

R-B-SOP.021.1.17.2021

REGULATION NO. 124/2021

of the Rector of the Wrocław University of Economics and Business
of 29 September 2021

on the rules of operation of the Wrocław University of Economics and Business
in relation to countering the spread of the SARS-CoV-2 virus

Pursuant to Article 23(1), (2)(2), Article 50(1) and Article 51(1) of the Act of 20 July 2018 -the Law on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), § 11 of the Statutes of the Wrocław University of Economics and Business, the Regulation of the Minister of Health of 20 March 2020 on an epidemic state in the area of the Republic of Poland (Journal of Laws of 2020, item 491, as amended) and the Regulation of the Council of Ministers of 6 May 2021 on the establishment of certain restrictions, orders and prohibitions in connection with the occurrence of an epidemic state (Journal of Laws of 2021, item 861, as amended), the following is hereby ordered:

§ 1

In order to ensure safe conditions for all persons staying on the premises of the University, the rules of operation of the Wrocław University of Economics and Business (hereinafter: the University) in connection with counteracting the spread of the SARS-CoV-2 virus are introduced.

§ 2

General rules of operation of the University

1. Only individuals who do not show symptoms that suggest an infectious disease, who are not living with a quarantined/isolated individual in a residential setting, and who are not under quarantine or isolation are allowed on the University premises.
2. It is compulsory to cover one's mouth and nose with masks in the University buildings.
3. All persons present in the University's buildings are obliged to frequently disinfect their hands or wear disposable gloves. Sanitizers are provided at entrances to buildings and student dormitories and in the corridors.
4. Persons staying within the University are recommended to maintain a safe social distance.
5. The use of lifts is not recommended, except for people with reduced mobility or when carrying heavy materials.
6. There are non-contact wall thermometers at the entrances to the buildings to measure temperature. Persons who have a temperature above 38 degrees should not perform work or take part in teaching activities on that day.
7. All sanitary facilities are additionally equipped with hand disinfectants. Frequency of cleaning during the day is increased. The cleaning schedule is set by the administrator of the facility, who ensures its implementation.
8. Cleaning and disinfecting takes place at least once a day for teaching halls and several times a day for sanitation facilities and surfaces touched by many people (common parts, such as: handles, grips, benches).
9. The Chancellor designates rooms in the University buildings where a person with suspected SARS CoV-2 infection can be isolated (isolation rooms).

10. Information on SARS-CoV-2 prevention activities, as well as current recommendations of the Chief Sanitary Inspectorate (hereinafter: GIS) are displayed in places accessible to everyone (building doors, elevator entrances, showcases). The content of the information should be provided in Polish and English.

§ 3

Classes

1. Persons participating in teaching classes are obliged to become familiar with and comply with the procedures in force at the University aimed at preventing the spread of the SARS CoV-2 virus among members of the academic community.
2. It is obligatory for all participants to cover their mouths and noses with masks at all times during classes, except for the lecturers.
3. No unauthorized persons, with the exception of assistants to persons with disabilities, should be present in the rooms where teaching takes place.
4. Only individuals who do not show symptoms that suggest an infectious disease, who are not living with a quarantined/isolated individual in a residential setting, and who are not under quarantine or isolation are allowed to attend classes.
5. Participants should maintain a safe social distance before entering the classroom.
6. Do not bring unnecessary items into the classrooms. Individuals attending classes should use their own items that are necessary for the efficient and effective delivery of the class.
7. It is recommended that, wherever possible, the doors to the rooms in which classes are held should be kept open so that there is no need to open and close them.
8. The teaching rooms in which classes are held should, if possible, be aired regularly, at least every hour. This shall be at the discretion of the instructor. There should be a break between classes so that a safe exchange of people and ventilation can be ensured.
9. End-of-class examinations and final examinations for diploma and master's degrees should only take place with due observance of the same precautions as for teaching classes, in particular:
 - a) all examination participants are obliged to obligatorily cover their mouths and noses with masks,
 - b) the room should be ventilated after the examination has ended,
 - c) examination participants should be provided with their own writing materials,
 - d) the surfaces of the examination room should be regularly disinfected.

§ 4

Detailed/additional rules valid in the buildings of the Wrocław University of Economics and Business

1. Library of the WUEB:
 - a) it is recommended to return borrowed books through the book drop,
 - b) payments for the late return of books or other payments for library services should be made only by bank transfer to the bank account of the University.
2. Physical Education and Sports Center (closed swimming room):
 - a) a limit of up to 75% of the occupancy of the indoor swimming pool is introduced,
 - b) it is compulsory to disinfect locker keys each time they are returned by the user.

