**Announcement No. 1/2022**

**of the Rector of Lodz University of Technology**

**of January 10, 2022**

**issued on the basis of Ordinance No. 21/2020 of the Rector of Lodz University of Technology  
of March 9, 2020, on specific measures related to  
prevention, counteraction and combating COVID-19  
at Lodz University of Technology**

I introduce the following rules of conduct applicable to employees, students and doctoral candidates of Lodz University of Technology in the event of a suspected and a confirmed SARS-CoV-2 virus infection:

Chapter 1

**DEFINITIONS**

§ 1

For the purposes of this Announcement, the following definitions are introduced:

1) **immediate superior** - in the case of an employee - Rector / Dean / Director / Head of an organizational unit of Lodz University of Technology, while in the case of a student / doctoral student - the appropriate Deputy Dean for student affairs;

2) **Vice-Dean for Student Affairs** - Vice-Dean for student affairs, college Head for college students, Head of the Interdisciplinary Doctoral School of Lodz University of Technology for doctoral students of the Interdisciplinary Doctoral School of Lodz University of Technology, and Head of doctoral studies for participants in doctoral studies;

3) **close contact with a person infected with the SARS-CoV-2 virus:**

a) being in close proximity (face to face) with a sick person, less than 2 m away for more than 15 minutes,

b) direct physical contact with a person infected with the SARS-CoV-2 virus, e.g. a handshake,

c) direct contact without protective measures with the secretions of a person infected with COVID-19, e.g. touching a used tissue, exposure to coughing of a sick person,

d) staying in the same room as a person infected with COVID-19 for at least 15 minutes, e.g. in a lecture hall, conference room, office room;

4) **close contact person** - a person who had close contact with a person infected with the SARS-CoV-2 virus during the 3 days preceding the day of ordering a test for the presence of the SARS-CoV-2 virus in the infected person;

5) **quarantine** - isolation of a healthy person who was exposed to SARS-CoV-2 infection, which is imposed by authorized entities (State Sanitary Inspectorate);

6) **isolation at home** - isolation of a person who has tested positive for SARS-CoV-2, imposed by authorized entities (State Sanitary Inspectorate);

7) **self-isolation at home** - self-isolation of a person at home, due to symptoms of SARS-CoV-2 infection, as a result of an order issued by the immediate superior. Self-isolation at home takes place in the period from receiving the order issued by the immediate superior until the referral / registration for a SARS-CoV-2 virus test;

8) **remote work** - performing work specified in the employment contract outside the place of its permanent performance, e.g. at home;

9) **learning with the use of distance learning methods and techniques** - learning with the use of methods and techniques using infrastructure and software ensuring synchronous and asynchronous interaction between students and teachers;

10) **self-observation** - activity consisting in self-observation of one's health condition, in terms of possible symptoms of a SARS-CoV-2 infection, by people from close contact who have not been quarantined by the sanitary services.

Chapter 2

**EMPLOYEES WHO ARE NOT ACADEMIC TEACHERS**

§ 2

**An employee with symptoms of SARS-CoV-2 infection**

1. An employee who develops symptoms of SARS-CoV-2 infection should immediately perform the following actions:

1) inform the immediate superior, if possible without contact (by phone and / or e-mail), about the suspected virus infection;

2) no later than within 24 hours, contact your primary care physician to arrange and undergo a medical consultation / visit and / or register for a SARS-CoV-2 virus test via the portal: https://www.gov.pl/web/gov/save-for-coronavirus-test.

2. The immediate superior of the employee should immediately perform the following actions:

1) instruct the employee to contact a doctor as soon as possible (no later than within 24 hours) in order to arrange and undergo a medical consultation / visit, and / or self-register for a SARS-CoV-2 virus test via the portal: https://www.gov.pl/web/gov/zapisz-sie-na-test-na-koronawirusa;

2) order the employee to self-isolate at home and to reduce contact with others to a minimum (household members);

3) order the employee to perform work remotely, if the employee's health condition and the nature of the work performed by them allow it.

3. An employee referred to self-isolation at home is entitled to full remuneration in the period from the onset of symptoms of SARS-CoV-2 infection to the time of referral for the test.

