



Regulation No 431/2019//2020

Rector

Adam Mickiewicz University, Poznań

11 March 2020

**on countering the spread of COVID-19 virus
among members of the community of
Adam Mickiewicz University, Poznań**

Pursuant to Article 23(1) of the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2018, item 1668, as amended) and §26 section 1 of the Statute of Adam Mickiewicz University, Poznań, in connection with the Act of 2 March 2020 on special solutions related to preventing, countering and combating COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws of 2020, item 374), I hereby order as follows:

§1

1. All conferences and events organized by AMU are cancelled.
2. All foreign business trips and participation in conferences held in Poland by employees, doctoral students and students of Adam Mickiewicz University are suspended.
3. Visits to the University by foreign guests are suspended.
4. No new residents will be admitted to university halls of residence. No guests can visit residents of the halls of residence.

§2

1. All classes (including exams) in full-time, part-time, postgraduate studies, for doctoral students, students of courses, training programmes, including students of the Open University and the University of the Third Age are cancelled. If possible, classes will be held in electronic form.
2. In view of the present Regulation, despite the extraordinary situation and precautions taken the University will make every effort to enable students to complete the programme of study and pass the classes on dates falling before the end of the current academic year.

§3

1. An obligation is introduced to minimize direct contact between staff members and employees with stakeholders.
2. In order to ensure communication, it is recommended to use the USOS and EZD system, e-mail correspondence and telephone contacts.
3. All correspondence in paper form should be submitted to the Office of Adam Mickiewicz University (*Kancelaria*), and not directly to units or unit offices.

§4

1. In order to counteract COVID-19, the employer may instruct the employee to perform, for a fixed period of time, the work specified in the employment contract, outside the place of its permanent performance, hereinafter referred to as “remote work”.
2. Such an instruction may be issued in the case when:
 - 1) prior to the issue date of the present Regulation the employee has stayed in the areas of coronavirus, including in the case of the employee’s return from a foreign trip,
 - 2) the employee’s health has deteriorated and the employee has symptoms characteristic of coronavirus infection,
 - 3) there is suspicion that the employee has been infected with the coronavirus as a result of contact between the employee and a sick person or a person suspected of being infected with the coronavirus
 - 4) and in other cases specified in communications issued by the Chief Sanitary Inspector.
3. The head of the unit is entitled to order remote work for a fixed period of time also when the conditions specified in paragraph 2 are not met, provided that it is possible to ensure proper and uninterrupted functioning of the unit.
4. The head of the unit is entitled to establish an individual work schedule for subordinate employees to enable them to take personal care of children, provided that this does not interfere with the proper and uninterrupted functioning of the unit.

§5

The time limit for the settlement of advance payments and domestic and foreign trips, the submission of bills and invoices and cash invoices shall be extended for the entire time during which this Regulation remains in force.



§6

1. The employee is obliged to inform the head of the unit immediately of any suspected COVID-19 disease.
2. The head of the unit shall immediately pass the information referred to in section 1 to the Chancellor for further action.
3. The obligation to inform about a suspected COVID-19 infection also applies to doctoral students and students – relevant information should be sent to an e-mail address: studentUAM@amu.edu.pl.

§7

The Regulation shall enter into force on the date of its signing and shall remain in force until the date of its repeal.

RECTOR

Prof. UAM dr hab. Andrzej Lesicki