

**Decree no. 29/R/21
of the Rector of the University of Gdańsk
of 23 February 2021**

**on safety requirements at the University of Gdańsk and rules regarding remote
work by University of Gdańsk employees during the
the SARS-CoV-2 virus crisis**

On the basis of Article 23 section 2 point 2, Article 50 section 1 and Article 51 section 1 of the Act of 20th July 2018 - Law on Higher Education and Science (Journal of Laws 2020, item 85 with amendments), in connection with the Act of 2 March 2020 on specific measures related to the prevention, counteraction and eradication of COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws 2020, item 1842) and in accordance with the recommendations of the Ministry of Science and Higher Education – it is decreed as follows:

§ 1.

1. During the period of threat from the SARS-CoV-2 virus all University of Gdańsk employees, doctoral students and undergraduate students are subject to all security, health and safety requirements observed in the current sanitary regime. During the pandemic, exceptional security measures should additionally be applied, as specified by this decree, in addition to rules specified by particular faculties and general organisational units of the university.
2. Each time this decree refers to the notion of:
 - 1) quarantine – it should be understood as the isolation of a healthy individual who has been exposed to infection, in order to prevent the spread of exceptionally dangerous and highly infectious diseases;
 - 2) home isolation – it should be understood as the isolation of a sick individual, with an infectious disease which does not require complete hospitalisation for medical reasons, at his or her place of residence or location, in order to prevent the spread of exceptionally dangerous and highly infectious diseases;
 - 3) remote work – it should be understood as the performance, for a definite period of time, of the work specified in the employment contract, outside the permanent workplace.

§ 2.

Safety measures in UG buildings regarding generally accessible space (e.g. halls, corridors, toilets):

- 1) After entering a building, hands should be disinfected or gloves applied,
- 2) All persons present in UG buildings should maintain a minimum distance of 1.5 m from others.

- 3) In shared university space (e.g. halls, corridors, stairs, toilets etc.) located in the areas within the yellow and red zones a protective mask should be applied, covering the nose and mouth.
- 4) Congregating at the entrance to lecture halls or other lecture rooms should be limited. Rooms should be unlocked in advance.
- 5) It is recommended that lifts be used by persons with clear indications to do so such as, for example, disability, pregnancy or transport of heavy material. Lifts may not be used simultaneously by more persons than the number specified by the building's administration.

§ 3.

Safety measures in UG buildings regarding didactic space:

- 1) Seating in didactic rooms should be organised in such a way to allow at least a 1.5 m distance between persons in any direction.
- 2) In the case of laboratory work and classes organised as part of the University of the Third Age, work places should be organised in such a way as to allow at least 2m distance between persons, or the group number should be decreased or, if this is not possible, covering the mouth and nose should be obligatory.
- 3) Doors (which are not fire doors) to all rooms accessible to undergraduate or doctoral students and staff, should as far as possible remain open.
- 4) Taking into consideration the fact that the SARS-CoV-2 virus spreads particularly easily in closed rooms and in prolonged collective exposition, it is recommended that classes be organised in rooms which allow for regular airing between classes in order to provide appropriate air circulation.
- 5) The equipment used during classes or work should be regularly disinfected. During disinfection, manufacturer's instructions should be rigorously adhered to. It is important to strictly observe the time necessary for disinfected rooms to be aired.
- 6) Physical education classes, as well as certificate examinations, shall be held on the basis of separate regulations.

§ 4.

Additional safety measures:

- 1) Employees as well as undergraduate and doctoral students should be instructed with regard to rules governing the sanitary regime to be observed during class or work time. They should also be additionally cautioned by their supervisors as to the need to observe all health and safety and fire safety precautions.
- 2) Work or class participation in UG buildings must not be undertaken by employees or undergraduate and doctoral students who:
 - a) are sick with COVID-19,
 - b) share a household with a person who has received information on the need to exercise isolation in home conditions,

