

Regulation no. 184

of the Rector of the University of Silesia in Katowice of 26 October 2021 amending the regulation concerning the introduction of internal system of security levels due to COVID-19 at the University of Silesia in Katowice.

Pursuant to Art. 23 Par. 2 of the Law on Higher Education and Science of 20 July 2018 (uniform text of the Journal of Laws of 2021, Item 478, with amendments), I hereby order as follows:

Section 1

The following amendments have been introduced in the Annex no. 1 “Internal System of Security Levels due to COVID-19 at the University of Silesia in Katowice” of 16 October 2020 concerning the introduction of internal system of security levels due to COVID-19 at the University of Silesia in Katowice:

- 1) in Chapter II: BASIC SANITARY REGIME
 - a. the third indent reads as follows:
 - „• covering nose and mouth in the presence of other individuals, with the following exceptions:
 - teachers, students and doctoral students are exempt from the obligation to cover their mouth and nose,
 - classes and meetings in small groups (up to 5 individuals) can take place without covering mouths and noses, provided that all participants consent to it”;
 - b. the fourth indent is deleted;
- 2) in *Chapter III. CONTACT ADDRESS IN ANY EPIDEMIC SECURITY MATTERS*
 - a. the e-mail address of the Health and Safety Inspector reads as follows:
 - „bozena.golanka@us.edu.pl”.
- 3) in *Chapter V. LEVEL 1 in GENERAL GUIDELINES*
 - a. the title *SANITARY REGIME* reads as follows:
 - “implementation of basic guidelines, i.e.: hand disinfection; keeping social distance; obligation to cover your nose and mouth; applying partitions; frequent ventilation of rooms; frequent disinfection of surfaces and sanitary facilities.”;
 - b. the title *DIDACTICS* reads as follows:

“classes that can be organised with sanitary regime are conducted on-site; other forms of education (especially lectures) are conducted in a remote or hybrid form. The scope of remote classes is determined by the Faculty Committee, Faculty Committee for Education and Student Affairs and Educational Council for the Degree Programme.”;

c. the title *AVAILABILITY* reads as follows:

“university is open subject to basic sanitary regime; allowed control of temperature of entering individuals together with the ban on entrance to the building for individuals with body temperature above 38°C”;

4) in *Chapter V. LEVEL 1* in *DETAILED GUIDELINES*

a. in title *STUDENT*

i. the sub-title *Organisation of education* reads as follows:

- „1. As a rule, classes are conducted on-site. The remote classes are highlighted in the schedule.
2. Exams and credits will be conducted on-site. In justified cases, it will be possible to conduct verification of learning outcomes remotely.
3. Consultations and office hours of academics for students, doctoral students and participants postgraduate studies will be held on-site in the premises of the University of Silesia. In justified cases, consultations and office hours may be held remotely.

Information is provided by the relevant dean’s office.”;

ii. the sub-title *Documentation* reads as follows:

“All matters related to the course of studies, which required personal presence in the Dean’s Office, in particular requests for extension of the examination session, settlement of the semester and approval of the subject of diploma thesis can be processed remotely, with the exception of the cases when personal presence of the student is required due to the effective regulations or decision of the faculty authorities.”;

iii. the sub-title *Contact with the University* reads as follows:

Suggested remote contact (by phone or e-mail: <https://www.koronawirus.us.edu.pl/pl/biezace-informacje/zdalny-kontakt-z-dziekanatami>), direct contact possible subject to sanitary regime.

Contact with the Dean’s Office”;

b. the sub-title *Doctoral Student* reads as follows:

- „1. Communication by e-mail, phone or directly (mostly the first type). Doctoral students receive the most important information via the mailing list.
2. Meetings of team managing the doctoral school with doctoral students via MS Teams are allowed.
3. Documents can be provided on-line. E-mail sent from an address in us.edu.pl is regarded as a signed document. Exceptions are the situations in which it is necessary to hand over the signed document due to procedural reasons. In such cases, the rules determined by the authorities of the Doctoral School shall prevail.”;

c. in title *Academics*,

i. the sub-title *Organisation of education* reads as follows:

