ORDINANCE NO. 50 OF THE RECTOR OF THE UNIVERSITY OF WARSAW

of 10 March 2020

on preventing the spread of the COVID-19 virus among the academic community of the University of Warsaw

On the basis of § 36 s.1 of the Statute of the University of Warsaw (UW Monitor of 2019 item 190) and pursuant to the Act of 2 March 2020 on special solutions regarding preventing, counteracting and combatting COVID-19 and other contagious diseases and crisis situations caused by them (Journal of Laws of 20120 item 374), the following is administered:

§1
1. Open events such as: conferences, symposia, lectures, including classes offered by the Open University, artistic performances and other meetings organised by the University of Warsaw as well as external entities on the premises of the University of Warsaw are hereby cancelled.

2. Business trips abroad by UW employees, doctoral fellows, students and post-graduate students, including to participate in domestic conferences are suspended.

3. Visits of foreign guests at the University of Warsaw are suspended.

4. Accommodating new persons in student dormitories and other housing facilities owned by the UW is suspended and a ban on receiving external guest is imposed. This does not apply to the hotel parts of the housing facilities providing commercial hotel services.

5. The rules set out in § 1 shall apply until 30 April 2020.

§2
1. Lectures and classes for students, doctoral fellows and course participants are hereby cancelled, except classes conducted remotely.

2. By 20 March 2020, the heads of didactic units shall announce a list of lectures and classes to be conducted on-line from 30 March 2020.

3. The University Library in Warsaw shall be closed to readers.

4. The rules set out in § 2 shall apply until 14 April 2020.

§3
1. Students and doctoral fellows are obliged to immediately inform by phone or email the head of the proper didactic unit or doctoral school about suspected coronavirus-induced disease or quarantine. Students of doctoral studies run by the faculties and participants of post-graduate studies should inform the head of the proper organisational unit.

2. The unit heads specified in section 1 are obliged to forward the above information to: InfoCovid19@adm.uw.edu.pl without unduly delay.

§4

1. UW employees are obliged to immediately inform the head of their unit by phone or email about suspected coronavirus-induced disease or quarantine.

2. The head of the is obliged to provide information about the employee’s illness to InfoCovid19@adm.uw.edu.pl without unduly delay.

3. In order to prevent the spread of COVID-19, the head of the unit may spontaneously or at the employee’s request order the work provided in the contract of employment to be carried out remotely, particularly if:
   1) There is a reasonable suspicion that the employee may have contracted coronavirus as a result of contact with a sick or potentially infected person;
   2) The employee has recently visited a region infected by coronavirus;
   3) The employee’s health has deteriorated and symptoms characteristic of coronavirus infection have appeared;
   4) In other cases set out in the guidelines published by the Chief Sanitary Inspectorate.

4. The head of the unit and the employee shall agree the scope and duration of the remote work. Its duration cannot exceed two weeks at a time.

§5


2. It is advised to use email and telephone in internal University communication, and to limit face-to-face contacts.

3. Heads of organisational units are obliged to:
   1) Closely follow the announcements of the Chief Sanitary Inspectorate and the University of Warsaw;
   2) Keep in touch with the employees and monitor the results of their remote work;
   3) Regularly report on the situation at their unit to InfoCovid19@adm.uw.edu.pl.

4. The rules set out in § 5 shall apply until 30 April 2020.
§6
The Rector may make individual decisions in cases not specified in this Ordinance.

§7
The Ordinance enters into force on 11 March 2020.

Rector of the University of Warsaw: M. Pałys