

The Feliks Nowowiejski Academy of Music
in Bydgoszcz

RECTOR'S ORDER No 2/R/11-03/2020

of 11th March 2020

on preventing the spread of the SARS-CoV-2 virus (coronavirus)
among the academic community of
the Feliks Nowowiejski Academy of Music

Regarding the legal basis to be Article 23 Paragraph 1, Article 50 Paragraph 1 and Article 51 Paragraph 1 of the Higher Education and Science Act of 20th July 2018 (*Polish Journal of Laws* of 2020, item 85) in relation to the Act of 2nd March 2020 on implementing special measures to prevent, counteract and eradicate COVID-19, other contagious diseases, and the ensuing crisis situations (*Polish Journal of Laws* of 2020, item 374),

the Rector of the Feliks Nowowiejski Academy of Music orders what follows:

§ 1

1. All conferences and public events held within the premises of the Feliks Nowowiejski Academy of Music in Bydgoszcz, hereinafter referred to as the Academy, shall be cancelled.
2. Foreign business-related trips as well as participation in conferences, seminars, and training sessions in Poland, and all other forms of enterprise undertaken by the Academy's employees, doctoral, graduate and undergraduate students shall be suspended.
3. The arrival of foreign nationals visiting the Academy shall be suspended.
4. Bedroom booking in the Academy's student residence halls shall be suspended.
5. No persons other than the current tenants of the Academy's student residence halls shall be permitted entry.
6. Current tenants of the Academy's student residence halls are advised to remain indoors and leave the premises only if necessary.

§ 2

1. Classes, rehearsals and all forms of student and teacher performance practice shall be cancelled.
2. Consulting teachers and administration staff shall only be permitted via telephone or internet communication means.
3. The canteen operating on the Academy's premises shall be closed.

§ 3

1. The Academy's employees shall maintain as little direct contact as possible.
2. It is hereby advised that communication among and with the Academy's employees shall be executed via telephone or email.
3. Paper correspondence must be submitted via the Rector's office. Correspondence reception shall be possible upon prior telephone or email contact with an appointed employee of the Rector's office.
4. Paper correspondence addressed specifically to a Deputy Rector must be submitted to the relevant Deputy Rector's office.

§ 4

1. Employees are obliged to notify without delay the head of the organizational unit they belong to of any suspicion as to potentially contracting the coronavirus disease COVID-19.

2. The head of the relevant organizational unit must be notified via telephone or email.
3. The head of the relevant organizational unit must without delay notify the Rector of any instance of an employee contracting the coronavirus disease COVID-19.
4. The head of the relevant organizational unit may upon the Rector's consent
 - 1) instruct an employee suspected to have contracted COVID-19 to work for an agreed time and within their competences from home, with the proviso that the period of time of the employee's remote work should not exceed 14 calendar days;
 - 2) instruct an employee suspected to have contracted COVID-19 to consult their GP or, should the employee object, refer them to an occupational health physician for medical tests.
5. The head of the relevant organizational unit may instruct an employee suspected to have contracted COVID-19 as above, particularly
 - 1) in the event that the employee has previously stayed in an area with confirmed cases of coronavirus infections (as indicated by the Chief Public Health Inspector);
 - 2) in the event that the employee displays symptoms of ill-health, typical of the coronavirus disease COVID-19;
 - 3) in the event that the employee is suspected of contracting COVID-19 by previously being in contact with infected persons;
 - 4) in other events as indicated by the Chief Public Health Inspector in public announcements.
6. The head of the relevant organizational unit shall be obliged to
 - 1) follow the announcements issued by the Chief Public Health Inspector on a daily basis;
 - 2) refer to the Administration and Finance Director's office in the event that an employee working remotely should require access to the data and software installed on a computer being the property of the Academy;
 - 3) maintain day-to-day contact with an employee working remotely and monitor the effects of the employee's work;
 - 4) report on the ongoing situation to the Rector.
7. Doctoral, graduate and undergraduate students of Polish and foreign origin shall be obliged to notify the Academy in the event that they suspect they may have contracted the coronavirus disease COVID-19 via email: sekr@amuz.bydgoszcz.pl.

§ 5

The current Academy's election schedule shall remain in force. The Head of the Academy Electoral Committee shall announce a new election mode in writing.

§ 6

The Rector shall have the authority to decide single-handedly on situations hereby not stipulated.

§ 7

This Order shall enter into force on the day of its publication and shall remain so until 31st March 2020.

Prof. Jerzy Kaszuba
Rector