

**Ordinance no. 23/2020**  
**of the Dean of the Faculty of Management, University of Lodz**  
**issued on September 30, 2020**

**regarding the organisation of teaching activities in the Faculty of Management building as well as participation in these teaching activities during the period of COVID-19 epidemic**

Acting in compliance with:

- article 23(1) and article 23(2)(2) of the Law on Higher Education and Science approved on July 20, 2018 (consolidated text, Journal of Laws of 2020, item 85, as amended),
- § 7 of the Ordinance no. 174 of the Rector of the University of Lodz regarding the change in operation of the University of Lodz in the epidemic caused by SARSCoV-2 and
- a document entitled „Środowiskowe wytyczne w związku z częściowym przywracaniem działalności uczelni” issued by the Ministry of Science and Higher Education on May 18, 2020,

in order to prevent, counter-act and fight down the COVID-19 epidemic, recognising the obligation of ensuring the safety of all members of the academic community, especially students, participants of doctoral studies, Ph. D. students of the Doctoral School, participants of postgraduate study programmes, training courses, workshops and other forms of teaching as well as faculty members and administrative employees who stay in the Faculty of Management’s building I hereby order the following:

§ 1

On site teaching (in the Faculty of Management’s building) during the winter semester 2020/21 will be organised only for chosen classes for first-year students of bachelor programmes (both full-time and part-time) as well as for students participating in the Erasmus+ programme and other international exchange programmes.

§ 2

- 1) Regarding the post-graduate study programmes (except the MBA programme offered by the PAM Center), the maximum number of contact hours to be conducted on site during the winter semester 2020/21 amounts to 20% of the total number of hours during the semester.
- 2) Regarding the MBA programme as well as training courses and workshops offered by the PAM Center, the Director of PAM Center is obliged to organise on site teaching activities during the winter semester 2020/21 in the scope, forms and dates agreed with and approved by the Dean of the Faculty of Management, University of Lodz.

§ 3

I oblige the Faculty of Management employees as well students, participants of doctoral studies, Ph. D. students of the Doctoral School, participants of postgraduate study programmes, training courses, workshops and other forms of teaching conducted at the Faculty of Management, University of Lodz to abide by the rules for the organisation of teaching activities conducted at the Faculty of

Management, University of Lodz as well as by the rules for participation in these activities. The rules are specified in Appendix 1 and Appendix 2 accordingly:

- 1) The rules for the organisation of teaching activities conducted at the Faculty of Management, University of Lodz (**Appendix 1**);
- 2) The rules for participation of students, participants of doctoral studies, Ph. D. students of the Doctoral School, participants of postgraduate study programmes, training courses, workshops and other forms of teaching in teaching activities organised on site at the Faculty of Management, University of Lodz (**Appendix 2**).

#### § 4

I introduce:

- 1) an obligation to cover the mouth and nose (with the use of masks or visors) by all persons staying in the Faculty of Management building, in particular by the students, participants of doctoral studies, Ph. D. students of the Doctoral School, participants of postgraduate study programmes, training courses, workshops and other forms of teaching;
- 2) an obligation to submit a written statement of consent to participate in classes (as specified in **Appendix 3**) by the students, participants of doctoral studies, Ph. D. students of the Doctoral School, participants of postgraduate study programmes, training courses, workshops and other forms of teaching organised by the Faculty of Management; the statement is submitted before each class; submission of the statement is required in order to attend the teaching activities conducted in the Faculty of Management building;
- 3) an obligation to submit a written statement of consent to teach / coordinate onsite classes (as specified in **Appendix 4**) by lecturers;
- 4) the procedure in case of suspected coronavirus infection as specified in **Appendix 5**.

#### § 5

The Ordinance enters into force on October 1, 2020.

## THE RULES FOR THE ORGANISATION OF TEACHING ACTIVITIES CONDUCTED AT THE FACULTY OF MANAGEMENT, UNIVERSITY OF LODZ

1. Announcements in Polish and in English are posted next to the entrance doors to the Faculty of Management building regarding:
  - the obligation to wear masks or visors covering the mouth and nose inside the building as well as
  - the obligation to disinfect the hands upon entry to the building and each instance of entering classrooms where teaching activities are conducted.

2. All persons entering the Faculty of Management building, especially participants of teaching activities, are required to have their own means of protection (a mask and/or a visor). The Faculty of Management, University of Lodz does not provide these means of protection.

Whenever the rules refer to „the participants of teaching activities” the following groups are meant: the students, participants of doctoral studies, Ph. D. students of the Doctoral School, participants of postgraduate study programmes, training courses, workshops and other forms of teaching organised by the Faculty of Management.