§ 3

**An employee referred for a test for the presence of the SARS-CoV-2 virus**

1. An employee referred for a test for the presence of the SARS-CoV-2 virus should immediately perform the following actions:

1) inform the immediate superior by phone and / or e-mail about the ordered SARS-CoV-2 virus test;

2) provide the immediate superior with information on close contact people from Lodz University of Technology that they had contact with during the 3 days preceding the day of ordering the test;

3) perform a test for the presence of the SARS-CoV-2 virus;

4) stay at home until the test result is received (in the period from being referred for the test until the test result is received, the employee is quarantined by the sanitary services);

5) may apply to the immediate superior for consent to perform remote work.

2. The immediate superior of the employee should immediately:

1) order the employee to work remotely, if the employee has applied for it and if the employee's health condition and the nature of the work performed by them allow it;

2) establish a list of employees / students / doctoral students of Lodz University of Technology who are close contact people for the employee (the list should include names, surnames and contact telephone numbers of the indicated people).

3. An employee referred for a SARS-CoV-2 virus test, in the period from being referred for the test to the receipt of the test result, is entitled to remuneration under the rules for payment of sickness benefits, and in the case of performing remote work in that period, the employee is entitled to full remuneration.

§ 4

**An employee who has tested positive for the presence of the SARS-CoV-2 virus**

1. An employee who has tested positive for the SARS-CoV-2 virus should:

1) immediately inform their immediate superior by phone and / or e-mail;

2) follow the recommendations of doctors and sanitary services;

3) If the health condition and the nature of work allow it, while being in isolation at home, they may perform work remotely upon their request and with the consent of the immediate superior (then, during the period of remote work, the employee is entitled to full remuneration).

2. An employee referred for isolation at home by sanitary services, whose health condition or the nature of work excludes the possibility of remote work, is entitled to remuneration under the rules of payment of sickness benefits during the period of isolation at home.

3. The employee's immediate superior should perform the following actions:

1) immediately provide information on the positive test for the presence of the SARS-CoV-2 virus, obtained for the employee referred to in paragraph 1, to the Crisis Management Centre of Lodz University of Technology, onto the following email address: office.vrector.students@adm.p.lodz.pl;

2) upon a written request of the Crisis Management Centre of Lodz University of Technology, submit the list referred to in § 3 (2)(2) of this Announcement to: office.vrector.students@adm.p.lodz.pl ;

3) immediately notify the immediate superiors of the people included in the list referred to in § 3 (2)(2) of this Announcement that they had close contact with a person who has tested positive for the SARS-CoV-2 virus and should follow guidelines set out in Chapter 5 of this Announcement;

4) issue a decision on performing work remotely in the period of isolation in home conditions, if the employee has submitted such an application;

5) within 3 working days from the moment the employee returns to work, provide information on how the employee performed work during the quarantine and isolation at home to the Analysis and Accounts Section of Lodz University of Technology, to the email address: akp@adm.p.lodz.pl (the information is transferred by sending a completed form annexed to this Announcement). The information should not be provided if the employee did not work during the full period of the quarantine and isolation at home.

§ 5

**An employee who has tested negative for the SARS-CoV-2 virus**

1. An employee who has tested negative for SARS-CoV-2 should:

1) immediately inform their immediate superior by phone and / or e-mail;

2) return to work according to the currently applicable rules.

2. The immediate superior of the employee should, within 3 days from the moment the employee returns to work, provide information on how the employee performed work during the quarantine period (from the day of issuing the referral to perform the SARS-CoV-2 test until receiving the result of the test) to the Analysis and Accounts Section, onto the email address: akp@adm.p.lodz.pl (the information is transferred by sending a completed form annexed to this Announcement). The information should not be provided if the employee did not perform work during the full quarantine period.

§ 6

**Employees assigned to work remotely** are obliged to prepare a daily report on their activities in accordance with the scope of duties resulting from the position held, and to send it to their immediate superior via the university e-mail.

§ 7

**An employee as a close contact person**

1. A person in close contact with a person infected with the SARS-CoV-2 virus should immediately perform the actions specified in § 19 1) of this Announcement.