- „1. As a rule, classes are conducted on-site. The remote classes are highlighted in the schedule.
2. Exams and credits will be conducted on-site. In justified cases, it will be possible to conduct verification of learning outcomes remotely.
3. Consultations and office hours of academics for students, doctoral students and participants postgraduate studies will be held on-site in the premises of the University of Silesia. In justified cases, consultations and office hours may be held remotely.”;

ii. the sub-title *Participation in trainings* reads as follows:

“Trainings are conducted remotely, on-site or in hybrid form. Trainings in the premises of the University may be conducted only in groups that allow to keep safe distance and subject to sanitary regime. Participation in trainings organised outside the University is permitted only with consent of the supervisor and subject to sanitary regime. Participation of employees in open trainings conducted in the hybrid form or on-site is possible under the condition that the employee submits a statement of will to participate in the open training conducted in one of the above-mentioned forms.

Information is provided by the HR Department: dhr@us.edu.pl.”;

iii. the sub-title *Documentation* reads as follows:

“Selection process for academic posts are mostly conducted remotely. An on-site meeting of the selection board in the premises of the University is possible in exceptional cases subject to sanitary regime. An on-site meeting in the

premises of the University with candidates is possible in the case of conducting qualification interviews in accordance with the provision of Section 130 of the Statute of the University of Silesia subject to basic sanitary regime.

Information is provided by the HR Department: dhr@us.edu.pl.”;

d. in title *Non-Academic Employee* in sub-title *Work organisation* in the paragraph beginning with the following words: “*With reference to correspondence and handling affairs: (...)*”:

i. points 1-3 read as follows:

„1) direct contacts between employees at work should be reduced to minimum;

2) affairs should be handled by e-mail;

3) General Office is still used for handling traditional correspondence from units and stakeholders sent to particular general university administration units;”;

ii. points 1-3 are deleted;

e. in the title *OPERATION OF STUDENT RESIDENCE HALLS AND TEACHER RESIDENCE HALLS* the sub-title *Check-in/check-out* reads as follows:

“Applications for granting a place in the student residence hall are submitted by e-mail (scans) or sent by traditional mail. Accommodation at the beginning of the academic year is carried out in line with the determined schedule (limited number of individuals and queues). The accommodation process is subject to sanitary regime and taking into consideration the social distance (it is mandatory to cover your nose and mouth).

Obligation to submit statements: all individuals living in student residence halls and teacher residence halls are obliged to submit a relevant statement in the administration office of the relevant student residence hall/teacher residence hall. [TEMPLATE STATEMENT]”;

f. in the title *OPERATION OF RESEARCH, EDUCATIONAL AND ARTISTIC INFRASTRUCTURE*

i. the sub-title *Access to infrastructure for the purpose of implementing research work* reads as follows:

“Access to research, educational and artistic equipment is subject to sanitary regime. The faculty authorities may determine the rules for registering individuals present in laboratories.

Provisions of this paragraph shall apply to research and artistic infrastructure used for conducting research, artistic process and education.

Information on the operation of research, educational and artistic infrastructure is provided by the offices for research, educational and artistic infrastructure at the relevant faculties:

1. Faculty of Natural Sciences – Agnieszka Janiak, PhD, DSc, agnieszka.janiak@us.edu.pl
2. Faculty of Science and Technology – Sławomir Kaptacz, MSc, slawomir.kaptacz@us.edu.pl
3. Krzysztof Kieślowski Film School – Adrian Robak, PhD, DLitt, adrian.robak@us.edu.pl
4. Faculty of Arts and Educational Science – Tomasz Rzeźniczek, MA tomasz.rzezniczek@us.edu.pl

and

Science and Research Department, Artistic, Research and Educational Infrastructure Office, Dr Eng. Marcin Libera, Dr Stella Hensel-Bielówka, Tomasz Gawęł PhD Eng., bibda@us.edu.pl.

