial restoration of university activities” issued by the Minister of Science and Higher Education; the Rules shall be agreed upon with the University’s Health and Safety Inspectorate;
 - 2) designate staff responsible for supervising compliance with the Rules on Laboratory Use.
2. It is recommended that the availability of specialized laboratories be extended during the day to the maximum by introducing flexible working hours for the engineers and technicians whose presence is necessary to supervise the operation of devices and safety in laboratories.

Article 4

1. The organization of work in classrooms and laboratories shall be determined by the head of the basic or university-wide organizational unit.
2. In order to limit the spread of COVID-19 and ensure the safety of students, doctoral students and employees of the Warsaw University of Technology, the heads of basic and university-wide organizational units who organize classes at the University shall:
 - 1) set forth the rules on the use of individual classrooms and laboratories in Polish and English (if classes are taught in the latter) based on the applicable guidance of the Chief Sanitary Inspectorate and recommendations or guidelines of the Minister of Science and Higher Education; the rules shall be agreed upon with the Health and

- Safety Inspectorate and published on the website of the basic or university-wide organizational unit;
- 2) place information in Polish and English about the maximum number of people allowed in the room on the entrance door to the room, and communicate that information through the University's internal communication tools;
 - 3) clearly mark the chairs and seats that cannot be occupied so that the distance between seated persons is at least 1.5 meters;
 - 4) have learning stations distanced at least 1.5 meters from one another;
 - 5) place alcohol-based hand disinfectants in each classroom;
 - 6) promote frequent hand washing by posting hand washing and hygiene instructions in sanitary facilities;
 - 7) monitor the health of lecturers;
 - 8) take, when needed, other reasonable precautions in correspondence to the specificities of the classes taught or rooms used.
3. The persons who teach classes to students and doctoral students at the University shall:
- 1) count, before the start of classes, the people in the room, in order for the specified maximum number of people who can stay in the room not to be exceeded;
 - 2) acquaint the participants in the classes with the rules on classroom use;
 - 3) air the rooms after each class;
 - 4) report each case of suspected COVID-19 identified or reported to the head of the basic organizational unit.

Article 5

The main users of WUT facilities shall:

- 1) place disinfectants along with relevant information (in Polish and English) at the entrances to buildings for them to be used by every entering and exiting person;
- 2) have university buildings, classrooms, air conditioning units, sanitary facilities and frequently touched surfaces (handrails, dinner tables, sports equipment, door and window handles, elevator buttons, teaching aids, etc.) cleaned and disinfected;
- 3) place on toilet doors information (in Polish and English) about the maximum number of people allowed inside the toilets; it is recommended that one restroom be used by half as many people as the number of toilets;
- 4) if there are chairs in the corridors – limit their number and have them arranged properly so that individual chairs are spaced at least 1.5 meters from one another. The spacing of chairs should be checked on an ongoing basis. If removing or spacing chairs is impossible (e.g. a bench is affixed permanently), using them shall be prevented;
- 5) place elevator use rules at the elevator doors (in Polish and English);
- 6) create or update emergency contact lists and place them near first aid kits;
- 7) set forth the rules for separating sick students, PhD students and employees from healthy ones – without stigmatization;
- 8) secure a suitable room for temporary isolation of people.

Article 6

1. The Director of the Main Library shall lay down and publish in Polish and English the Main Library Rules, following the applicable guidelines of the Chief Sanitary Inspectorate, recommendations contained in the guidelines of the Minister of Science and Higher Education and in the “Guidelines on the functioning of libraries during the COVID-19 epidemic in Poland” issued by the Ministry of Development.