2. The immediate superior of a person in close contact with a person infected with the SARS-CoV-2 virus should immediately perform the actions specified in § 20 (1) of this Announcement.

Chapter 3

**ACADEMIC TEACHERS**

§ 8

**An employee with symptoms of SARS-CoV-2 infection**

1. An employee who develops symptoms of SARS-CoV-2 infection should immediately perform the following actions:

1) inform the immediate superior, if possible without contact (by phone and / or e-mail), about the suspected virus infection;

2) contact his/her general practitioner within 24 hours at the latest to arrange and attend a medical consultation/visit and/or register for a SARS-CoV-2 test through the portal: https://www.gov.pl/web / gov / save-for-coronavirus-test.

2. The immediate superior of the employee should immediately perform the following actions:

1) order the employee to self-isolate at home and contact a doctor as soon as possible (no later than 24 hours) in order to arrange and undergo a consultation / medical visit and / or self-registration for a SARS-CoV-2 virus test via the portal: https : //www.gov.pl/web/gov/zapisz-sie-na-test-na-koronawirusa;

2) order the employee to self-isolate at home and to minimize contact (household members);

3) order the employee to work remotely during self-isolation at home only if:

a) the health of the employee allows it;

b) the nature of the work performed by the employee allows it;

c) during the period of self-isolation at home, the employee, according to the current plan, was to conduct teaching activities based solely on conducting classes with the use of distance learning methods and techniques and / and scientific activity can be carried out remotely on those days.

3. In the event of failure to meet the conditions set out in 2 (3), and therefore the employee's inability to work remotely during self-isolation at home, the employee is obliged to make up for the planned classes on other dates.

4. An employee referred to self-isolation at home is entitled to full remuneration in the period from the onset of symptoms of SARS-CoV-2 infection to the time of referral for the test.

§ 9

**An employee referred for a test for the presence of the SARS-CoV-2 virus**

1. An employee referred for a test for the presence of the SARS-CoV-2 virus should immediately perform the following actions:

1) inform the immediate superior by phone and / or e-mail about the ordered SARS-CoV-2 virus test;

2) provide the immediate superior with information on close contact people from Lodz University of Technology that they had contact with during the 3 days preceding the day of ordering the test;

3) perform a test for the presence of the SARS-CoV-2 virus;

4) stay at home until the test result is received (in the period from being referred for the test until the test result is received, the employee is quarantined by the sanitary services).

2. An employee may request the immediate superior to consent to provide remote work during a quarantine period only if:

1) their state of health allows it;

2) the nature of the work performed by them allows it;

3) on the days referred to in the employee's request to work remotely, according to the current plan, the employee was to carry out teaching activities based solely on teaching using distance learning methods and techniques and/or the scientific activity can be carried out remotely on those days.

3. An employee placed in quarantine by the health services who is unable to perform remote work during that period due to failure to comply with any of the conditions set out in 2 is entitled to remuneration resulting from the rules of payment of sickness benefits.

4. The immediate superior of the employee should immediately:

1) order the employee to work remotely if the employee requested it (remote work application) and only after meeting the conditions specified in 2;

2) establish a list of employees / students / doctoral candidates of Lodz University of Technology who are close contact persons for the employee (the list should contain names, surnames, contact telephone numbers of the indicated persons).

5. An employee referred for a SARS-CoV-2 virus test during the period from the time of referral to the test until receipt of the test result shall be entitled to remuneration in accordance with the rules for the payment of sickness benefits, and if remote work is performed during this period, the employee shall be entitled to full remuneration.

§ 10

**An employee who has tested positive for the presence of the SARS-CoV-2 virus**

1. An employee who has tested positive for the SARS-CoV-2 virus should:

1) immediately inform their immediate superior by phone and / or e-mail;

2) follow the recommendations of doctors and sanitary services.

2. An employee may apply to the immediate superior for consent to provide remote work during the period of isolation at home only if:

1) their state of health allows it;

2) the nature of the work performed by them allows it;

3) on the days referred to in the employee's request to work remotely, according to the current plan, the employee was to carry out teaching activities based solely on teaching using distance learning methods and techniques and/or the scientific activity can be carried out remotely on those days.