- c) are undergoing quarantine or home isolation. Persons who have been vaccinated with the anti- COVID-19 vaccine are exempt from obligatory quarantine (on the basis of a certificate confirming receipt of the anti-COVID-19 vaccine),
 - d) have been referred for a COVID-19 test by a primary or night care physician and are awaiting test results.
- 3) A person who in the last 10 days has come into contact with a person infected with the SARS-CoV-2 virus (direct interaction) should be immediately instructed by their supervisor to undertake temporary remote work and should contact their primary care physician.
 - 4) The commencement of work should be organised in a manner which prevents congregating (e.g. through time gaps).
 - 5) In the case of activities requiring direct contact with another individual:
 - a) Employees, as well as undergraduate and doctoral students, should be informed that all these activities are to be performed under exceptional care, and applying all available measures of personal protection, with particular attention to the protection of mouth and nose,
 - b) where work is being carried out, it is recommended that the procedures in operation at a given faculty or an organisational unit in which classes are held are adhered to.
 - 6) Should the work performed entail direct contact with other individuals, measures limiting the probability of contracting the SARS-CoV-2 virus include:
 - a) work in fixed teams comprising a limited number of employees in direct contact with each other (2-3 persons),
 - b) limiting the direct contact to a necessary minimum,
 - c) applying personal protection measures.
 - 7) It is recommended not to organise meetings which require direct physical presence. These should be replaced with tele- or videoconferencing. Should a meeting with direct physical employee participation prove to be absolutely necessary, the number of participants should be limited (depending on the room in which the meeting is held), a safe distance of minimum 1.5 m between them should be provided and the duration of the meeting should be reduced to a minimum.
 - 8) A supervisor should establish the rules for the remote work of subordinate employees in order to provide continuity of organisational units should outbreaks of infection occur.

§ 5.

Procedures to be followed in the event of a suspected SARS-CoV-2 virus infection at the place of work or study:

- 1) Should an employee or an undergraduate or doctoral student manifest symptoms of an infectious disease, he or she should immediately discontinue work or study and be isolated in a separate room prepared for such an eventuality or a designated place, observing a 2m distance from other persons.

- 2) Should an employee's or an undergraduate or doctoral student's condition not require medical intervention, he or she should return home by means of individual transport, where he or she should remain and seek remote medical advice.
- 3) Should the person's health deteriorate, the emergency ambulance service should be called.

§ 6.

1. An employee shall be obliged to immediately inform the head of an organisational unit of the University by phone or e-mail of any suspicion of SARS-CoV-2 virus infection or of any referral to isolation or quarantine.
2. The head of an organisational unit of the University shall be obliged to forward the information regarding an employee's illness or quarantine without undue delay to the following e-mail address: koronawirus@ug.edu.pl.
3. The obligation to pass on any suspicion of SARS-CoV-2 virus infection or of referral to quarantine shall also apply to doctoral, undergraduate or postgraduate students. The information should be forwarded to an appropriate:
 - 1) Director of a doctoral school – in the case of doctoral students studying at a doctoral school;
 - 2) Head of doctoral studies – in the case of participants in doctoral studies;
 - 3) Head of a didactic unit – in the case of undergraduate students;
 - 4) Head of an organisational unit – in the case of participants in postgraduate studies.
4. The directors and heads referred to above shall be obliged to forward information on each confirmed case without undue delay to the following e-mail address: koronawirus@ug.edu.pl.
5. The above-mentioned address is managed by the Office of Work Safety and Health Protection. Messages coming to this address are automatically redirected to the Office of Safety and Risk Assessment at: ryzyko@ug.edu.pl. Collective information from the mailbox at koronawirus@ug.edu.pl in the form of data sets is sent to specially designated University of Gdańsk employees.

§ 7.

1. In connection with the restrictions introduced, direct access by third persons to University premises shall be limited. Access to University buildings shall be possible for third persons in exceptional situations, after prior arrangement (by e-mail or phone) and by observing a strict sanitary regime.
2. The above information does not apply to the work of emergency services (e.g. medical, gas, electricity etc.).
3. Didactic classes shall be conducted remotely. A dean, a director of a doctoral school or a head of postgraduate studies may allow for practical (e.g. laboratory) classes to take place in the didactic buildings of the University of Gdańsk, where this is essential for the completion of pre-determined study outcomes.
4. During the Covid-19 crisis, it is forbidden to sublet space on University premises to new natural or legal persons without the Chancellor's consent.

