

**Ordinance no. 121/2019/2020**  
**by the Rector of the University of the Arts Poznań**  
**dated 9 September 2020**

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**regarding the principles of the organization of education in the academic year**  
**2020/2021**

Pursuant to Article 23 Section 2 Point 2 of the Higher Education and Science Law Act dated 20 July 2018 (Journal of Laws of 2020, item 85, as amended) and § 23 section 2 point 2 of the by-law of the University of the Arts in Poznań, in view of raising a pandemic alert related to SARS-CoV-2 virus infections causing COVID-19 disease, I ordinate as follows:

§ 1

1. All lectures carried out as part of full-time and part-time studies, as well as postgraduate studies provided for in the study programme, shall be held remotely, by means of electronic communication.
2. Practical classes and corrections carried out as part of full-time and part-time studies, as well as postgraduate studies, shall be held in a hybrid (rotation) manner, i.e. alternately in the regular mode (in studios, workshops and other organizational units) and remotely, using electronic means of communication, as determined by the lecturer. The above-mentioned classes shall take place at the same time. **The number of participants in regular classes shall be limited and depends on the decision of the person conducting the classes, workshops or consultations.**

§ 2

The ordinance introduces a procedure regarding safe presence, running and attending didactic classes in the buildings of the University of the Arts in Poznań during the pandemic of SARS-CoV-2 virus infection causing the COVID-19 disease in the academic year 2020/2021, constituting Appendix 1 to this ordinance.

§ 3

This ordinance shall enter into force on the day of signing

## THE PROCEDURE REGARDING SAFE PRESENCE, RUNNING/ATTENDING DIDACTIC CLASSES IN THE BUILDINGS OF THE UNIVERSITY OF THE ARTS IN POZNAŃ DURING THE CORONAVIRUS PANDEMIC IN THE ACADEMIC YEAR 2020/2021

### General rules:

1. Every employee, associate, and student of the University of the Arts in Poznań, shall comply with the ordinances of the Rector of the University of the Arts regarding safety procedures when staying and participating in classes in the buildings of the University of the Arts in Poznań.
2. Rules - safety procedures are published on the official website of the University of the Arts, the University's Public Information Bulletin and in the Akademos programme, as well as are sent by e-mail to employees and associates of the University of the Arts in Poznań.
3. Only a healthy person, without any symptoms of disease, may participate in classes. Students, lecturers and other employees who are sick, are at home with a person undergoing quarantine or home isolation, or are themselves under quarantine or home isolation, may not participate in classes.
4. The number of people participating in classroom classes is limited and depends on the decision of the person conducting the classes, workshops or consultations. However, it is assumed that the condition for conducting the classes is to provide 1.5 meters of space between workstations/seats.
5. If it is necessary for proper realization of classes, another person employed at the University, apart from an academic teacher or another person conducting classes, may also participate in them (after obtaining the consent of the Dean of the Faculty).
6. The person conducting the classes, workshops or consultations shall prepare a personal list (name and surname, faculty, major and year of study) of people participating in the above-mentioned meeting and leave it at the reception desk after the meeting. The list is disposed of after 1 month.
7. Each person entering the University shall:
  - a. Cover their mouth and nose (preferably by using masks or face shields)
  - b. Disinfect hands with a sanitizer, made available in special dispensers at the entrances to the building next to the reception.
  - c. Have their body temperature measured by the porter.

- d. If the examined person's thermometer reading shows a body temperature higher than 37.1 degrees Celsius, this person shall not be allowed to enter the University.
  - e. Moreover, the porter shall be provided with information about the time and place of the classes.
8. When walking around the corridors of the University, wear a mouth and nose protection (preferably masks and face shields), whereas when running/conducting classes in the studio, the decision to cover mouth and nose is left to the lecturers/students.
  9. Movement of employees/students around the University buildings shall be limited in order to minimize the possibility of contacts.
  10. In order to limit direct contacts, it is recommended to make contact by phone, e-mail and instant messaging.
  11. Gathering of students in groups before, during and after the class should be avoided.
  12. A safe distance between interlocutors (recommended 1.5 m) shall be kept.
  13. Each time before the start of classes, the lecturer shall air the room, and during classes this activity should be performed min. 1 time per hour.
  14. The lecturers are advised to disinfect the touch surfaces of the studio, such as desks, door handles, light switches, and used devices using disinfectants after meeting with the student (disinfectants are available at the reception desk). After disinfection, the time necessary to air the disinfected rooms (if the manufacturer has provided such guidelines) should be respected.
  15. All employees and students who work in laboratories where common tools, objects or equipment are used (e.g. a computer or photography lab) shall work in disposable gloves, which they bring to classes.
  16. People using surface disinfectants are required to read the data sheet of the disinfectant used and the safe work instructions (available at the reception desk).
  17. When coughing/sneezing, cover your mouth and nose with a tissue or bent elbow, throw away the dirty tissue into the trashcan and wash your hands.
  18. While working, avoid touching your face, especially the mouth, nose and eyes, with your hands, and wash your hands frequently with soap and water.
  19. Dispose of used gloves and masks in a mixed waste trashcan.
  20. At the University of the Arts in Poznań, it is not possible to obtain/purchase a mask/face shield.

21. People who are not employees, associates or students of the University of the Arts in Poznań, shall sign in and out at a reception desk in each building of the University of the Arts. Each person entering shall disclose the purpose of their visit, provide personal data and a contact telephone number, as well as follow the rules of the sanitary regime in force in the University buildings. Each person entering the University premises in such way will receive an ID badge with the word "GUEST", which has to be returned when leaving the building.
22. People entering the University (students, guests) shall leave their outerwear (jacket, coat) at the reception desk.

### **Procedures in case of suspected infection of an employee or student.**

#### **If a class participant shows disturbing symptoms suggesting infection with coronavirus:**

1. They should be immediately removed from classes and be informed about the necessity to contact the family doctor or the nearest emergency department. If a person's health deteriorates, call 999 or 112.
2. If a person after swab tests is qualified as a "patient with a positive result", the University Authorities should be notified immediately. Information should be provided by phone number 61 855-25-21 ext. 345 or by e-mail to the address [office@uap.edu.pl](mailto:office@uap.edu.pl)
3. A list of people staying in the studio at the same time as the person with a "positive result" must be established.
4. All people who have had contact with an infected person or a person suspected of having Coronavirus are obliged to follow the guidelines of the Chief Sanitary Inspector available at [gov.pl/web/koronawirus/](http://gov.pl/web/koronawirus/) and [gis.gov.pl](http://gis.gov.pl).
5. It is recommended to follow the information of the Chief Sanitary Inspector and the Minister of Health, available at [gis.gov.pl](http://gis.gov.pl) or <https://www.gov.pl/web/koronawirus/>, as well as the applicable legal regulations.