Other University of Lodz Operation Regulations

Section 1
Work Organisation and Performance, including Service Points

1. The rotating system work referred to in Section 2.2.a of the Ordinance shall be performed following monthly schedules prepared by the managers of the units concerned. These schedules shall be approved by the Dean/Chancellor respectively, not later than 5 days before the beginning of the month to which the schedule relates. In particularly justified cases (e.g. suspected coronavirus infection, quarantine of an employee, as well as urgent needs related to the organisation of work in the unit), these schedules may be changed.

2. In the period from 21 September 2020 to 30 September 2020, work in a rotating system shall follow the schedule drawn up by the manager of the unit. The managers shall notify their subordinates of the schedule by 18 September 2020.

3. The organisation of the work of the unit (rotating system) shall take account needs of the high-risk group employees, in particular employees over 60 and chronically ill.

4. The adaptation of workplaces to the rules set out in this Ordinance, including the installation of protective screens (panels), shall be carried out at the request of the unit manager and shall be coordinated by the building administrator.

5. At the entrances to the University buildings, hand sanitiser dispensers should be placed, which should be used by every person entering the building and a notice ordering the use of the recommended protective measures (i.e. the obligation to disinfect hands, putting on a protective mask/visor or other nose and mouth shield and the possibility of using protective gloves). The hand sanitiser dispenser must be accompanied by instructions for use of the sanitiser and instructions for proper wearing of the mask/visor or protective gloves.

6. In addition, the University shall provide service point employees and employees receiving correspondence with protective equipment such as masks (visors) and protective gloves.

7. The service point shall be located at the designated duty station. This place should be as close as possible to the exit from the building.

8. The duty station can accommodate 1 employee and 1 non-employee at a time.

9. Employees working in the same group in the room may have their masks or visors taken off for the duration of work and shall be obliged to wear them when leaving the room.

10. Public seating and social rooms shall be made available in such a way as to ensure safety rules, especially with regard to keeping an appropriate distance.
11. The manager of the unit shall be obliged to immediately notify the immediate superior and the Department for Staff Affairs of the circumstances which threaten the continuity of the unit’s work due to the epidemic.

12. Project managers shall be obliged to notify the Vice-Rector for Science about the occurrence of circumstances threatening the continuity of the project or anticipated delays in its implementation, caused in particular by the epidemic.

Section 2
Activities of Collegial Bodies

Sessions of the Senate, University Council, scientific councils and other collegial bodies or committees operating on the basis of the Statutes or the internal legal acts of the University shall take place at the seat of the University or at meetings organised by means of distance communication. The decision in this respect shall be taken by the chairperson of the body concerned.

Section 3
Flow of Documents and Correspondence

1. In communication within the University, direct contacts of employees should be limited and electronic forms of communication should be used, official e-mail, employee portal, services available in the Microsoft Office 365 package and other IT systems used at the University of Lodz.

2. Internal correspondence between the units of the University of Lodz should be provided only in the electronic version, with the exception of documents required in the paper version referred to in Section 3.7.2 and 3.7.3 of the Ordinance 158 of the Rector of the University of Lodz of 20 August 2020 on the Flow of Documents and Rules of Proceeding with Accounting Documents of the University of Lodz. If it is necessary to provide documents in a paper form, this should be organised in such a way as to ensure, as far as possible, that they are provided jointly, with a view to the rarest possible contact between employees.

3. Where files containing personal data are transmitted by e-mail, access to them should be password-protected. The password allowing access to the file or archive should be provided through a separate channel of communication.

4. Correspondence (mail, letters, documents, etc.) incoming to the University shall not be provided directly, but left in a designated place for at least 3 days. If immediate provision is necessary, it must be decontaminated with a disinfectant.
Section 4
Activities of Dormitories and the Student Canteen

1. Dormitories shall be opened for students and doctoral students, doctoral school attendees and students of the School of Polish for Foreigners, regardless of the mode of classes.

2. The following restrictions apply in the dormitories:
   a) prohibition of visiting and accommodating people from outside;
   b) prohibition of organising any kind of gatherings, events and meetings; and
   c) closure of gyms and TV rooms.

3. Contacts with the dormitory administration should be made by telephone or e-mail.

4. Detailed rules for the operation of dormitories have been regulated in the Communiqué of the Rector of the University of Lodz of 11 September 2020 on University of Lodz Dormitories in the Academic Year 2020/2021 and in the Rules of Allocation and Use of Places in the University of Lodz Dormitory, which is annex to Ordinance 172 of the Rector of the University of Lodz of 15 September 2020.

5. The activity of the student canteen shall be resumed on condition that the sanitary regime in force for the preparation of meals and their dispensation, resulting from the guidelines of the Ministry of Development, the Chief Sanitary Inspector and other entities, is maintained.