2. The Rules should be agreed upon with the Health and Safety Inspectorate and posted on the Main Library's website.

§ 7

Dean's offices and other organizational units that support students and doctoral students shall comply with the following safety rules:

- 1) administrative services should be provided to students and doctoral students through remote means of communication to the greatest possible extent;
- 2) visits should be limited to the necessary minimum;
- 3) the area for students, doctoral students and non-University visitors should be separated from the office area by an additional protective screen made of acrylic glass or plexiglass, with an arrangement for handing documents;
- 4) the station should be equipped with containers for documents, and any documents handed should be quarantined;
- 5) stationery should be placed in a special container and disinfected after each use;
- 6) the minimum distance of 1.5 m recommended by law should be kept between people staying in one room, within spaces of specific surface area, as well as in front of the dean's office or rooms of other organizational units that provide services to students and doctoral students;
- 7) a visitor record must be kept (name, surname, contact details);
- 8) disinfectant liquid shall be made available at the student, PhD student, and visitor service desk;
- 9) students, PhD students, employees and other people must cover their mouths and noses;
- 10) it is recommended that the services be provided by appointment to avoid queuing and gatherings.

Article 8

The Student Dormitory Safety Procedure shall be established by the Chancellor on the basis of a draft to be prepared by the Deputy-Chancellor for Essential Activities in consultation with the Student Dormitory Coordinator, subject to the applicable guidelines of the Chief Sanitary Inspectorate and recommendations laid down in documents of the Minister of Science and Higher Education.

Article 9

The safety procedures for the Training and Recreation Centre in Grybów, the recreation centers in Sarbinowo, Ublik, and Wilga, the WUT Kindergarten and the WUT Students' Hostel shall be established by the Chancellor on the basis of drafts prepared by the Head of the Welfare Department and the head of the Student Affairs Office, respectively.

Article 10

1. Direct contacts between staff shall be limited to the necessary minimum.
2. It is recommended that University staff contact one another by phone or electronic means of communication, which includes electronic transmission of documents. When staff contact someone from outside a given room, distance must be kept and the mouth and nose must be covered.
3. When using common spaces in buildings, staff must keep distance and cover their mouth and nose.

4. All WUT employees are required to check the WUT website on a daily basis for updates about the functioning of the University, especially to get acquainted with the University's bylaws.
5. All WUT employees shall use their official e-mail on a daily basis and check for any relevant correspondence.
6. Heads of organizational units shall ensure that every unit employee, including newly hired persons, has an official e-mail address and uses it actively. The pw.edu.pl domain denotes the official e-mail address of the Warsaw University of Technology.
7. In order to ensure that data is transmitted securely, the use of private e-mail for official purposes is not allowed.

Article 11

1. Heads of organizational units shall organize the work of staff in such a way as to ensure their safety, subject to generally available sanitary guidelines – individual workstations should be arranged so that the distance between them is at least 1.5 meters.
2. In individual, duly justified cases, the head of the organizational unit may introduce remote work, subject to paragraph 7.
3. When adapting the room in the manner referred to in paragraph 1 is impossible, alternate remote work shall be put in place.
4. Where necessary, the head of the organizational unit may introduce an individualized staff work rotation schedule, and, if warranted, also an additional work break.
5. It is recommended that high-risk staff (in particular people over 60 years of age, people with illnesses that increase the risk of a severe course of COVID-19) have priority when employees are delegated to work remotely.
6. The decision to introduce remote work shall be made by the head of the organizational unit for each employee individually.
7. For staff of the central administration organizational units who report to the Rector, Chancellor, or Bursar, the decision referred to in paragraph 6 shall be taken by the Vice-Rector for General Affairs, Chancellor or Bursar, respectively, at the request of the head of a given organization unit.
8. Remote work means that staff members perform their duties outside their permanent workplace and remain at the disposal of the head during remote working hours, subject to the unit's work schedule.
9. Whenever requested by the immediate superior, a remote employee shall come to the workplace at the University.
10. Introducing remote work or an additional break shall not reduce the pay.
11. Remote work is only allowed where the type of work allows it.
12. The heads of organizational units shall ensure the continuity of their units' work and maintain working time records in this respect.

