

Regulation no 23/20
of President of Poznan University of Medical Sciences of March 12, 2020
on work organization and preventing COVID-19 spread in Poznan University of Medical Sciences
community

Pursuant to clause 28 par. 1 of the Statute and Regulation of Ministry of Health on March 11, 2020 concerning temporary limitation of medical universities work (Journal of Laws 2020.406) decides as follows:

Clause 1

1. According to the regulation of Ministry of Health on March 11, 2020 concerning temporary limitation of medical universities work (Journal of Laws 2020.406), all education has been suspended during the period of March 12 to 25, 2020.
2. This means that during the period of March 12 to 25, 2020 all academic classes are suspended, including: full-time and part-time studies first-cycle and second-cycle studies, Master studies, PhD, doctoral school, courses and workshops, postgraduate studies, exams, practical training and public PhD defense.
3. Classes can be conducted with the use of methods and techniques of distance learning, despite of the fact it was in the curriculum or not.

Clause 2

For that reason, for the proper functioning of the University and preventing COVID-19 spread in Poznan University of Medical Sciences community:

1. Teaching staff is obliged to post teaching materials in AKSON in regards to classes that were suppose to take place during the period of March 12 to 25, 2020. The Course Coordinator within this time in collaboration with the head of the unit will specify a form and method of passing the course.
2. All classes scheduled in the period of March 12 – 25, 2020 that have to be performed strictly in the form of laboratories or clinicals, will be rescheduled for a different time, according to the decision of the particular Dean.
3. Teaching staff is obliged to schedule remote duty hours for students by providing e-mail contact and/or phone with the calendar.
4. I oblige Deans they immediately inform students through Faculty websites and systems about the form of performing and passing classes, that were suspended in the period of March 12 to 25, 2020, and about the contact to course coordinators/teachers.
5. Dean's Offices, Department of Student Affairs and Didactics and School of Doctors Office will perform a remotework.
6. In the period of March 12 to 25, 2020 I suspend the work of:
 - Library with the study room
 - Physical Education and Sports Centre
 - PUMS Museum
7. I ceased, until further notice, accommodation of new students at Dorms and it is forbidden to invite visitors.
8. I ceased, until further notice, all trips abroad and hold financing business trips abroad. In special circumstances the President can give consent to such a travel.

9. I ceased, until further notice, visits of foreign guests.
10. All conferences and workshops scheduled at PUMS facilities, including Library-Congress Center, are cancelled.
11. All students who have come back from abroad trips are obliged to stay home for 2 weeks from the day of their arrival, about which they are required to immediately inform the Dean's Office. Students coming back directly to the place of living are obliged to stay on home quarantine. If students stay in the PUMS Dorms and they are coming back directly to the Dorms, they are required to inform, at least 5 days before the arrival, the Head of PUMS Dormitory Administration or Manager of the Center of Medical Education in English or the Dean's Office. The Head of PUMS Dormitory Administration is obliged to set places for quarantine for the students living in the dorms. Further, students coming back from abroad are obliged right after the arrival to contact by phone with the District Sanitary-Epidemiological Station.
12. Students who will not follow these rules will suffer consequences set out in the School Regulations and generally applicable law.

Clause 3

1. The University, apart from the field of work described in Clause 2, fulfils Statute goals and conducts educational, organizational and administration work.
2. The University workers, including academic staff, conduct routine activity and for their work organization the manager is responsible.
3. The internal committee meetings are hold according to the schedule. It is allowed to carry out committee meetings in the form of a teleconference, wherein the committee/team chairman is responsible for preparing a note confirming a presence of particular people and possible voting results.
4. Administrations and service workers are carrying out tasks in the form that will minimize direct contact with the bigger group of people.
5. It is allowed to do a remote administration work (including telework), wherein the decision about such a form of work is made by the manager of a given unit in the agreement with the proper director, and in the case of units managers a proper director or vice-rector.
6. We recommend reasonable limitation of direct contact of workers, to the extent that enables proper provision of the process being carried out.
7. In order to secure communication that will minimize the risk of infection it is recommended to use e-mails, communicators and phone contacts.

The regulation comes into force on the date of signing.

President

Prof. Andrzej Tykarski, MD, PhD