



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

Year 2021; Item 268

ORDER No. 17

of the Chancellor of the Nicolaus Copernicus University in Toruń

of 30 June 2021

on the rules of functioning of the University administration and the manner of performing official duties by engineering and technical staff, service staff and librarians at the Nicolaus Copernicus University in Toruń in the period from July 1 to September 30, 2021

Pursuant to § 11 of the Order No. 161 of the Rector of Nicolaus Copernicus University in Toruń of 30 June 2021 on preventing the spread of the SARS-CoV-2 virus among members of the Nicolaus Copernicus University in Toruń community in the period from 1 July to 30 September 2021 (Legal Bulletin of the Nicolaus Copernicus University of Toruń of 2021, item 267, as amended) in connection with 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 the epidemic (Journal of Laws of 2021, item 861, as amended)

I t i s o r d e r e d a s f o l l o w s :

§ 1

1. Administrative, engineering and technical staff, service staff and librarians shall, within the working time system applicable to them, carry out their work on University premises, subject to paragraph 2.
2. In particularly justified cases resulting from the COVID-19 epidemic, respectively:
 - 1) chancellor or deputy chancellor for Collegium Medicum - in the case of administration and service employees,
 - 2) dean or head of a university organizational unit - in the case of employees working in engineering and technical positions, IT specialists, archivists and librarians
- may instruct the employee to perform remote work.
3. The remote work order referred to in sec. 2, at the request of the employee with the opinion of the immediate supervisor. The application is accompanied by the scope of duties to be performed as part of remote work and the time of their performance, as well as information on the planned form of contact with the employee.

4. The remote work order, together with the application, the scope of duties and the information referred to in paragraph 3, shall be forwarded immediately to the Staff Affairs Department or the CM Staff Affairs Department, as appropriate.
5. When an employee performs remote work, the employee's immediate supervisor is obliged to supervise the performance of the agreed scope of duties.

§ 2

1. Employees are required to keep personal contact to a minimum in the workplace. Electronic correspondence and telephone contact should be used to ensure necessary communication.
2. Employees are required to cover their mouth and nose with a mask in the University premises. This order does not apply if there is one person or more than one person in the room for whom the room is a permanent place of work and no other persons are temporarily present.
3. The permissible number of persons staying at the same time in one room must not exceed one person per one workstation excluding employees who perform tasks related to customer service.

§ 3

Heads of administrative units and heads of organisational units in which non-academic staff members are employed shall ensure that the workstations of staff members performing work within the University are arranged so that the distance between them is at least 1.5 m.

§ 4

1. Paper correspondence, in particular invoices, bills, business trips forms, addressed to the university administration units, should be submitted to the Registrar's Office accordingly in the Toruń campus or Collegium Medicum office in the Bydgoszcz campus. Correspondence should be collected after prior telephone notification.
2. Paper correspondence addressed to organizational units and other administration units should be submitted to designated gatehouses located in their offices.
3. Paper correspondence from the units located in Toruń, outside the university campus in Bielany, is collected by a designated employee of the Supply and Transport Department after a telephone notification and transported to the Registrar's Office.
4. The immediate superior provides the persons receiving the correspondence with personal protective equipment in the form of disposable masks and gloves as well as hand disinfectant.

§ 5

1. In the event of the need to take personal care of children, in the event of closure of a nursery, children's club, kindergarten or school attended by a child due to the risk of SARS-CoV-2 virus, this circumstance may justify the employee's absence from work during the period specified in separate regulations. In this case, the employee is obliged to send a scan of the relevant statement (forms available on the website of the Payroll Department and CM Payroll Department) by e-mail to the following address: dplace@umk.pl in the Toruń campus or to the address: place@cm.umk.pl in the Bydgoszcz part.
2. The provision of paragraph 1 shall apply mutatis mutandis where personal care of children is required in the event of a child not being admitted to a crèche, children's club, kindergarten or school on account of infection.

§ 6

The order No. 10 of the Chancellor of the Nicolaus Copernicus University in Toruń of May 7, 2021 on the rules of functioning of the University administration and the manner of performing official duties by engineering and technical employees, service staff and librarians at the Nicolaus Copernicus University in Toruń in the period from 10 May to 30 June 2021 (Legal Bulletin of the Nicolaus Copernicus University of 2021, item 185) is repealed.

§ 7

The order comes into force on 1 July 2021.

C H A N C E L L O R

dr Tomasz Jędrzejewski