Regulation No. 48/2019/2020  
Rector of Kazimierz Wielki University  
11 March 2020  

on preventing the spread of SARS-CoV-2 virus among the academic community of Kazimierz Wielki University in Bydgoszcz

Pursuant to Article. 23 clause 2 point 2, art. 50 paragraph 1 and 51 section 1 of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) and § 1 para. 1 of the Regulation of the Minister of Science and Higher Education on how to ensure safe and hygienic working and education conditions at the university of October 30, 2018 (Journal of Laws of 2018, item 2090) in conjunction with the Act of March 2, 2020 (Journal of Laws of 2020, item 374) on specific solutions related to preventing, countering and combating COVID-19, other infectious diseases and crisis situations caused by them

I hereby order as follows:

§ 1
1. All open events are canceled: conferences, symposia, artistic and sports events, and other such meetings organized at Kazimierz Wielki University in Bydgoszcz, hereinafter referred to as UKW. The use of UKW infrastructure by external entities and users is suspended.
2. Foreign business trips and participation in conferences, seminars, national trainings etc. of employees, doctoral students and students of Kazimierz Wielki University are suspended.
3. Visits to the University by foreign guests are suspended.
4. No new residents will be admitted to UKW halls of residence. No guests can visit residents of the halls of residence.
5. The rules set out in § 1 are effective from March 11, 2020 to March 27, 2020, with the option of further extension.

§ 2
1. All forms of classes for full-time and part-time students, doctoral students and post-graduate students are canceled.
2. Consultations for students may be conducted only by phone or electronically.
3. The UKW Library closes to readers.
4. The rules set out in § 2 are effective from March 11, 2020 to March 27, 2020, with the option of further extension.
5. Administrative support for students in the aforementioned period takes place only by phone or electronically.

§ 3
1. An obligation is introduced to minimize direct contact between staff members and employees.
2. In communication between employees and outside Kazimierz Wielki University it is recommended to use e-mail correspondence and telephone.
3. Correspondence in paper form should be submitted to the Main Office. Receipt of correspondence takes place after prior notification of an employee of the Main Office by phone or e-mail.
4. Letters to the Rector and Vice-Rectors should be submitted to the Rector's Office or to the relevant secretariats.

§ 4
1. The employee is obliged to immediately inform by phone and email the head of the organizational unit about the suspected disease caused by the coronavirus or the fact of quarantine.
2. The head of the organizational unit is obliged to provide information on the employee's illness without undue delay to the Rector's Office.
3. In order to prevent the spread of COVID-19, the head of an organizational unit may independently or at the employee’s request order the work specified in the employment contract to be performed remotely, in particular when:
   1) there is a suspicion that the employee is infected with coronavirus as a result of contact with a sick person or suspected of being infected with coronavirus;
   2) the employee has recently been in areas of coronavirus spread;
   3) the employee's health deteriorated and symptoms characteristic of coronavirus infection occurred;
   4) the employee is in a particularly difficult personal situation;
   5) there are cases specified in the recommendations of the Chief Sanitary Inspectorate.
4. The head of the organizational unit agrees with the employee the scope and duration of remote work. This period may not exceed 14 days at a time.
5. It is recommended that students leave the halls of residence.
6. Domestic and foreign students and doctoral students staying at the university are obliged to inform immediately about suspected COVID-19 infection - information should be sent to the following e-mail address: rektor@ukw.edu.pl

§ 5

2. The head of the organizational unit is obliged to:
   1) on a daily basis familiarize with the current announcements issued by the Chief Sanitary Inspectorate and Kazimierz Wielki University;
   2) maintain constant contact with the employee performing work at home, monitoring and supervising the effects of this work;
   3) report the situation to the employer.

§ 6

The Rector may take individual decisions in situations not specified in this ordinance.

§ 7

The ordinance enters into force on March 11, 2020.

Rector

prof. dr hab. Jacek Woźny