

30 September 2020

ORDINANCE NO 16/2020

**of the Rector of the Grażyna and Kiejstut Bacewicz University of Music in Łódź
on the principles of operation of the Grażyna and Kiejstut Bacewicz University of Music
in Łódź during the COVID-19 pandemic**

Pursuant to Article 23 sections 1 and 2 in conjunction with Article 50 section 1 of the Act of 20 July 2018 - Law on higher education and science (Journal of Laws of 2020, item 85 as amended) and the provisions of the Act of 2 March 2020 on special solutions related to the prevention, counteraction and combating of COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws of 16 April 2020 on specific support instruments in relation to the spread of the SARS-CoV-2 virus (Journal of Laws of 2020, item 695, as amended); of 14 May 2020. on the amendment of certain acts in the scope of protection activities in connection with the spread of SARS-CoV-2 virus (Journal of Laws of 2020, item 875) and the regulation of the Minister of Health of 23 March 2020 on temporary limitation of the functioning of medical universities in connection with preventing and combating COVID-19 (Journal of Laws, item 515, as amended), § 19 section 2 letters b and k and § 21 of the Statute of the G. and K. Bacewicz University of Music in Łódź of 28 June 2019 (as amended), I hereby order as follows:

§ 1

SUBJECT OF REGULATION

1. The rules of work organisation related to counteracting the spread of COVID -19 among the members of the University community are introduced at the Grażyna and Kiejstut Bacewicz University of Music in Łódź, hereinafter referred to as "the University" or "the Institution", and are valid until further notice.

2. The regulation takes into account the recommendations of the Ministry of Science and Higher Education of 18 May 2020 contained in the Environmental Guidelines in connection with partial restoration of the higher education institutions' activities and the recommendations of the Minister of Culture and National Heritage concerning conducting of classes at art higher education institutions in order to prevent and counteract the spread of COVID-19 virus.

§ 2

STUDENT AND CLIENT SERVICE

1. The service of students and clients is provided on a remote basis.

2. In justified cases, students and other clients are served individually with prior appointment by phone or e-mail. The service takes place in the designated zones under the sanitary regime. The Rector, in consultation with the Chancellor, is obliged to designate such zones and ensure appropriate conditions in them in accordance with the sanitary regime recommendations.

3. Apart from the University staff, one person may stay in the premises of administrative departments. When servicing a student or client, keep the recommended distance of 1.5 m and cover the mouth and nose.

4. The Rector introduces the obligation to keep a register of persons arriving in the University buildings, including their name and surname and telephone number; in the case of the University Library, the list of persons is created every day from the computer system, with particular emphasis on the regulations on personal data protection.

5. The registers of persons staying at the University are available in the receptions and cloakrooms of three University buildings.

6. In front of the entrance to any building there are disinfectants for hands as well as a reminder to cover the mouth and nose.

§ 3

ORGANISATION OF THE WORK OF THE ADMINISTRATION

1. The staff of the University administration work either on-site or mixed on-site and remote mode.

2. The Rector, in consultation with the Chancellor, in connection with paragraph 1, is obliged to determine the on-call time at the workplace performed by employees of a given unit, in such a way as to ensure continuity of work in the unit. An employee may be withdrawn from remote work at any time. Particular attention shall be paid to the University staff members over 60 years of age and with chronic diseases.

3. In the premises where the University employees are present, the distance between individual workstations must not be less than 1.5 metres.

4. Employees who are sent to work remotely are obliged to provide their telephone number, e-mail address and place of remote work,

5. The Rector obliges the Heads of Departments to maintain constant contact with the employee performing remote work and supervise the effects of his/her work.

6. A remote work, in justified cases, may also be carried out during the quarantine period. The decision in this respect is made by the Head of Department in consultation with the Chancellor.

7. It is recommended that direct contact of employees at the workplace be limited to a minimum.

8. Employees are recommended to communicate by means of work e-mail and telephones and other available means of distance communication in order to minimise the possibility of COVID -19 spreading.

§ 4

ACCESS TO THE INFRASTRUCTURE OF THE UNIVERSITY

1. The academic teachers, students, doctoral students and administrative staff of the University shall be obliged to

1) observe appropriate sanitary regimes during their duties;

2) follow the announcements concerning the procedures related to the functioning of the University during COVID-19.

2. In the premises, where teaching activities take place, the distance between individual stands must not be less than 1.5 metres. In case it is not possible to adapt the room in such a way, a rotational system of classes should be introduced.

3. The University is open to persons who have obtained permission to stay on its premises. For matters related to teaching, permission to stay on the University premises is granted by the Vice-Rector for Scholarly and Didactic Affairs, for matters related to artistic activity – the Vice Rector for Artistic Affairs, and the Chancellor for administrative matters.

