

## **ORDER No. 28**

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

of 15 September 2020

#### **on the rules of functioning of the administration of the Nicolaus Copernicus University and the manner of performing duties by employees who are not academic teachers in the period from 1 October 2020 to 28 February 2021**

Pursuant to art. 10 of order no. 188 of the Rector of the Nicolaus Copernicus University in Toruń of 15 September 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 309)

**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.
3. Outside their workstations, employees shall move in the buildings of the University covering their nose and mouth with clothes or parts of clothes, a mask, or a face mask.
4. The maximum allowed number of customers staying in the same room at the same time may not be more than one person per customer service station, excluding persons carrying out customer service tasks.

#### Article 2

1. Heads of administrative units shall ensure that workstations are arranged in such a way that the distance between them is at least 1.5 m.
2. In the case of rooms where it is not possible to meet the requirement referred to in art. 2.1, the chancellor or the vice-chancellor for Collegium Medicum respectively may, at the request of the head of the administration unit, introduce a different organisation of on-site work or may introduce remote work.
3. With regard to employees working in autonomous positions, the place of work shall be decided by the chancellor or the vice-chancellor for Collegium Medicum respectively.
4. The rules referred to in art. 2.1, art. 2.2, art. 2.3 shall also apply to engineering and technical staff and librarians, except that the chancellor's powers shall be exercised by the heads of the units in which they are employed.
5. The heads of administration units where service staff are employed shall organise, with the consent of the chancellor or the vice-chancellor for Collegium Medicum, the

work of these employees in a system which guarantees the proper performance of their tasks.

6. In cases referred to in art. 2.2 heads of organisational units and heads of administration units in which administrative, engineering and technical staff and librarians are employed shall establish monthly work schedules for their employees. The work schedules of administrative and service employees shall be approved by the chancellor or vice-chancellor for the Medicine College respectively. Approved schedules shall be included in the employee records.

### Article 3

1. At the request of an administration employee with the opinion of their direct superior on it or ex-officio, the chancellor or vice-chancellor for Collegium Medicum respectively may officially instruct an employee to perform work remotely for a specified period of time in so far as the nature of the tasks performed permits. The request shall be accompanied by the scope of the remote work to be performed by the employee, as determined by the immediate superior.
2. Engineering and technical staff and librarians shall be instructed to work remotely by the heads of the units in which they are employed. Art. 3.1 shall apply accordingly.
3. In the event that an employee is instructed to work remotely, a direct superior of such an employee shall be obliged to supervise the performance thereof. The order to work remotely together with the scope thereof shall be included in the employee records.

### Article 4

1. Paper correspondence, in particular invoices, bills, business travel documents 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 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 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. In this case the employee may be instructed to work remotely.

#### Article 6

The order becomes effective as of 1 October 2020.

**CHANCELLOR**

**Dr Tomasz Jędrzejewski**