3. Dispensers of hand disinfectant and instructions for the use of the disinfectant are placed next to the entrance doors to the Faculty of Management building as well as next to the classrooms where teaching activities are conducted.
4. Waste bins for used means of protection are placed next to the entrance doors to the Faculty of Management building as well as next to the classrooms where teaching activities are conducted.
5. The principle of social distancing (at least 1.5 m between persons in each direction) has to be observed in the Faculty of Management building. It is forbidden to gather in hallways which are to be used solely for the purpose of transferring between locations, maintaining distance between persons. It is especially important to maintain the required social distance (at least 1.5 m between persons in each direction) between persons awaiting for entrance into classrooms.
6. The teaching activities in the Faculty of Management building are conducted in assembly halls and classrooms under the condition that the required social distance (at least 1.5 m between persons in each direction) is maintained between the participants of teaching activities as well as between the participants of teaching activities and lecturers. The participants of teaching activities are seated in a way enabling the required social distance (at least 1.5 m between persons in each direction) to be maintained.
7. The entrance doors to classrooms where teaching activities are conducted should be open early enough to minimise the number of persons awaiting for entrance into classrooms.

8. When entering classrooms, finding seats and leaving classrooms once the classes are finished the participants of teaching activities are required to maintain the required social distance (at least 1.5 m between persons in each direction). In classrooms where entrance and exit doors are indicated, the participants of teaching activities are required to respect this indication.
9. As far as possible the entrance doors to classrooms where teaching activities are conducted should remain open so that the participants of teaching activities do not need to open them.
10. The participants of teaching activities are required to submit a written statement of consent to participate in classes (as specified in **Appendix 3**). The lecturer who conducts the class distributes the forms, collects them and stores for at least 6 months. The statements need to be submitted before each class. The submission of the statement is required in order to attend the teaching activities conducted in the Faculty of Management building.
11. A maximum number of people who can stay in each classroom is indicated on the doors. The lecturer who conducts the class is obliged to count the number of participants before the start of class and administer a list of attendance which is to be stored for at least 6 months.
12. It is strictly forbidden to change the arrangement of tables and chairs in classrooms and to use air conditioning.
13. The lecturers should keep their mouth and nose covered when moving around the classroom. They can only expose their mouth and nose when they are not moving around the classroom and are at a safe distance from other people (at least 1.5 m in each direction).
14. The participants of teaching activities can expose their mouth and nose only during the classes, provided that they do not move around the classroom and that the required social distance (at least 1.5 m in each direction) is kept from other participants and the lecturer.
15. The surfaces of tables and hard surfaces of seats as well as other objects used by the participants of teaching activities as well as the lecturers (e.g. light switches, markers, keyboards, mice etc.) are disinfected before each class.
16. In situations which are not described in these rules and which, in the opinion of the lecturers, may constitute a threat of spreading the SARS-CoV-2 virus, the instructors are obliged to respond adequately to the threat, by taking actions aimed at minimising the risk or reporting this fact to their immediate supervisor.

**THE RULES FOR PARTICIPATION OF STUDENTS, PARTICIPANTS OF DOCTORAL STUDIES,  
PH. D. STUDENTS OF THE DOCTORAL SCHOOL, PARTICIPANTS OF POSTGRADUATE  
STUDY PROGRAMMES, TRAINING COURSES, WORKSHOPS AND OTHER FORMS OF  
TEACHING IN TEACHING ACTIVITIES ORGANISED ON SITE AT THE FACULTY OF  
MANAGEMENT, UNIVERSITY OF LODZ**

1. All persons are required to cover their mouth and nose (using masks and/or visors) in the Faculty of Management building.
2. Only lecturers and participants of teaching activities included in the schedule are allowed to stay in the classrooms.
3. Only a healthy person, without any symptoms, may participate in the teaching activities organised on site at the Faculty of Management, University of Lodz.
4. A person who lives with a quarantined or isolated person, or who is under quarantine or isolation at home, cannot participate in the teaching activities organised at the Faculty of Management, University of Lodz.
5. The participants of teaching activities organised at the Faculty of Management, University of Lodz are required to submit a written statement of consent to participate in classes (as specified in **Appendix 3**). The lecturer who conducts the class distributes the forms, collects them and stores for at least 6 months. The statements need to be submitted before each class. The submission of the statement is required in order to attend the teaching activities conducted in the Faculty of Management building.
6. The participants of teaching activities organised at the Faculty of Management, University of Lodz are required to have their own means of covering their mouth and nose (a mask and/or a visor). The Faculty of Management, University of Lodz does not provide these means of protection. Persons without a mask or a visor will not be admitted to the classes. In this case, their absence will be treated as unexcused.
7. Used personal protective equipment is to be thrown into the waste bins located next to the entrance doors to the Faculty of Management building as well as next to the classrooms where teaching activities are conducted.
8. The lecturers should keep their mouth and nose covered when moving around the classroom. They can only expose their mouth and nose when they are not moving around the classroom and are at a safe distance from other people (at least 1.5 m in each direction).
9. The participants of teaching activities can expose their mouth and nose only during the classes, provided that they do not move around the classroom and that the required social distance (at least 1.5 m in each direction) is kept from other participants and the lecturer.

