

Resolution No. 28/20

of the Rector of Poznan University of Medical Sciences in Poznań of March 25, 2020,

on the organization of work and preventing the spread of COVID-19 virus among members of the community of the Poznan University of Medical Sciences

According to § 28 item 1 of the Statutes, the following is administered:

§ 1

According to the Regulation of the Minister of Health of 23 March 2020 on the temporary limitation of the functioning of medical universities concerning the prevention, prevention and eradication of COVID-19 (Journal of Laws 2020.515) for the period from 26 March 2020 to 10 April 2020, the functioning of medical universities was limited, which means:

a) suspension of education:

- during studies,
- post-graduate studies,
- in other forms,
- of doctoral students implemented as part of the classes;

b) limiting the obligation for university employees to perform work on its premises, except when it is necessary to ensure continuity of the university's operations;

c) limiting the operations activities of the University collective bodies and collective bodies of student government and doctoral students' self-government to the possibility of adopting resolutions only necessary to ensure the continuity of the university's functioning by the circulation or using electronic communication, regardless of whether such mode of their adoption was specified in the university's internal files.

§ 2

1. During the period referred to in § 1, education shall be conducted in the form of classes using distance learning methods and techniques, regardless of whether it has been provided for in the given education program.

2. In the case of conducting classes in the manner specified in item 1 verification of achieved learning outcomes specified in the program of a given education may take place outside the university's headquarters or outside its branch using information technologies ensuring control of verification of achieved learning outcomes and its registration.

§ 3

1. Employees whose work is not required at the University are obliged to perform remote work.
2. The list of employees whose uninterrupted operation is necessary to ensure the continuity of the university's activities is determined by the Director General in consultation with the University Board on an ongoing basis.

§ 4

Accordingly, for the proper functioning of the University with simultaneous prevention and prevention of the spread of COVID-19 among members of the community of Poznan University of Medical Sciences:

1. The teaching staff is required to conduct classes in the remote system, including posting educational materials in the AKSON system, as well as to use other remote teaching tools provided by the University. The coordinator of the subject implemented in this period, will determine in consultation with the head of the unit, the form and method of passing the classes.
2. All classes planned for the period March 15 - April 10, and requiring them to be carried out in the form of exercises or a stationary form, will be carried out at a later date, in consultation with the Dean of the given Faculty.
3. The teaching staff is required to establish a remote duty for students by providing e-mail and/or telephone contact with setting the schedule.
4. The Deans are required to immediately inform students, through the faculties' websites and internal systems, about the form of conducting and passing classes that were suspended from March 25 - April 10 this year as well as contact with coordinators/lecturers.
5. Dean's offices, Student and Didactic Affairs Department and Doctoral School Office provide services to students remotely.
6. I suspend until further notice the activities of:
 - a) the Main Library with reading room,
 - b) Physical Education and Sport Center,
 - c) PUMS Museum.

7. I suspend, until further notice, the accommodation of new residents in dormitories, as well as prohibit visits of external guests.
8. I suspend foreign and domestic trips until further notice and suspend their funding. In particularly justified cases, the Rector may give his consent to such a trip.
9. I suspend the arrival of foreign guests to the University until further notice.
10. I suspend, until further notice, the organization of conferences and training at PUMS facilities, including the Congress and Didactic Center.
11. All students returning from trips abroad are required to undergo a two-week quarantine from the date of arrival, of which they are required to immediately notify the Dean's Office.
Students returning directly to their place of residence are required to remain in-home quarantine.
If students live in PUMS student dormitories and return directly to student dormitories, they are required by min. five days before arrival to contact the Head of the Student Housing Service Center, the Manager of the Center of Medical Education in English or the dean's office.
The head of the Student Houses Service Center is required to designate quarantine places for people living in student houses.
In addition, students returning from a foreign trip are required immediately after returning to contact by phone the District Sanitary and Epidemiological Station.
12. For students who do not comply with the applicable rules, consequences will be drawn, which are provided for in the study regulations and generally applicable law.

§ 5

1. The University employees, if possible, including scientific and technical employees, shall conduct routine activities, including scientific activities, and the organization of their work is the responsibility of the head of a given unit.
2. Work is organized in such a way that there are no more than two persons in a given room.
3. Meetings of internal commissions as well as all meetings are held in the form of teleconferences.
4. Administration and service employees carry out tasks in a way that minimizes direct contacts using remote communication systems.
5. In the case of remote work (including telecommuting), the decision to implement such a solution for a given job position is made by the head of the unit in consultation with the relevant director, and in the case of unit managers by the relevant director or vice-rector.

6. All employees are recommended to use e-mail correspondence, electronic messenger and telephone contacts to ensure communication minimizing the risk of infection

§ 6

The resolution is effective on the day of signing and, at the same time, the resolution No. 23/20 of the Rector of March 12, 2020, regarding the organization of work and preventing the spread of COVID-19 among members of the community of Poznan University of Medical Sciences is repealed.

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Rector