3. Student dormitories:
 - a) The student dormitory manager sets limits on the maximum number of people who can be present simultaneously in common areas, such as kitchens, learning rooms, TV rooms, etc.
 - b) Residents returning to it from a stay abroad are obliged to inform the head of the student dormitory about traveling outside the Republic of Poland.
 - c) It is forbidden to congregate in rooms, corridors, public areas and in front of entrances to buildings.
 - d) It is strictly forbidden to bring outsiders into the student dormitories.
 - e) Residents of student dormitories or guests present in guest rooms who notice disease symptoms indicating SARS-CoV-2 infection are obliged to immediately inform the student dormitory manager by telephone (DS. Ślęzak, tel. 694 948 397, DS. Przegubowiec, tel. 694 946 225) and refrain from moving around the common areas of the building. The student dormitory manager or a designated employee informs the SARS-CoV-2 Team by telephone/email about the incident.
 - f) If a resident of the student dormitory is placed in quarantine, the manager of the student dormitory shall allow him/her to stay for the duration of the quarantine in a specially designated room with separate access to sanitary facilities. In the case of guest rooms, the occupied guest rooms become places of quarantine.

§ 5

Procedure in case of suspicion of SARS-CoV-2 infection

1. In the case of alarming symptoms of illness (e.g.: fever, cough, shortness of breath, loss of taste and smell) indicating the possibility of infection with the SARS-CoV-2 virus, the University employee should remain at home and inform their immediate supervisor by telephone/email and contact their primary care physician immediately by telephone. If the state of health deteriorates, call 999 or 112 and report the possibility of infection with SARS-CoV-2.
2. An employee staying in the University premises whose symptoms indicate Covid-19 must be immediately removed from work.
3. A person working at the University who observed symptoms indicating SARS-CoV-2 infection during their stay in the University is obliged to inform their immediate superior or a person supervising work about this fact, who then sends a message to the Team for the coordination of activities related to the epidemiological threat caused by the SARS-CoV-2 virus (e-mail: zgloszenia@ue.wroc.pl, tel. 882-804-176).
4. In the case of alarming symptoms indicating the possibility of SARS-CoV-2 infection, students, PhD students, post-graduate students, and participants of other forms of education taking place at the University should stay at home and inform by telephone/email the Lecturer with whom they have scheduled classes for the day.
5. Students, PhD students, post-graduate students, participants of other forms of education who were present in the University in the last 10 days and observed symptoms indicating SARS-CoV-2 infection are obliged to inform the competent unit, i.e. in particular the Dean/Office of the Doctoral School/EMBA Office/Centre of Lifelong Learning accordingly. The competent unit informs the Team for the coordination of activities related to the epidemiological threat caused by the SARS-CoV-2 virus (e-mail: zgloszenia@ue.wroc.pl, tel. 882-804-176).
6. A person with symptoms of the SARS-CoV-2 disease (e.g. fever, cough, shortness of breath, loss of taste and smell) who stays on the University premises is isolated in a designated area. During the isolation period, this person should be equipped with a mask and nitrile gloves and have access to sanitizers. While maintaining appropriate safety rules, own transport to the place of residence is organized or the Medical Rescue Team is expected to arrive.

7. In the case of a person suspected of being infected with SARS-CoV-2, the SARS-CoV-2 Team provides the head of the organizational unit with information on possible contacts with other employees/students/PhD students and guidelines to instruct them to work remotely, monitor their state of health and, in the case of observation of symptoms characteristic of Covid-19, to immediately contact a GP/sanitary and epidemiological station.
8. An employee who was found to be infected with SARS-CoV-2 is obliged to immediately provide information about:
 - a) decisions issued by a GP or a sanitary and epidemiological station in connection with the identified infection,
 - b) location of premises in which he/she has performed their official duties in the last 10 days,
 - c) information on contacts with employees/students/PhD students/students of postgraduate studies.
9. The superior provides the SARS-CoV-2 Team with the obtained information supplemented with the patient's contact telephone number and address of residence/stay/date of birth/PESEL.
10. The OHS and Fire Protection Department submits a report on the SARS-CoV-2 confirmed at the University to the appropriate sanitary and epidemiological station in Wrocław/Jelenia Góra, including a list of persons who were in direct contact with the infected person.
11. The OHS and Fire Protection Department decides on possible exclusion from use of rooms in which the infected or suspected of infection employee stayed or decontamination of the room, which is commissioned to the Facilities Maintenance Department.

§ 6

Supervision over the implementation of the provisions of this Regulation is entrusted to the Chancellor within the scope of their powers, heads of divisions within the subordinate division and heads of organizational units within the scope of the subordinate units.

§ 7

Final provisions

1. Deviations from the requirements specified in this Regulation may be approved by the Rector.
2. The Rector may make individual decisions in situations not specified herein.

§ 8

Repealed:

- 1) Notice No. 4/2020 of the Rector of the Wrocław University of Economics and Business of 4 March 2020 on preventive measures among students (coronavirus),
- 2) Notice No. 18/2020 of the Rector of Wrocław University of Economics and Business of 1 September 2020 on the epidemiological situation – coronavirus,
- 3) Regulation No. 67/2021 of the Rector of the Wrocław University of Economics and Business of 25 May 2021 on the principles of functioning of the Wrocław University of Economics and Business in connection with the epidemiological risk caused by the SARS-CoV-2 virus.

§ 9

The Regulation enters into force as of the date of its signing.

Rector

Professor Andrzej Kaleta, PhD