



**BIULETYN PRAWNY**  
**UNIwersYTETU MIKOŁAJA KOPERNIKA W**  
**TORUNIU**

**Year 2021; item 309**

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**ORDER No. 30**

**of the Chancellor of the Nicolaus Copernicus University in Toruń**

of 27 September 2021

**on the rules of functioning of the administration of the Nicolaus Copernicus University and the manner of performing professional duties by engineering and technical staff, service staff and librarians at the Nicolaus Copernicus University in Toruń in the period from 1 October 2021 to 28 February 2022**

Pursuant to art. 10 of order No. 185 of the Rector of the Nicolaus Copernicus University in Toruń of 27 September 2021 on preventing **the spread of SARS -CoV-2 among community members of the Nicolaus Copernicus University in Toruń** (Biuletyn Prawny UMK of 2021, item 307) in connection with the Regulation of the Council of Ministers of 6 May 2021 on the establishment of specific restrictions, orders and prohibitions in connection with the state of epidemic (Dz.U. of 2020, item 2316 as amended)

**it is ordered** as follows:

Article 1

1. Subject to art. 1.2, engineering and technical, service, and library staff shall perform their work on the University premises under the working time system applicable to them.
2. In particularly justified cases resulting from the COVID-19 epidemic, respectively:
  - 1) the chancellor or vice-chancellor for Collegium Medicum - in the case of administrative and service staff,
  - 2) the dean or head of a university organisational unit - in the case of staff employed in engineering and technical positions, IT specialists, archivists, data analysts and librarians,- may instruct the employee to work remotely.
3. The instruction to perform work remotely as referred to in art. 1.2 shall take place at the request of the direct superior or the employee approved by the direct superior. The application shall include the scope of duties to be performed remotely and the time of their performance as well as information on the form of contact with the employee.
4. The instruction to work remotely along with the application, the scope of duties, and the information referred to in art. 1.3 shall be forwarded to the Department of Human Resources or CM Department of Human Resources, as appropriate.

5. Where the employee performs remote work, the employee's immediate supervisor is obliged to supervise the performance of the agreed scope of duties and working hours.

#### Article 2

1. Employees are required to keep personal contact in the workplace to a minimum. E-mail correspondence and telephone contact should be used to ensure the necessary communication.
2. Employees are obliged to cover their mouths and noses with a mask when on the University premises. This requirement does not apply if there is one or more than one person in the room for whom such a room is a permanent place of work and no other persons are temporarily present there.
3. No more than one customer per one employee working at one workstation may be present in a room at a given time, exclusive of employees who perform tasks related to customer service.

#### Article 3

Heads of administrative units and heads of organisational units employing non-academic staff shall ensure that workstations of employees working at the University are arranged in such a way that the distance between them is at least 1.5 m.

#### Article 4

1. Paper correspondence, in particular invoices, bills, business travel documents addressed to the university central administration units shall be submitted to the Mail Office (*pl. Kancelaria*) in the Toruń campus and to the CM Mail Office (*pl. Kancelaria*) in the Bydgoszcz campus, as appropriate. 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. A direct superior shall provide the persons receiving correspondence with personal protective equipment in the form of masks and disposable gloves and hand disinfectant.

#### Article 5

1. Where there is a need for personal childcare in the event of the closure of a nursery, children's club, kindergarten, or school attended by a child due to the SARS-CoV-2 virus threat, this circumstance may justify the absence of the employee from work during the period indicated in separate regulations. In the event of the above, the employee shall be 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](mailto:dplace@umk.pl) in the Toruń campus and to [place@cm.umk.pl](mailto:place@cm.umk.pl) in the Bydgoszcz campus.
2. The provision of art. 5.1 shall apply accordingly in the event of the need to take personal care of children if a child is not admitted to a nursery, children's club, kindergarten, or school due to an infection.

Article 6

Order No. 17 of the Chancellor of Nicolaus Copernicus University in Toruń of 30 June 2021 on the rules of functioning of the administration of the University and the manner of performing professional duties by engineering and technical staff, service staff and librarians is repealed.

Article 7

The order becomes effective as of 1 October 2021.

**C H A N C E L L O R**

**dr Tomasz Jędrzejewski**