4. The premises of the University may be used by tenants with valid agreements.

§ 5 TEACHING ACTIVITIES

Teaching activities at the University, in particular the implementation of study programmes, diploma exams and practical classes are carried out on the basis of separate regulations issued by the Rector.

§ 6 CIRCULATION OF CORRESPONDENCE

1. The procedure of any cases shall be carried out in a remote form - via official e-mail.
2. The circulation of paper-based documents is supervised by the Chancellor's office.
3. Any documents, in particular contracts, proxy authorisations, ordinances, resolutions and administrative decisions, must be signed by authorised persons and sent via official e-mail.
4. The circulation of financial documents takes place on a separate basis and involves the necessity to deliver original invoices to the Financial Department.

§ 7 WORK OF COLLECTIVE BODIES

1. The Senate, University Council and other collective bodies or committees acting on the basis of the Statute or the University's internal legal acts shall hold meetings organised either by means of distance communication or on-site while maintaining the sanitary regime.
2. The resolutions are adopted in the mode customary at the University or with the use of the system adopted at the University.

§ 8 GENERAL RULES FOR MAINTAINING SAFETY IN THE WORKPLACE DURING THE PANDEMIC

1. In order to ensure safety in relation to the possible spread of the COVID-19 virus, it is recommended that the following principles of the sanitary regime be observed:
 - 1) regular washing and disinfection of hands;
 - 2) regular disinfection of surfaces, in particular such as desks, keyboards, telephones, multi-function devices and door handles;
 - 3) maintaining a safe distance;
 - 4) nose and mouth protection.
2. The managers of the various departments are obliged to remind people of good practice and sanitary regime.

§ 9 PROTECTION MEASURES

The University provides its academic teachers, students, doctoral students and the administration of the University with access to the necessary personal hygiene measures in the form of disinfectants.

§ 10 THE STUDENT HOUSE

1. In connection with the on-site teaching activities at the University as well as distance learning, it is possible to accommodate newcomers in the Student House in the academic year 2020/2021.

2. It is established on the premises of the Student House:

- 1) no visits;
- 2) prohibition to organize gatherings;
- 3) closing common spaces on the premises of the Student House, including designated rooms. The recommended distance should be kept in the common spaces of the Student House.

3. The person entering the building of the Student House is obliged to disinfect the hands with disinfectants available at the entrance.

4. Any contacts with the administration of the Student House should be made by telephone or e-mail.

5. A resident of the Student House with symptoms similar to those of the COVID -19 virus must report this to the Student House administration and the relevant sanitary authorities and follow the recommendations and guidelines.

6. The head of the Student House is obliged to designate rooms for temporary isolation.

§ 11 THE UNIVERSITY LIBRARY

1. The rules of the sanitary regime listed in §2, §4 and §8 apply within the Library.

2. The University Library carries out orders placed via the Internet catalogue.

3. Due to the limitation of number of available stands any on-site use of the collections (either in the reading room or music library) requires prior consent.

4. It is recommended to contact the Library staff by phone, e-mail or *Zapytaj bibliotekarza (Ask the librarian)* form on the University website in all matters requiring explanation.

5. Any detailed information about the mode of operation and all changes in the functioning of the Library will be published regularly on the Library website.

§ 12 TREATMENT IN CASE OF SUSPECTED COVID-19 INFECTION

1. In case a COVID-19 infection is suspected or the following symptoms are observed:

- 1) an elevated body temperature, above 37.5°C (99.5°F)
- 2) cough, dyspnea,
- 3) general weakness of the body,

academic teachers, students, doctoral students and the administration staff of the University administration shall be obliged to notify immediately:

1) The District Sanitary and Epidemiological Station under the number:

tel. +48 42 253 99 00; ul. Przybyszewskiego 10, 93-189 Łódź,

tel. +48 42 253 90 00; ul. Pomorska 96, 91-402 Łódź,

2) the University,

information about a suspected COVID-19 infection should be reported to the Chancellor's office by phone + 48 42 662 16 02 or by e-mail kancelaria@amuz.lodz.pl.

2. The University will immediately provide the patient with isolation by directing him/her to designated rooms. It will secure persons having direct contact with the patient, as well as close the room or part of the building in which the patient was staying.

3. Any doubts concerning the application of this Ordinance, as well as comments related to the improvement of work and protection of persons, should be directed to the e-mail address kancelaria@amuz.lodz.pl or to the telephone number + 48 42 662 16 02.

§ 13 COMMUNICATION

The University staff, students and doctoral students are obliged to use academic e-mail addresses within the **amuz** domain for any official matters.

§ 14 FINAL PROVISIONS

1. The Rector shall decide on individual cases to prevent the spread of COVID-19.
2. The Ordinance comes into force on the day of signature and is valid until further notice.