

Order No 5/2020
Rector and President
of the Lazarski University
of 11 September 2020
on the functioning of Lazarski University
in the academic year 2020/2021
in connection with the state of the COVID-19 epidemic

On the basis of § 38 point 5 and § 40 point 17 and 25 of the Statute of Lazarski University and on the basis of art. 67 point 4 of the Act of 20th July 2018. - Law on higher education and science (Dz.U. 2018, pos. 1668 as amended), the Regulation of the Minister of Science and Higher Education of 27 September 2018 on studies (Dz.U. 2018, pos. 1861 as amended), the Regulation of the Council of Ministers of 7 August 2020 on establishing certain restrictions of orders and prohibitions in connection with the occurrence of a state of epidemics (Dz.U. 2020, pos. 1356 as amended), § 1 section 1 of the Act of 20 July 2018. 1 pt. 4 of the Ordinance of the Minister of Science and Higher Education of 30 October 2018 on the method of ensuring safe and hygienic working and learning conditions at the university (Journal of Laws 2018, item 2090), in connection with the recommendations of the Ministry of Science and Higher Education of 2 September 2020 for the authorities of the university "Organization of education in the new academic year", is ordered as follows:

§ 1

Teaching activities

1. The teaching of the academic year 2020/2021 is carried out in a mixed (hybrid) form, in accordance with certain sanitary and epidemiological rules.
2. The majority of lectures and seminars are held online, students attend the practical classes (exercises, laboratories, practical classes, workshops and internships) on a full-time basis.
3. For students of the Faculty of Law and Administration and the Faculty of Economics and Management, who due to formal reasons related to the pandemic will not be able to start full-time studies in October 2020, Lazarski University offers online classes.
4. In the case of teaching and research workers - especially from high-risk groups - faculty deans make individual decisions about working only remotely at the request of those interested.
5. At the Faculty of Medicine, classes are conducted in a mixed form. Some of the seminars and lectures are held online, while laboratory classes, anatomy, microscopic and other exercises and practical classes in the clinics are held in a stationary form.
6. Classes conducted by the Center for Postgraduate Education are held in a stationary, mixed and remote form.
7. The detailed rules concerning the forms of conducting classes within particular fields of study determined by the Dean, taking into account current sanitary recommendations and health conditions of academic teachers and students are given in the internal information services of Lazarski University.

8. whenever at least one member of Lazarski University's academic community is found to be infected with SARS-CoV-2, the Rector, in cooperation with the appropriate Dean(s), assesses the risks of the spread of the virus. Depending on the initial risk assessment:

- a) the appropriate Dean in case of individual classes at the faculty,
 - b) the Rector in the case of faculties or the whole university,
- decide to change the forms of teaching listed in paragraphs 1, 4, 6, 6-8 or if it proves to be the only possible and a justified solution for organizational or epidemiological safety reasons to suspend the classes and set a different date for their implementation.

9. Credits for teaching classes, examinations, final and diploma examinations may take place in accordance with a separate internal legal act if the changes are justified by the current epidemiological situation. The Rector will determine and announce, not later than 14 days before the beginning of the proper examination session, the rules on which the confirmation of learning outcomes will take place.

§ 2

Staying at Lazarski University. Sanitary and epidemiological principles.

1. The University is not open to students, PhD students, post-graduate students, employees and persons cooperating with the University on the basis of civil law contracts, who are under quarantine or isolation at home, staying at home with a person in quarantine or isolation at home.
2. It is obligatory to stay at home with a person in case of symptoms such as: fever, cough, muscle pain. These persons contact the Sanitary and Epidemiological Station appropriate for the place of residence, the infectious ward, the primary care physician or family doctor, and in case of deterioration of their health they call 999 or 112.
3. Persons returning from abroad act in accordance with the Regulation of the Council of Ministers of 7 August 2020 on the establishment of certain restrictions of orders and prohibitions in connection with the occurrence of a state of epidemic (Journal of Laws 2020, item. 1356, as amended) and the quarantine provisions contained therein.
4. Until further notice, the provisions of the generally applicable law on covering the mouth and nose by all persons staying at Lazarski University should be applied.
5. Each person uses their own tools necessary for the efficient and effective realization of classes. Items used together are disinfected if they are not disposable. Do not use objects of other participants.
6. People who have come to the classes, during the break in the classes, may leave the building and stay outside the building using the space with the principle of social distance and using appropriate personal protective equipment, as indicated in the current provisions of generally applicable law.
7. While waiting in the building for the entrance to the classes, one should keep a distance.
8. The premises of the Medical Department are also equipped with personal protective equipment as provided for in the regulations of the faculty, classes and laboratory.
9. Hands should be thoroughly washed with soap and water or disinfected before entering the building, teaching and administrative rooms and the Library. At Lazarski University there are dispensers with disinfectants available, with instructions for proper hand disinfection.

