

**Ordinance No. 17
of the Rector of Poznan University of Technology
of 25 March 2020
(RO/III/17/2020)**

**on limiting the work of the University in connection with the introduction
of the state of epidemic in Poland**

Pursuant to article 23 section 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2020, item 85) and article 207 § 2 of the Labour Code, in connection with the Act of 2 March 2020 on special solutions related to preventing, counteracting and combating COVID-19, other infectious diseases and emergencies caused by them (Journal of Laws, item 374) and the ordinance of the Minister of Science and Higher Education of 23 March 2020 amending the ordinance concerning the temporary limitation of the functioning of some entities of the higher education and science system in relation to preventing, counteracting and combating COVID-19 (Journal of Laws of Laws, item 455), **it is ordered** as follows:

§1

The following restrictions and bans introduced by the Rector's Ordinances: No. 14 of 11 March 2020, No. 15 11 March 2020 and No. 16 17 March 2020 shall be in force at Poznan University of Technology until 10 April 2020. They include:

- 1) a ban on the organization of any conferences, events and meetings by the University and on its premises;
- 2) a ban on domestic and international business travel;
- 3) suspension of arrivals of students, Ph.D. candidates and foreign visitors to the University;
- 4) limiting access to University buildings for people who are not PUT employees or Ph.D. candidates participating in scientific research;
- 5) suspension of checking in new people in student dormitories as well as a ban on visits paid by external visitors;
- 6) limiting direct contacts of employees at work to a minimum.

§2

1. In the period until 10 April 2020, the University employees (both academic and non-academic staff) shall not be required to work on the premises of the University, except for cases when it is necessary to ensure the continuity of the University's operation.
2. The employer may instruct the employee to perform, for a fixed period of time, work specified in the employment contract, outside the place of its permanent performance, called "remote work".
3. In order to ensure communication, it is recommended to effect contact by using e-mail and telephone calls.

§3

1. Vice-Rectors, Deans and the Chief Financial Officer shall be authorized and obliged to organize the work of supervised organizational units in order to ensure the continuity of the University's operation.
2. When working in the University's laboratory, the Dean shall be responsible for ensuring all safety rules, including limiting the number of people staying in the laboratory to the necessary minimum and providing protection measures.

§ 4

The ordinance shall enter into force on 26 March 2020.

Rector
of Poznan University of Technology

Prof. Tomasz Łodygowski, Ph.D., D.Sc.