10. When awaiting for entrance into classrooms, entering classrooms, finding seats and leaving classrooms once the classes are finished the participants of teaching activities are required to maintain the required social distance (at least 1.5 m between persons in each direction) and keep their mouths and noses covered.
11. Immediately before entering the classrooms, all entering persons (the participants of teaching activities and lecturers) should disinfect their hands using a disinfectant available in the dispensers placed next to the entrance doors.
12. The participants of teaching activities enter the classroom one by one at the invitation of the lecturer and are seated as indicated by the lecturer. It is not possible to independently choose and change seats, and move around the room during the class. Leaving the classroom once the class is finished is also done according to the lecturer's instructions.
13. In classrooms where entrance and exit doors are indicated, the participants of teaching activities are required to respect this indication.
14. The participants of teaching activities should enter the Faculty of Management building at the earliest 15 minutes before the start of the classes and leave it immediately after the classes finish.

**STATEMENT OF CONSENT TO PARTICIPATE IN CLASSES**

**by the students, participants of doctoral studies, Ph. D. students of the Doctoral School, participants of postgraduate study programmes, training courses, workshops and other forms of teaching organised by the Faculty of Management**

Name and surname: ..... Student ID number: .....

Study programme / training course / workshop: .....

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I hereby declare that:

- 1) I give my consent to participate in classes of (*please provide the course name*):

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conducted on (*date*): ..... at the Faculty of Management, University of Lodz;

- 2) I understand and accept the conditions of participation in classes resulting from epidemic threats caused by SARS-CoV-2 virus infections;
- 3) I have no symptoms indicative of infection with SARS-CoV-2 virus; I am not in quarantine for suspected SARS-CoV-2 virus infection and in the last 14 days I have not had any conscious contact with people infected with SARS-CoV-2 or people in quarantine or isolation due to the possibility of infection with SARS-CoV-2;
- 4) I commit to immediately notify the lecturer by phone or e-mail in case of any of the situations described in item 3

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*SIGNATURE*

Additionally, being fully aware of the current risk related to SARS-CoV-2 coronavirus infection, I hereby declare that:

1. I undertake to become acquainted with the current information on sanitary restrictions resulting from the state of the epidemic and compliance with the regulations and recommendations of the University of Lodz authorities, in particular with the Ordinance no. 23/2020 of the Dean of the Faculty of Management, University of Lodz.
2. I acknowledge that the University of Lodz is not responsible for any consequences of my participation in the classes and does not cover the costs of potential treatment.
3. I will not put forward any claims against the University of Lodz in the event of a possible SARS-CoV-2 virus infection.

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*LEGIBLE SIGNATURE*

**STATEMENT OF CONSENT TO TEACH / COORDINATE\* ONSITE CLASSES**

**by lecturers**

Being fully aware of the current risk related to the SARS-CoV-2 coronavirus infection, I hereby declare that I give my consent to teach / coordinate\* onsite classes which will take place in the building of the Faculty of Management, University of Lodz on (*date*):

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At the same time, I declare that:

1. I undertake to become acquainted with the up-to-date information on sanitary restrictions resulting from the state of the epidemic and to comply with the regulations and recommendations of the authorities of the University of Lodz and the Faculty of Management, University of Lodz in this regard;
2. I acknowledge that the University of Lodz is not responsible for any consequences of my participation in the classes and does not cover the costs of potential treatment.
3. I will not put forward any claims against the University of Lodz in the event of a possible SARS-CoV-2 virus infection.

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*SIGNATURE*

\*delete as appropriate

## PROCEDURE IN CASE OF A SUSPECTED CORONAVIRUS INFECTION

1. When alarming symptoms suggesting infection with the coronavirus are observed, immediate measures should be taken to minimise the spread of the coronavirus. The person with disturbing symptoms should be asked to go home or to the infectious diseases ward by means of individual transport. If the person's state of health does not allow it, the person should be placed in an isolation room (room 116) and the appropriate medical services should be notified – call the emergency number 999 or 112.
2. The incident should be immediately reported to the head of the Administration and Communications Department – Karolina Lewandowska (via the reception desk staff). This will lead to the determination of the area where the potentially infected person has moved and stayed in. The touch surfaces (door handles, chairs etc.) in the indicated area are to be disinfected.
3. Information about people who may have had contact with a person suspected of being infected with the coronavirus is to be forwarded to the Sanitary and Epidemiological Station in Łódź:

Stacja Sanitarno-Epidemiologiczna w Łodzi

ul. Przybyszewskiego 10; 93-189 Łódź

phone: 42 253 99 00

emergency number: 600241646

e-mail: psse@psselodz.pl