



BIULETYN PRAWNY

UNIwersytetu Mikołaja Kopernika w Toruniu

Rok 2021; poz. 185

Decree No. 10

by the Chancellor of Nicolaus Copernicus University in Toruń

of May 7 2021

on the rules of functioning for University's administration and the manner of performing work duties by technical and engineering staff, service staff and librarians at Nicolaus Copernicus University in Toruń between 10 May and 30 June 2021.

Pursuant to § 11 of decree no. 51 by the Rector of Nicolaus Copernicus University in Toruń of 26 February 2021 on preventing the spread of SARS-CoV-2 virus among the members of Nicolaus Copernicus community between 1 March and 30 June 2021 (NCU Legal Bulletin of 2021, item. 82 as amended), due to the regulation by the Council of Ministers of 19 March 2021 on establishment of certain restrictions, orders and prohibitions due to the state of epidemics (Journal of Laws of 2021 item 512 as amended)

it is provided as follows:

§ 1

1. Members of administration, technical and engineering staff, service staff and librarians, under their working hours system, perform their work duties on the University premises, subject to article 2.
2. In especially justified cases resulting from COVID-19 pandemics:
 - 1) Chancellor or vice-Chancellor for Collegium Medicum – in the case of administration or service staff,
 - 2) the Dean or the head of a University's organizational unit- in the case of technical and engineering staff, IT specialists, archivists and librarians
-respectively, may order the work to be performed remotely
3. The remote work referred to in section 2 is ordered at the request of the employee approved by the immediate supervisor. The application is accompanied by the scope of duties to be performed within the framework of remote work and the time of their performance as well as information on the planned form of contact with the employee.
4. The order of remote work, along with the motion, list of duties and the information included in article 3, shall be transmitted immediately to the Employee Affairs Department of Employee Affairs Department of CM.
5. In case of remote work being performed, the employee's immediate supervisor is obliged to supervise the performance of the employee's established responsibilities.

§ 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 necessary communication.
2. Employees are required to cover their mouths and noses with a mask when on University premises. This order does not apply if there is one person in the room, or more than one person for whom the room is a permanent place of work and there are no other people in the room temporarily.
3. The allowed number of visitors staying in one room at the same time cannot be higher than one person per one workstation with the exception of employees performing tasks related to their service.

§ 3

Heads of administration units and heads of organizational units in which employees other than academic staff are employed shall ensure that workstations of employees working at the University are located so that the distance between them is at least 1.5 m.

§ 4

1. Paper correspondence, especially invoices, bills, delegations, addressed at University administration units should be handed in at the Chancellery in Toruń or the Chancellery of CM in Bydgoszcz. The collection of correspondence should be conducted after prior phone notification.
2. Paper correspondence addressed to organizational units and other administrative units should be submitted to the designated porters located in their offices.
3. Paper correspondence from units located in Toruń outside the University campus of Bielany is collected, after telephone notification, by a designated employee of the Supply and Transport Department and transported to the Chancellery.
4. The immediate supervisor is obliged to provide personal protective equipment in the form of disposable masks and gloves and hand sanitizer to persons receiving correspondence

§ 5

1. When it is necessary to provide personal care for children in the case of closing a day-care centre, children's club, kindergarten or school attended by a child due to the SARS-CoV-2 virus threat, this circumstance may justify the employee's absence from work for the period specified in separate regulations. In this case, the employee is obliged to send a scan of the appropriate statement (forms available at the website of the Remuneration Department and CM Remuneration Department) by e-mail to: dplace@umk.pl for the Toruń section or to: place@cm.umk.pl for the Bydgoszcz section.
2. The provision of paragraph (1) shall apply in the event of the need for personal care of children, in the event of lack of admission of a child to a crèche, children's club, kindergarten or school, respectively, due to infection.

§ 6

1. Decree no. 6 by the Chancellor of Nicolaus Copernicus University in Toruń of 26 February 2021 on the rules of functioning for the administration of Nicolaus Copernicus University in Toruń and the manner of performing work duties by employees other than academic teachers between 1 March 2021 and 30 June 2021 (NCU Legal Bulletin of 2021 item 83) is hereby revoked.
2. The decisions to assign remote work to employees pursuant to the decree referred to in article 1 are hereby revoked.

§ 7

The decree comes into force on 10 May 2021.

C H A N C E L L O R

dr Tomasz Jędrzejewski