

WARSAW UNIVERSITY OF TECHNOLOGY

Notice no. 2/2020

of the Warsaw University of Technology Rector

of 4 November 2020

In view of the development of the Covid-19 epidemic, it is reminded that:

- 1) the procedures of ensuring safety in the course of in-person teaching are determined by the head of organizational unit;
- 2) the head of the unit may and should accept substantiated individual requests of students, doctoral students and staff to be exempt from participation in in-person classes;
- 3) procedures related to prevention of virus transmission in buildings of the units are determined by the head of the unit;
- 4) internal documents should be sent by WUT e-mail from the accounts [name.surname@pw.edu.pl](mailto:name.surname@pw.edu.pl), which may be regarded as authorisation of the documents for internal purposes;
- 5) in case of paper documents, it is advisable to prepare them in advance so that 24-hour quarantine is possible after they are delivered to a relevant office;
- 6) maximum possible limitation of personal contact is recommended through the use of e-mails, phone calls and MS Teams meetings;
- 7) in case of remote work, employees are required to answer phone calls, emails and/or MS Teams calls within their working hours;
- 8) when in isolation, working is not permitted – it is a period when the employee is required to be on sick leave and is paid a sickness benefit;
- 9) when in quarantine, the employee may work remotely if the character of the work done permits such work and the employer assigns such duties to the employee (then the employee shall be paid relevant remuneration);
- 10) if remote work is not possible, employees who are in quarantine shall inform the head of the unit of this fact; the head forwards the information by email to the Human Resources Department/the Human Resources Section and the Remunerations Department;
- 11) information on confirmation of SARS-CoV-2 infection or on being in quarantine should be forwarded by email to the address: [powiadamienia@pw.edu.pl](mailto:powiadamienia@pw.edu.pl).

RECTOR

Professor Krzysztof Zaremba