

Order No. 23/2020

of the Rector of the Medical University of Bialystok

of 25 March 2020

on prevention, counteraction and fighting of COVID-19 virus at the Medical University of Bialystok

Based on Article 21 paragraph 1 point 2 of the Statute of the Medical University of Bialystok, the Act of 2 March 2020 on special solutions related to prevention, counteraction and fighting COVID-19, other infectious diseases and emergency situations caused by them (Journal of Laws of 2020, item 374, as amended) and the Regulation of the Minister of Health of 23 March 2020 on the temporary limitation of the functioning of medical universities in relation to the prevention, counteraction and fighting of COVID-19 (Journal of Laws of 2020, item 515), the following is ordered:

§ 1

1. All internal and external conferences, events and occasions organized by the University are cancelled.
2. Business trips and participation in conferences of employees, doctoral students and students of the Medical University of Bialystok are suspended.
3. Foreign guests are not allowed to come to the University.
4. The accommodation of new people in student dormitories is suspended, and visits are banned. There is a sanction for not complying with the ban and the Student Dormitory Regulations in the form of checking out the student. If a resident of the dormitory is suspected of SARS-CoV-2 virus infection, it is expected to quarantine the entire student dormitory.
5. Students and doctoral students accommodated in student dormitories, in accordance with the Chief Sanitary Inspector recommendation, should return to their place of permanent residence. Students who cannot return to their homes have the right to remain in the Student Dormitories on the same terms and conditions. Before deciding to return to the Student's Dormitory, please contact the head of the Student's Dormitory to determine the quarantine rules.

§ 2

In the period from 26 March 2020 to 10 April 2020, the University's collegiate bodies and the collegiate bodies of student government and doctoral students' government shall only adopt

resolutions necessary to ensure the continuity of the university's operation. Resolutions are adopted by circulation or by means of electronic communication, regardless of whether such mode of their adoption has been specified in the University's internal statutes.

§ 3

1. The recruitment calendar for studies at the Medical University of Bialystok remains unchanged
2. From 26 March 2020 to 10 April 2020, education shall be suspended:
 - at studies,
 - at post-graduate studies,
 - in other forms,
 - training doctoral students implemented as part of the classes.
3. During the period referred to in paragraph 2, classes will be conducted using distance learning methods and techniques, regardless of whether it was provided for in the given education program
4. Verification of learning outcomes specified in the learning program in those cases where possible should be carried out outside the University, with the use of information technologies ensuring control of the verification of achieved learning outcomes and its registration.
5. In the case of conducting education in studies in accordance with paragraph 3, no restrictions apply in terms of the number of ECTS points that can be obtained as part of education using distance learning methods and techniques specified in study programs.

§ 4

1. From 12 March until further notice, the implementation of all educational forms under projects co-financed from external funds, including EU funds, directed to employees, students, doctoral students, high school students, i.e. training, workshop and laboratory classes, study visits, apprenticeships, internships, postgraduate or summer school classes, counselling, etc., with the exception of forms of support that can be implemented using distance learning methods and techniques (distance learning) or blended learning.
2. From 26 March 2020 to 10 April 2020 students' academic activities shall be suspended. Doctoral students and doctoral school students caring children under 8 years of age may perform the necessary scientific work outside the headquarters of MUB during the period of suspension of didactic and educational classes in kindergartens, schools and educational institutions. Doctoral students who want to exercise this right should inform their academic supervisor and the relevant Dean's Office.

3. Suspension of education does not limit the conduct of scientific activities and distance education by university employees and doctoral students, including the preparation of teaching materials. Teaching, scientific and organizational activities should take place taking into account the provisions of this order.
4. All materials for classes will be made available in electronic form.
5. Academic teachers and doctoral students conducting apprenticeships in the form of classes or participating in their conduct are obliged to conduct classes, including the curriculum, using distance learning methods and techniques
6. Students and doctoral students are obliged to participate in all the classes provided for a given field of study and year, or the Doctoral School, didactic classes transferred using distance learning methods and techniques.
7. The heads of individual organizational units of the MUB are obliged to organize and supervise the education process using distance learning methods and techniques, with the support of the IT Department.
8. In order to ensure communication of students and doctoral students with dean's offices, it is recommended to use electronic means (including scans) and telephone contacts. Correspondence in paper form should be kept to a minimum and submitted only to the General Administration Office.
9. The student and doctoral student are obliged to immediately inform the appropriate dean's office, (e-mail, telephone) about hospitalization in connection with suspected infection caused by SARS-CoV-2 virus, as well as about quarantine or sanitary observation. The dean's office should immediately forward this information to the Student Affairs Department.

