

**ORDER No 17/2020**  
**issued by the Rector of the AGH University of Science and Technology**  
**on 25 March 2020**

***on extraordinary mode of University operations to remain in force***  
***until 10th April, 24:00***

Pursuant to § 20 (1) of the AGH UST Statutes (Resolution no. 137/2019 of the AGH UST Senate of 26 June 2019), subject to Act of 2 March 2020 on special arrangements with regard to preventing, counteracting and combatting COVID-19, other infectious diseases as well as any emergency situations resulting therefrom (Journal of Laws for the year 2020 item 374) and Regulation of the Minister of Health of 20 March 2020 introducing a nationwide state of epidemic on the territory of the Republic of Poland (Journal of Laws for the year 2020 item 491), Regulation of the Minister of Science and Higher Education of 23 March 2020 imposing temporary restrictions on the activity of selected entities operating within the system of higher education and science in connection with preventing, counteracting and combatting COVID-19 (Journal of Laws for the year 2020, item 511), Regulation of the Minister of Health of 24 March amending Regulation introducing a nationwide state of epidemic on the territory of the Republic of Poland (Journal of Laws for the year 2020, item 522) I hereby order as follows:

**Restrictions on University operations**

**§ 1.**

1. I hereby restrict until 10<sup>th</sup> April 2020, 24:00 all operations at the AGH University of Science and Technology except those that are required to secure the University as well as those that address the most urgent matters whose proper performance must not be postponed or any urgent matters that, if postponed or abandoned, could cause damage to the University or result in legal liability.
2. AGH UST staff are required to remain in their usual place of residence and stay in remote contact with the University.
3. Provisions set out in (2) shall not apply to staff members designated to cover essential duties, which shall include securing University operations during the period in question.

**Current University arrangements**

**§ 2.**

1. All buildings shall be closed throughout the period covered by this order with on-going monitoring provided by the AGH UST Guard in the complexes of connected buildings.
2. No person is allowed to enter the University facilities, excluding AGH UST staff designated to secure the University or performing rostered duties and – other than these – any persons holding valid authorization.
3. Vehicle access to the central AGH UST Campus via the University's Main Gate is hereby limited. Vehicle access to other University areas shall be controlled by AGH UST Guard.
4. Written information on enforceable restrictions and their scope shall be placed on all entrance doors to the University buildings. The AGH UST Guard is obliged to carry out inspections of persons entering the buildings and to communicate the restrictions imposed hereby.
5. Any activity carried out by companies conducting business operations at the University premises shall remain suspended. The AGH UST Chancellor is authorised to issue written decisions with regard to the above.
6. Provision of machine and installation maintenance services by companies operating at the University premises as well as any construction works shall remain restricted. Technical Director has been authorized to define the scope of stand-by support

necessary for delivery of on-going troubleshooting and protective activity as well as performance of essential works.

7. Operations Director has been authorized to define the range of services to be provided in the scope of:
  - a) security, including the scope of works performed by the AGH UST personnel required for securing the University,
  - b) cleaning services in the AGH UST buildings and at the AGH UST premises in the scope required for the maintenance of proper sanitary conditions at the University.
8. AGH UST Campus Director has been authorized to define and implement restrictions on access to student dormitories located on the Campus as required by the circumstances.
9. Special regulations introduced by the AGH UST Rector shall remain enforceable:
  - a) any business travel undertaken by the University staff and/or students, including doctoral students, whether domestic or foreign, as well as accepting any guests visiting the University under official exchange schemes shall remain prohibited,
  - b) any official participation by the University staff in local events shall remain prohibited

### **Provision of teaching and student affairs**

#### **§ 3.**

1. Suspension of all classes delivered at AGH UST, including classes delivered within full-time, part-time, doctoral and postgraduate programmes as well as courses, remains in force.
2. Persons delivering classes for all University's degree programmes are required to deliver teaching using remote methods and techniques or any other means of delivering such classes, regardless of whether or not any such arrangements have been provided for in programme guidelines or the curriculum.
3. The requirement set out in (2) shall not apply if the delivery of classes as specified in (2) cannot be reasonably executed, particularly owing to the form or the specific nature of such classes, this being in particular technical and logistic considerations.
4. I hereby authorise Vice-Rector for Education to develop detailed guidelines relating to the provision of teaching as set out in (2) as well as to take any and all decisions connected with the organization of the teaching process for degree programmes, post-graduate programmes as well as any other forms of education provided by the University throughout the entire period covered by this Order.
5. I hereby postpone the deadline for payment of any fees for educational services provided within AGH UST university-level programmes until 30 April 2020.

### **Duties of the University's institutional units**

#### **§ 4.**

1. Heads of the University's institutional units shall designate persons responsible for securing research equipment and shall further develop a system for monitoring any devices operating in a continuous mode, including conducting scientific research currently in progress.
2. ACK Cyfronet and UCI Directors shall put in place a duty roster to ensure operational capability of the University's IT network, which shall include in particular securing access to electronic mail for members of the University community.
3. Technical Director shall put in place a duty roster to ensure an ongoing supply of power, water, heating and telephone connectivity to the University.
4. Operations Director shall put in place a duty roster to ensure delivery of urgent incoming mail to the University's institutional units as well as movement of urgent documents between the University buildings.
5. The Bursar shall put in place a duty roster in order to ensure that all urgent payments due by the University as well as payments of any remunerations be made in accordance with the Terms and Conditions of Employment.