Article 12

1. When suspecting symptoms of SARS-CoV-2 infection, an employee shall refrain from working – they shall stay at home or leave the workplace immediately and go home or to the temporary isolation room. They shall also contact a primary care physician and forthwith notify suspected infection to the immediate superior.
2. The information referred to in paragraph 1 shall be communicated to the head of the unit by mail or by phone and sent by e-mail to the following address: powiadomienia@pw.edu.pl, following which the doctor's recommendations and the communications of the Chief Sanitary Inspectorate shall be complied with.

3. The head of the organizational unit shall prevent from working/remove from work an employee for whom he/she has noticed alarming symptoms indicative of a likely SARS-CoV-2 infection.
4. The employee shall promptly notify the head of the organizational unit also in the event that he/she has been ordered by the State Sanitary Inspector to undergo mandatory quarantine due to having been exposed to SARS-CoV-2 infection or having had contact with a source of infection, even in the absence of any symptoms of COVID-19 disease, or in the event that the employee is required to do so by applicable laws having crossed the Polish border after a foreign trip.
5. The information referred to in paragraph 4 shall be provided to the head of the organizational unit along with the decision or information about the period of compulsory quarantine, by mail or phone, and sent by e-mail to the following address: powiadomienia@pw.edu.pl, and the procedures provided for by applicable laws and communications of the Chief Sanitary Inspectorate shall be followed.
6. The head of the organizational unit shall promptly forward the decision requiring that an employee quarantine to the Personnel Office/Personnel Department (BSO/DSO) and the Payroll Department.
7. The employee shall forthwith notify the head of the organizational unit of any change to the decision of the State Sanitary Inspector, or of a change in his/her health.
8. In order for him/her to be paid the sickness allowance, the employee shall submit a statement of compulsory isolation or quarantine, as required by the Social Insurance Institution (ZUS), link: <https://www.zus.pl/o-zus/aktualnosci/-/publisher/aktualnosc/1/swiadczenia-chorobowe-dla-osob-objetych-obowiazkowa-kwarantanna-po-przekroczeniu-granicy/2556004>
9. Heads of units and employees shall get acquainted with the updates of the Chief Sanitary Inspectorate and the WUT bylaws regarding COVID-19 on an ongoing basis.
10. The obligation to notify suspected COVID-19 infection shall also apply to PhD students and students – information shall be sent to the following e-mail address: powiadomienia@pw.edu.pl.

Article 13

WUT students, doctoral students and staff can use mental health support. Detailed information on mental health support, in particular the psychologist's duty hours, is available on the website of the Student Affairs Office: www.bss.pw.edu.pl.

Article 14

An information campaign for members of the academic community shall be delivered by the Promotion and Information Office. In particular, the information campaign, which shall be carried out using the available means of communication, should:

- 1) involve hygiene-related recommendations, encouraging frequent hand washing, covering the mouth and nose, social distancing, airing rooms, strengthening immunity by taking walks and engaging in outdoor activity;
- 2) encourage maintaining calm, forbearance, mutual courtesy, helpfulness and optimism;
- 3) prevent exclusion and stigmatization (emphasizing that everyone is vulnerable to infectious diseases);
- 4) inform about preventive and control measures at the University in order to ensure a sense of security and support from the authorities across the entire academic community.

Article 15

1. Employees, students and doctoral students who fail to comply with the rules set out in this Order shall be subject to disciplinary liability as per separate regulations.
2. Infringements of the rules set out in the Order shall be reported to the Vice-Rector for General Affairs (in the case of employees), Vice-Rector for Student Affairs (in the case of students), or the Vice-Rector for Research (in the case of doctoral students).

Article 16

Any orders and decisions of heads of organizational units and the Chancellor, as well as the Rules issued in this Order, should take into account the principles set out in this Order and in legislation governing the educational process, the applicable guidance of the Chief Sanitary Inspectorate and recommendations of the Minister of Science and Higher Education regarding the operation of universities during the COVID-19 epidemic.

Article 17

This Order shall apply respectively to participants of postgraduate studies and other forms of education at the WUT.

