**Order no. 12/2021**

**of the Rector of the Medical University of Bialystok**

**dated 3.03.2021**

**on preventing, counteracting and combating COVID-19
at the Medical University of Bialystok**

Pursuant to art. 23 section 2 point 2 and art. 51 section 1 of the Act of 20 July 2018 – Law on Higher Education and Science (i.e. Journal of Laws of 2020, item 85 as amended), of the Act of 2 March 2020 on specific measures related to preventing, counteracting and combating COVID-19, other infectious diseases and emergencies caused by them (Journal of Laws of 2020, item 1842), the Act of 5 December 2008 on prevention and control of infections and infectious diseases in humans (Journal of Laws of 2020, item 1845, as amended).

**§ 1**

The Medical University of Bialystok implements the statutory basic tasks, taking into account the limitations, orders and prohibitions due to the state of epidemic.

**§ 2**

Until further notice, in public areas at the premises of the University, it is obligatory to cover mouth and nose with a mask, except in cases specified in the provisions of generally applicable law

**§ 3**

1. Members of the University community are obliged to comply with the rules and recommendations contained in the announcements of the University authorities regarding counteracting and combating COVID-19 at the Medical University of Bialystok.
2. Separate orders and announcements of the Rector regulate:
3. the procedure for preventing, counteracting and combating COVID-19 at the Medical University of Bialystok,
4. implementation of classes resulting from the study program,
5. guidelines for the activity of Student Dormitories in terms of preventing the spread of SARS-CoV-2 virus among members of the Medical University of Bialystok community.
6. principles of verification of the achieved learning outcomes using methods and techniques of distance learning at the Medical University of Bialystok

**§ 4**

* 1. Student / doctoral student is obliged to immediately inform the relevant Dean's Office (e-mail, telephone) about hospitalization in connection with suspected infection caused by SARS-CoV-2 virus, as well as about quarantine or sanitary observation. The Dean's office should immediately forward this information to the Department of Student Affairs.
	2. Employee is obliged to immediately inform the employer (mail, phone) about hospitalization in connection with suspected infection caused by the SARS-CoV-2 virus, as well as about quarantine or sanitary observation. The information should be provided to the head of the unit in which the employee is employed or the Employee Affairs Department.

**§ 5**

1. Internal and external conferences, festivities and events organized by the University are allowed, provided that the course of the event is adapted to the restrictions, orders and prohibitions in connection with the outbreak of the epidemic.
2. Incomming visits to the University of guests from abroad can occur with the consent of the Rector, provided that the arriving person will not be quarantined and the purpose of the visit cannot be achieved by means of electronic communication.
3. Outgoing visits abroad by University employees may take place under the condition that the trip does not involve an obligation to undergo quarantine.
4. Outgoing visits abroad by students and doctoral students may also take place to countries where the departure is associated with the obligation to undergo quarantine, provided that the quarantine does not prevent the implementation of classes.

**§ 6**

1. Implementation of all forms of education as part of projects co-financed with external means, including EU funds, aimed at employees, students, doctoral students, high school students, i.e. trainings, workshop and laboratory classes, study visits, apprenticeships, internships, postgraduate or summer school classes, counselling, etc., is carried out, where possible, using methods and techniques of distance learning or blended learning. Traditional (direct) education forms referred to in the preceding sentence are allowed, provided that the course of the event is adjusted to the restrictions, orders and prohibitions due to the state of epidemic.
2. In the event that an employee, student or doctoral student have to travel abroad to complete a given education form for the purpose of a project, § 5 section 3 and 4 shall apply respectively.
3. In the event that the implementation of a given education form for the purposes of the project requires the arrival of participants or persons conducting classes from abroad, the incoming visit may be carried out, provided that it does not require quarantine on the territory of the Republic of Poland.

**§ 7**

Until 30 April 2021, in the case of a business trip of employees, a passenger car is allowed as a means of transport. The costs of using vehicles for official purposes shall be covered by the University according to the rates per kilometre of vehicle mileage specified in the Regulation of the Minister of Infrastructure of 25 March 2002 on the conditions for determining and methods for reimbursing the costs of using cars, motorcycles and mopeds not owned by the employer for offical purposes (Journal of Laws no. 27, item 271). In the remaining scope, for business trips, the Order no. 21/13 of the Rector of the Medical University of Bialystok dated 01.03.2013 as amended shall apply .

**§ 8**

* 1. Employees shall be obliged to limit their mutual direct contact at work to a minimum.
	2. In order to ensure communication, documents should be agreed by using the EZD (Electronic Document Management) platform, e-mail correspondence and phone calls.
	3. Documents might be signed using an electronic signature, including a qualified electronic signature.
	4. Settlement of matters with the participation of customers is permissible if the case is urgent and there is no possibility of settling it "at a distance".
	5. People who have overdue holiday leaves are recommended to use them - in consultation with the head of the unit.
	6. Entering buildings and movement within buildings should be kept to a minimum.
	7. Documents containing personal data should contain the sender's designation and be forwarded with the annotation "personal data" in a way that makes it impossible for third parties to read their content, e.g. in sealed envelopes.
	8. Principles for performing duties in university hospitals and in other medical entities employing academic teachers are determined by hospital directors and doctors managing individual hospital units.

**§ 9**

1. It is permissible for the MUB main library to make collections available, provided that in a room accessible to persons using the library's collections at the same time is no more than 1 person per 15m2 of the surface of the room, excluding librarians.
2. At the entrance to the library, information about the limit of persons and measures to ensure its observance shall be posted.
3. The main library is open during the following hours: Monday - Friday 9.00am. - 4.00pm.

**§ 10**

Visiting the MUB Museum of the History of Medicine and Pharmacy and selected rooms of the main body of the Branicki Palace shall take place in accordance with the procedures applicable in the period of the COVID-19 threat.

**§ 11**

Any problems related to the implementation of the provisions of this order, and thus the activity of the University, should be addressed to: rektor@umb.edu.pl or biuro.kanclerza@umb.edu.pl

**§ 12**

1. This Order shall replace the Order no. 98/2020 of the Rector of the Medical University of Bialystok dated 30.09.2020 on prevention, counteraction and combat of COVID-19 at the Medical University of Bialystok, as amended by the Rector's Order no. 122/2020 dated 30.11.2020.
2. This Order shall enter into force on the day of signature.

Rector

prof. dr hab. Adam Krętowski