1. The administrator of the artistic, research and educational workroom/laboratory is obliged to keep a register of individuals using artistic, research and educational infrastructure [REGISTER OF INFRASTRUCTURE USE], taking into consideration the fact that artistic, research and educational infrastructure used for educational processes is registered as “didactics” and the register of individuals is the attendance list.
2. Administration and Economic Departments of Campuses provide the appropriate disinfecting and protective measures for IT infrastructure and prepare the place for storing these measures, together with the relevant descriptions.
3. Disinfecting and protective measures are located in every room with Artistic, Research and Educational Infrastructure, in designated areas, and they shall be labelled due to the intended use as “personal disinfectant”, “device disinfectant” etc.
4. The Faculty Office for Research, Educational and Artistic Infrastructure at the relevant faculty is responsible for the organisation of disinfection process of research, educational and artistic infrastructure and for the determination of disinfection rules in particular laboratories/workrooms, taking into consideration their specific nature.
5. Faculty Office for Research, Educational and Artistic Infrastructure provides information on the manner of disinfection to:
 - a. academics through the relevant Dean’s office and Degree Programme Director,
 - b. individuals using research, educational and artistic infrastructure by placing instructions with the manner of disinfection in a visible

- location in a room with research, educational and artistic infrastructure, including disinfectants and protective measures,
- c. administrators of research, educational and artistic infrastructure who specifically supervise it due to the unique nature of such infrastructure.
6. Depending on the type of research, educational and artistic infrastructure, in line with the instructions, the user may be authorised to disinfect the research, educational and artistic infrastructure before and after work with research, educational and artistic infrastructure.
 7. The individuals staying in a laboratory/workroom are obliged to wear face masks or visors and gloves, apart from the clothes compliant with the relevant OHS regulations for a particular workroom/laboratory. You do not have to wear a face mask or visor if you are in a room by yourself.”;
- ii. the subtitle *Access to infrastructure for the purpose of conducting classes* reads as follows:

“Access to research, educational and artistic infrastructure for students with the following recommendations:

- Keeping social distance;
 - Break for contact-free exchange of students, ventilation of rooms;
 - Disinfecting devices and rooms in accordance with the adopted schedule.
1. The teacher is obliged to keep the attendance list during classes [„DIDACTICS” SHOULD BE STATED IN THE REGISTER OF RESEARCH, EDUCATIONAL AND ARTISTIC INFRASTRUCTURE USE].
 2. Administration and Economic Departments of Campuses provide the appropriate disinfecting and protective measures for IT infrastructure and prepare the place for storing these measures, together with the relevant descriptions.
 3. Disinfecting and protective measures are located in every room with Artistic, Research and Educational Infrastructure, in designated areas, and they shall be labelled due to the intended use as “personal disinfectant”, “device disinfectant” etc.
 4. The Faculty Office for Research, Educational and Artistic Infrastructure at the relevant faculty is responsible for the organisation of disinfection process of research, educational and artistic infrastructure and for the determination of disinfection rules in particular laboratories/workrooms, taking into consideration their specific nature.
 5. Faculty Office for Research, Educational and Artistic Infrastructure provides information on the manner of disinfection to:
 - a. academics through the relevant Dean’s office and Degree Programme Director,

- b. individuals using research, educational and artistic infrastructure by placing instructions with the manner of disinfection in a visible location in a room with research, educational and artistic infrastructure, including disinfectants and protective measures,
 - c. administrators of research, educational and artistic infrastructure who specifically supervise it due to the unique nature of such infrastructure.
 - 6. Depending on the type of research, educational and artistic infrastructure, in line with the instructions, the user may be authorised to disinfect the research, educational and artistic infrastructure before and after work with research, educational and artistic infrastructure.
 - 7. The individuals staying in a laboratory/workroom are obliged to wear face masks. It is recommended to wear gloves, apart from the clothes compliant with the relevant OHS regulations for a particular workroom/laboratory. You do not have to wear a face mask or visor if you are in a room by yourself.”;
- g. in the title *OPERATION OF SPORTS FACILITIES* the sub-title *Lease* reads as follows:

“Use of facilities by external individuals in accordance with the currently applicable regulations of the Council of Ministers and subject to sanitary regime. Lease is possible subject to the specified restrictions.

Information is provided by the Centre for Physical Education and Sport:cwfis@us.edu.pl.

Section 2

The uniform text of the Annex referred to in Section 1 of this Regulation constitutes an annex to this Regulation.

Section 3

This Regulation shall come into force on the day of signing hereof.

RECTOR

Prof. Ryszard Koziol