§ 5

1. The obligation to limit to a minimum the direct contacts of employees at work is introduced.
2. To ensure communication, it is recommended to use the EZD platform, e-mail correspondence and telephone contacts.
3. Correspondence in paper form, including the one to university organizational units, should be submitted only at the University General Administration Office.
4. Documents and letters addressed to the Employee Affairs Department containing personal data should include the sender's identification and be forwarded with the note "personal data" in a way that prevents third parties from reading their content, e.g. in sealed envelopes.

The above also applies to other paper documents addressed to other University units containing personal data.

5. The employee is obliged to immediately inform the employer (mail, phone) about hospitalization in connection with suspected infection due to SARS-CoV-2 virus, as well as about quarantine or sanitary observation. The information should be provided to the head of the unit in which the employee is employed and the Employee Affairs Department.
6. In the period from 26 March 2020 to 10 April 2020 the working time of University employees is on average 6 hours a day. Employees who are not academic teachers, with the exception of employees employed in monitoring property, have the following working time schedule: from Monday to Friday from 8:30 to 14:30.

§ 6

1. The activity of the Main Library of MUB is suspended.
2. The deadlines for returning books falling within the period of suspension of classes at the University will be automatically extended until 15 April 2020. No fees will be charged for keeping books during this time;
3. Bibliometric analyzes can only be ordered by e-mail: agnieszka.janucik@umb.edu.pl or by calling 85-748-54-49. Prepared analyzes will be sent to the business e-mail address of the person concerned on the agreed date.

§ 7

The activity of MUB sports facilities is suspended.

§ 8

The activity of the MUB Museum of the History of Medicine and Pharmacy is suspended.

§ 9

1. In the period from 26 March 2020 to 10 April 2020 the functioning of the University is limited by limiting the obligation for university employees to perform at the premises, except when it is necessary to ensure the continuity of the University's operation.
2. Heads of organizational units of the University are obliged to organize the work of subordinate employees in a way limiting the performance of work by employees at the University.
3. The University organizational units appoint persons on duty.
4. In order to enable work outside the University, employees who do not have business mobile phones are asked to provide their superiors with other phone numbers to provide business

contact. Supervisors are obliged to store and use other telephone numbers provided only for the necessary contact while employees are working outside the University.

5. Persons working outside the University area perform their duties in accordance with the supervisor's instructions and are available at official e-mail addresses and at provided telephone numbers during working hours.
6. It is unacceptable to use private mailboxes for business purposes.
7. Matters should be handled electronically using the University email, the EZD system or other dedicated systems, or by phone.
8. At the request of heads of organizational units, if it is necessary to enable work outside the University, access to the EZD system will be given to designated employees.
9. Documents are signed using an electronic signature, including a qualified electronic signature.
10. In the internal circulation, documents should be agreed via the EZD system, by phone or email.
11. The University administration units do not admit visitors. Settling matters with the participation of visitors is exceptionally permissible only if the case is urgent and there is no possibility of settling it "at a distance".
12. I recommend to use overdue holiday leaves – in agreement with the head of the unit.
13. Urgent, necessary paper documents should be sent only to the General Administration Office.
14. Access to the University buildings is only possible for employees on duty. Entering buildings and moving inside buildings should be kept to a minimum.
15. Employees are obliged to comply with the principles of personal data protection, confidentiality of information, and the principles of occupational health and safety, also in the case of working outside the University.
16. Please address any problems related to the implementation of this statement, and thus to the University's activities, to: rektor@umb.edu.pl or biuro.kanclerza@umb.edu.pl
17. The rules for performing duties in clinical hospitals and other medical entities employing academic teachers are determined by hospital directors and doctors managing individual hospital units.

§ 10

1. The order is valid until 10 April 2020.
2. In the event of issuing a regulation of the Minister of Health extending the period of temporary limitation of the functioning of medical universities, this order shall apply in the period indicated in the regulation of the Minister of Health

Rector

prof. dr hab. Adam Krętowski