



BIULETYN PRAWNY
UNIwersytetu Mikołaja Kopernika w Toruniu

Rok 2020; poz. 161

ORDER No. 17

of the Chancellor of the Nicolaus Copernicus University in Toruń

of 29 April 2020

**on the principles of functioning of the administration of the Nicolaus Copernicus University in Toruń
and the performance of work duties by non-academic staff between 4 May 2020 and 31 May 2020**

Pursuant to Art. 15 of the order No. 67 of the Rector of the Nicolaus Copernicus University in Toruń of 24 April 2020 **on preventing the spread of SARS -CoV-2 among community members of the Nicolaus Copernicus University in Toruń** (Biuletyn Prawny UMK of 2020, item 127)

it is ordered as follows:

Article 1

1. Employees are obliged to keep their personal contacts at work to a minimum.
2. It is an obligation to use e-mail and telephone to ensure the necessary communication.

Article 2

1. Heads of the administration units shall divide administration employees into two permanent teams, which shall perform work in turns on the premises of the University and in accordance with the principles set out in Article 3 - remotely, in an alternate mode in the number of three and two consecutive days in a given week.
2. Where employees are employed in independent job positions, the place of performing work shall be decided by the Chancellor or by the Vice-Chancellor for Collegium Medicum respectively.
3. Heads of administrative units in which service personnel are employed, shall organise the work of such personnel in a duty mode to ensure the proper performance of their tasks, taking into account, in particular, the limitation of the functioning of the University.
4. Heads of organisational units and heads of administration units shall set work schedules for employees employed in such units. Work schedules prepared on a weekly basis shall be approved by the Chancellor or Vice-Chancellor for Collegium Medicum in the case of administration and service staff and by the head of the unit in case of engineering and technical staff and librarians. Approved schedules shall be included in the employee records.

Article 3

1. At the request of an administration employee with the opinion of his/her direct superior on it or ex-officio, the Chancellor or Vice-Chancellor for Collegium Medicum respectively may instruct an employee to perform work remotely for a specified period of time in so far as the nature of the tasks performed permits.
2. In the event that an employee is instructed to work remotely, a direct superior of such an employee is obliged to define the scope of work and supervise the performance thereof. The order to work remotely is included in the employee records.

Article 4

1. Heads of organisational units and heads of administrative units are obliged to ensure that employees have their work stations at a distance of at least 1,5 m from each other.
2. Heads of organisational units and heads of administrative units are obliged to provide employees commuting by public transport to work with masks for use during their commute to work and return home.

Article 5

1. Paper correspondence, in particular invoices, bills, business travel itineraries addressed to the university central administration units must be submitted to the Mail Office (*pl. Kancelaria*) in the Toruń campus and to the CM Mail Office (*pl. Kancelaria*) in the Bydgoszcz campus. Correspondence should be collected after first obtaining information by telephone.
2. Paper correspondence addressed to organizational units and other units of administration must be submitted in designated receptions located in the main offices of the said units.
3. Paper correspondence from units located in Toruń outside the university campus in Bielany shall be collected and transported to the Mail Office (*pl. Kancelaria*) by a designated employee of the Procurement and Transport Department after telephone notification.
4. Paper correspondence submitted to the Mail Office (*pl. Kancelaria*) or a designated reception shall be subject to 24-hour quarantine before it is forwarded to the appropriate unit.
5. A direct supervisor shall provide the persons receiving correspondence with personal protective equipment in the form of masks and disposable gloves and hand disinfectant.

Article 6

1. All persons entering the University buildings are required to disinfect their hands at the entrance to the building.
2. Visitors entering the building are required to use masks during their stay in the building.
3. Heads of the Administrative and Economic Department, the Administrative and Economic Department of the CM and the administrative and economic teams shall provide the means to perform the duties referred to in Art. 6.1.
4. Where necessary, the heads referred to in Art.6.3 may arrange for hand disinfection points to be located in other places in the buildings they administer.

Article 7

1. Heads of the Administrative and Economic Department, the Administrative and Economic Department of the CM and the administrative and economic teams shall ensure that handles and handrails and toilets are disinfected at least four times per working day.

2. The heads referred to in Art.4.1 shall ensure additional disinfection of desk tops, computer keyboards, computer mice, and telephone sets in the office premises at the end of the working day.

Article 8

In connection with the possibility of having to take personal care of children in the event that a nursery, a children's club, a kindergarten or a school attended by a child is closed due to the SARS-CoV-2 virus threat, please be informed that this circumstance may justify the absence of an employee from work. In the event of the above, an employee is obliged to send a scan of the relevant statement (forms available on the website of the Payroll Department and of the CM Payroll Department) by e-mail to dplace@umk.pl in the Toruń campus and to place@cm.umk.pl in the Bydgoszcz campus.

Article 9

Heads of University administrative units are obliged to submit a daily report by 7.45 a.m. on the current number of employees in the unit they manage (unit name, number of employees, number of persons working on the University premises, number of absent employees with the reason for their absence, including those working remotely and those not on duty on the given day) by e-mail to kanclerz@umk.pl in the Toruń campus and to zcakanclerza@cm.umk.pl in the Bydgoszcz campus.

Article 10

The order becomes effective as of 4 May 2020.

C H A N C E L L O R

Dr Tomasz Jędrzejewski