§ 8.

In addition, the following recommendations are introduced for academic teachers and employees who are not academic teachers:

1. Guidelines regarding the work of academic teachers:
 - 1) Employees and doctoral or undergraduate students may be present in faculty and general university buildings following consent from a dean or a director of a general university unit.
 - 2) Committees or other teams summoned with the consent of the Rector, appropriate Vice-Rector, dean or director of a general university unit, may also work in UG premises.
 - 3) An appropriate dean or director of a general university unit shall be responsible for the organisation of work of employees and doctoral students.
2. Guidelines regarding the work of employees who are not academic teachers:
 - 1) Employees who are not academic teachers shall work in accordance with the Work Regulations and observe all security measures resulting from this decree.
 - 2) In justified circumstances, heads of central administration units may lay down the rules for the organisation of work at other times or in a form different from that specified in the Work Regulations and should inform their superiors of this fact.
 - 3) In justified circumstances, administration staff employed at a faculty or in general university units may apply to a dean or director of a unit respectively and request that their work be arranged at other times or in another form.

§ 9.

Deans and directors of general university units may undertake additional measures in order to increase the safety level in the unit which they manage.

§ 10.

1. The University shall make it possible for remote work to be performed during quarantine or home isolation.
2. The measure adopted regards only cases in which the isolated individuals do not manifest symptoms of the disease, or manifest mild symptoms, and are able to perform work remotely.
3. Undertaking work during quarantine or home isolation shall be possible at the request of the employee and after he or she has accepted the rules defined in § 11.

§ 11.

1. Remote work may be performed when an employee:
 - 1) is able to perform work and the nature of work, as specified in the job description, allows for the duties to be performed remotely;
 - 2) possesses the skills as well as the technical means and premises to effectively perform remote work;
 - 3) receives consent from his or her immediate superior.
2. The remote work may be performed in particular by means of distance communication.

3. In order to protect confidential information and legally protected secrets, including UG secrets and personal data, remote work may be performed only with the application of rules on data protection (including personal data protection) adopted at the University of Gdańsk.
4. Responsibilities as part of remote work shall be assigned to an employee by the immediate superior in his or her standard work hours and in accordance with the employee's work schedule.
5. The immediate superior shall be obliged to carry out ongoing substantive supervision of an employee who performs remote work.

§ 12.

1. An employee referred for quarantine or home isolation should apply to his or her immediate superior by means of electronic mail for consent to perform remote work in the period corresponding to the duration of quarantine or home isolation (conforming to the content of annex no. 1).
2. Should the immediate superior consent to the work being performed remotely, he or she shall inform the employee by means of electronic mail (with an e-mail conforming to the content of annex no. 2) as well as the Employee Affairs Centre (at the following e-mail addresses: place@ug.edu.pl and kadry@ug.edu.pl).
3. Should the direct supervisor refuse consent for the work to be performed during quarantine or home isolation, he or she shall inform the employee of the fact by means of electronic mail.

§ 13.

1. An employee shall be obliged to inform his or her direct supervisor and the Employee Affairs Centre by electronic mail (at the e-mail addresses indicated in § 12 section 2) of any reduction or extension of the duration of quarantine or home isolation.
2. For work during quarantine or home isolation an employee is eligible to remuneration in accordance with the Remuneration regulations in operation at the University.

§ 14.

The provisions of this decree shall be supervised by: the Vice-Rector for Students and Quality of Education, the Chancellor, deans and directors of UG general university units.

§ 15.

The following decrees shall be repealed:

- 1) Decree no. 115/R/20 of the Rector of the University of Gdańsk of 8 October 2020 on safety requirements at the University of Gdańsk during the SARS-CoV-2 virus crisis;
- 2) Decree no. 142/R/20 of the Rector of the University of Gdańsk of 9 December 2020 regarding the rules for the remote work of UG employees during quarantine or home isolation.

§ 16.

The decree shall enter into force on the date it is signed.

Rector
of the University of Gdańsk
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Prof. Piotr Stepnowski