6. Personnel Director shall put in place a duty roster for calculating payroll and issuing official documents (certificates) in urgent cases resulting from circumstances beyond a person's reasonable control.
7. Heads of institutional units shall designate:
  - a) spaces located at the receptions of the buildings where their units are based for dropping off urgent mail to be received by these units and for collection of any outgoing mail to be received by central units,
  - b) an internal AGH UST phone number, available daily, during the official duty hours, with calls being answered directly or redirected to a person on duty,
  - c) one authorised member of staff to be responsible for daily verification of incoming documents, remote delivery of any such documents to authorised persons and due preparation of documents to be internally circulated within the University.
8. Heads of institutional units shall ensure that operational personnel are in continuous remote availability for the purpose of decision-making with regard to matters of utmost urgency occurring throughout the period covered by this Order.
9. Heads of institutional units shall communicate by means of electronic mail the place and other details of official duty roster arrangements referred to in (7) and (8) and shall further provide the AGH UST Guard with a list of staff members designated for securing the University.
10. The central hall of the C-1 Building is hereby designated as the only place where documents to be received by all central administration units can be dropped off to labelled containers specifically provided for this purpose. Central administration units shall themselves ensure that the documents are collected from this location and also that any documents to be urgently received by the units are delivered to this location.
11. Decisions taken by unit managers set out in (1) – (9) shall be duly recorded by the units.

#### **§ 5.**

1. I hereby determine that throughout the period covered by this Order only most urgent matters whose proper performance must not be postponed be dealt with.
2. For the purpose of avoidance of direct contact between staff members and the safe performance of provisions set out in §2 and §4 the following arrangements shall remain in force:
  - a) notification of matters shall be possible only by electronic mail or telephone,
  - b) a system for the movement of documents without any direct contact between the parties involved remains enforceable,
  - c) detailed information on customer services with regard to possible customer enquiries is published on the websites of the University units,
  - d) for the purpose of avoiding the traffic of documents and persons who fill them in and/or carry them at the University premises any such documents shall be deemed complete and accurate. The content and form of documents shall be agreed on remotely.

#### **Changes to the scope of work and performance of duties**

#### **§ 6.**

1. I hereby determine that staff members designated to perform tasks set out in this Order shall fulfil their duties between 9:00 and 14:00.
2. Provisions set out in (1) shall not apply to personnel designated to secure instruments, technical infrastructure, IT services as well as providers of emergency aid. Periods during which such tasks will be performed by the personnel shall be determined by competent managers as required by the circumstances or the course of events.
3. I authorise heads of institutional units to provide members of staff with devices necessary for remote work, provided the unit has such devices at its disposal.

4. Throughout the entire period covered by this Order remote work approvals or other forms of authorising employee absences shall not be required.

### **Awareness-raising actions, infection prevention and reporting requirements**

#### **§ 7.**

1. I recommend that any communications announced by the Chief Sanitary Inspectorate (GIS) as well as information on symptoms that accompany the infection and recommended prophylaxis available on AGH UST websites and delivered through official announcements be closely followed
2. I further recommend that all members of the AGH UST community remain up to date with the University website and regularly check their emails for any relevant information.

#### **§ 8.**

1. I hereby oblige all staff members to immediately notify the University bodies:
  - a. of any cases of suspected illness resulting from being infected with the SARS-CoV-2 virus and the resulting in-patient treatment,
  - b. of any cases of the University staff being placed into home quarantine,
  - c. of any cases of the University staff being placed into sanitary (out-of-home) quarantine.

The above information shall be communicated to the head of unit by email or phone.

2. I further oblige staff members to avoid attending the workplace in the presence of symptoms, regardless of their causes.

#### **§ 9.**

1. Heads of institutional units are obliged to submit, on an on-going basis, relevant information on the unit's operation, which shall include in particular:
  - a. details of infections among the staff,
  - b. details of extraordinary events or problems.
 Failure to submit the information in question shall be deemed as non-existent.
2. I hereby recommend that each institutional unit keep records of important events, potential damage to the teaching process, scientific research, project delivery, domestic and international cooperation etc. caused by the restrictions. Such records should be made available on the expiry of the period of epidemic emergency.
3. All information relating to issues covered by clause 1 must be reported by email to the following address: [zgloszenie@agh.edu.pl](mailto:zgloszenie@agh.edu.pl) or by phone on 12-617-45-54.
4. All information concerning current University operations should also be communicated to the University Chancellor at: [skc@agh.edu.pl](mailto:skc@agh.edu.pl), [sdo@agh.edu.pl](mailto:sdo@agh.edu.pl) and on: 12-617-20-08 and 12-617-20-09.

### **Final provisions**

#### **§ 10.**

1. Any provisions contained in this order must not affect the performance of any legal obligations imposed on the University, these being in particular full and timely tax compliance, meeting the University's financial obligations as well as performance of actions and activities required by the law (safety) etc.
2. Provisions of this order shall not apply to University authorities or heads of institutional units.
3. Any exemptions from requirements enforced by this Order may only be granted by the Rector or any person duly authorized by the Rector.

4. I hereby oblige the AGH UST Chancellor to take any and all decisions concerning ongoing University operations and to remotely notify the AGH UST Council of Rectors on current developments at the University.
5. Provisions of this order shall come into force on 26 March 2020 0:00.
6. Provisions of this order shall remain in force until 10 April 2020 24:00.
7. Provisions of Order no. 16/2020 issued by the AGH UST Rector on 17 March 2020 shall hereby expire.

R E C T O R

prof. dr hab. inż. Tadeusz Słomka