10. The telephone numbers of the Sanitary and Epidemiological Station, the nearest infectious diseases ward, and the NFZ Hotline (800 190 590) are placed in places commonly accessible.
11. Students, post-graduate students, doctoral students, educators, and administrative staff are required to familiarize themselves with the General Sanitary Inspectorate Anti-epidemic Guidelines available on the website: <https://gis.gov.pl> containing current antiepidemic guidelines.
12. It is recommended to occupy the seats in the teaching rooms with the social distance appropriate for the currently binding provisions of the common law.
13. Regular disinfection of handles, handles and other touch surfaces is ensured.
14. The entrance to the classroom is supervised by the class instructor, who takes care of the sanitary and epidemiological safety rules.
15. The teaching rooms and administration offices should be regularly ventilated.
16. Red sacks or baskets are provided for waste which are used as disposable personal protective equipment such as masks, disposable gloves, aprons.
17. Regular disinfection of toilets shall be provided.
18. Instructions for proper hand washing are displayed in hygienic and sanitary rooms.
19. Daily cleaning works are monitored, with particular emphasis on maintaining cleanliness of passageways and disinfecting touch surfaces.
20. Seating and used equipment are subject to disinfection.
21. Written examination works and other paper documents in administrative turnover are collected in a container and subjected to at least 24-hour quarantine, on the premises of the receiving document or administrative department carrier. Containers are marked with the quarantine inscription and the date of admission to quarantine.
22. The use of the Library, takes place under the safety rules described in this order and indicated in § 4.
23. Administrative employees serving the interested parties cover their mouth and nose, and no more than one interested party may stay at the same time per one service station until the date of change in the generally applicable regulations in this area.
- 24 Workstations shall be organized in such a way as to ensure that a distance of at least 1.5 m is kept between them until the date of change in the generally applicable regulations in this respect.
25. Employees are recommended to use individual transport.
26. Correspondence, mail or courier deliveries shall be left for at least 3 hours in containers designed exclusively for this purpose at the Guard.

§ 3

Preventive procedures for suspected coronavirus infection

In case a person at Lazarski University is diagnosed with symptoms of the disease such as persistent coughing, malaise, breathing difficulties, fever is treated according to separate procedures.

§ 4

Library

1. The University Library makes its collections available on the principles described in the link <https://www.lazarski.pl/pl/wydzialy-i-jednostki/biblioteka-uczelniana/>, other aspects of the Library's operation are governed by the sanitary and epidemiological principles described in this order.
2. Information about the maximum number of users/visitors that can stay in the Library at the same time is placed in a visible place before the entrance.

§ 5

Catering services and service points on the premises of the University

1. The provision of services, including catering on the premises of the University takes place in accordance with the rules provided for in the generally applicable law valid for the current phase of preventing the spread of SARS-Cov-2.
2. Employees of stores and service points wear disposable masks. Employees of catering establishments must wear disposable gloves and masks.
3. Catering staff occupy table seats at least two meters away from other people in each direction, and do not remove the mouth and nose guard until they have taken up a table seat to eat a meal.

§ 6

Final provisions

1. In the scope not covered by this order, the provisions of the President and Rector's Order No. 1/2020 on preventing the spread of the COVID-19 virus among the community of Lazarski University apply until further notice.
2. The Ordinance comes into force on the date of its issuance.

Lazarski University Rector Prof. dr hab. Maciej Rogalski,
The President of Lazarski University Juliusz Madej