Article 18

Matters not covered by this Order shall be governed by the applicable legislation and guidance of the Chief Sanitary Inspector, the Ministry of Science and Higher Education and the Conference of Rectors of Academic Schools in Poland (KRASP).

Article 19

The following shall be repealed:

- 1) Order No 32/2020 of the Rector of the Warsaw University of Technology of 26 May 2020 establishing the scope of, rules for and timetable of activities in connection with the partial restoration of the teaching activity at the Warsaw University of Technology;
- 2) Order No 33/2020 of the Rector of the Warsaw University of Technology of 26 May 2020 establishing the scope of, rules for and timetable of activities in connection with the partial restoration of the activity at the Warsaw University of Technology including Amending Order No. 37/2020 of the Rector of the Warsaw University of Technology;

Article 20

The Order shall take effect on 1 October 2020.

R E C T O R

prof. dr hab. inż. Krzysztof Zaremba

Warsaw,

Name and surname

.....

(organizational unit)

EMPLOYEE/ DOCTORAL STUDENT DECLARATION ON TRAVEL AT OWN RISK

I, the undersigned* – employee/doctoral
student*

(organizational unit)

of the Warsaw University of Technology, declare that I am aware* of the risk associated with
travelling abroad during the COVID-19 epidemic to

.....

(institution/event/purpose)

.....

(country, town)

in the period

and that I am travelling at my own risk.

After returning, I undertake to comply strictly with the applicable sanitary and epidemiological
regulations and recommendations regarding the return from abroad.

.....

(signature)

* *delete as appropriate*

Declaration of a visitor to the Warsaw University of Technology

Name and surname:

Contact phone number

Inviting organizational unit

I declare that:

1. I understand and accept the conditions of staying at the premises of the Warsaw University of Technology related to the COVID-19 epidemic.
2. I undertake to comply strictly with the current sanitary and epidemiological regulations and recommendations applicable to the University.
3. I do not show any symptoms of COVID-19 infection and have not, in the last 10 days, had contact with people suffering from COVID-19 or undergoing quarantine or isolation due to suspected infection.

.....

locality

.....

date, signature

DATA PROTECTION NOTICE

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (OJ L 119/1, 4.5.2016), hereinafter referred to as the “GDPR”, the Warsaw University of Technology wishes to inform you that:

1. The Warsaw University of Technology, seated in Warsaw at pl. Politechniki 1, 00-661 Warszawa, is the data controller for your personal data.
2. The Controller has appointed a Data Protection Officer (“DPO”), who oversees the correctness of the personal data processing operations. You may reach the DPO at: iod@pw.edu.pl.
3. The Controller will process the following of your personal details: name, surname, telephone number.
4. The Controller will process your personal data in order to ensure safety and take any precautions to limit the spread of COVID-19 – the processing of your personal data is based on Article 6(1)(d) of the GDPR.
5. The Warsaw University of Technology does not intend to transfer your data outside the European Economic Area.
6. You have the right to access and rectify your personal data as well as to request your personal data to be erased, their processing to be restricted, and to object to data processing. Because the processing of your personal data is not based on your consent, you do not have the right to have your data transferred.
7. We will not disclose your personal data to other entities (controllers) except for entities authorized under relevant laws.
8. Your personal data may be accessed by entities (processors) commissioned by the Warsaw University of Technology to perform operations which may involve personal data processing.
9. The Warsaw University of Technology shall not use any automated data processing operations with reference to your personal data (i.e. your personal data will not be subject to automated decision-making or to profiling).
10. The provision of the personal data is voluntary, but failure to do so shall preclude you from entering the area of the Warsaw University of Technology as a visitor.
11. Your personal data will be processed for a period of 14 days and for any period necessary to take the necessary measures to limit the spread of COVID-19.
12. If you believe that your personal data have been processed contrary to the provisions of the GDPR, you may lodge a complaint with the supervisory authority (President of the Data Protection Office – Prezes Urzędu Ochrony Danych Osobowych).