3. An employee, referred to home isolation by the sanitary services, who cannot perform remote work during this period due to failure to meet any of the conditions set out in 2 shall be entitled to remuneration under the rules for the payment of sickness benefits.

4. The employee's immediate superior should perform the following actions:

1) immediately report an employee's positive SARS-CoV-2 test result to Lodz University of Technology Crisis Management Centre at the following address office.vrector.students@adm.p.lodz.pl;

2) at the written request of the Crisis Management Centre of Lodz University of Technology, submit to the address office.vrector.students@adm.p.lodz.pl the list referred to in § 9 (4)(2) of this Announcement;

3) immediately notify the immediate superiors of the persons included in the list referred to in § 9 (4)(2) of this Announcement, that they had close contact with a person who tested positive for the SARS-CoV-2 virus and should follow the guidelines set out in Chapter 5 of this Announcement;

4) order the employee to work remotely if the employee requested it (remote work application) and only after meeting the conditions specified in 2;

5) within 3 working days of the employee's return to work, provide information on the employee's work during the quarantine and home isolation period to the Accounting Services at akp@adm.p.lodz.pl (the information is provided by sending the completed form attached to this announcement). Information should not be provided if the employee did not work during the full period of quarantine and isolation at home.

§ 11

**An employee who has tested negative for the SARS-CoV-2 virus**

1. An employee who has tested negative for SARS-CoV-2 should:

1) immediately inform their immediate superior by phone and / or e-mail;

2) return to work according to the currently applicable rules.

2. The employee's immediate superior should, within 3 working days of the employee's return to work, provide information on the employee's work during the quarantine period (from the date of the SARS-CoV-2 test referral until receipt of the test result) to the Accounting Services at akp@adm.p.lodz.pl (the information is transferred by sending the completed form attached to this announcement). The information should not be provided if the employee was not working during the full quarantine period.

§ 12

**Rules on remote working for academic teachers**

1. Remote work during self-isolation in a home environment is possible on the instruction of the immediate superior.

2. Remote work during quarantine and isolation at home is possible only at the employee's request and with the consent of the immediate superior. The employee is obliged to attach to the application the current schedule of classes during the period of quarantine / isolation at home and a proposal for the implementation of this plan.

3. Remote work is possible only on the day when the teaching activity of the employee applying for remote work is based solely on conducting classes with the use of distance learning methods and techniques and / and it is possible to conduct scientific activities remotely on that day.

4. During the employee's self-isolation at home, quarantine and home isolation, the immediate superior cannot give consent or issue an order to perform work:

1) in a mixed manner (i.e. stationary and remote on one day);

2) remotely in a situation where at least one class conducted by the employee was planned that day as stationary.

5. In the case of remote work during self-isolation at home, quarantine, isolation in home conditions, the employee receives full remuneration.

6. Employees assigned to work remotely are obliged to prepare a daily report on their teaching, scientific and organizational activities in accordance with the scope of duties resulting from the Work Regulations at Lodz University of Technology and send it to their immediate superior via the university e-mail.

§ 13

**An employee as a close contact person**

1. A close contact person with a person infected with the SARS-CoV-2 virus should immediately perform the activities specified in § 19 (2) of this Announcement.

2. The immediate superior of a close contact person with a person infected with the SARS-CoV-2 virus should immediately perform the activities specified in § 20 (2) of the announcement.

Chapter 4

**STUDENTS / DOCTORAL CANDIDATES**

§ 14

**Student / doctoral candidate with symptoms of SARS-CoV-2 infection**

1. A student / doctoral candidate with symptoms of SARS-CoV-2 infection should immediately perform the following steps:

1) inform the immediate superior, if possible without contact (by phone and / or e-mail), about the suspected virus infection;

2) contact a doctor within 24 hours at the latest to arrange and attend a medical consultation/visit and/or register for a SARS-CoV-2 test through the portal: https://www.gov.pl/web/gov / sign-up-for-coronavirus-test;

3) if the state of health allows it, participate only in classes conducted with the use of methods and techniques of distance learning (absence from classes conducted during the period of referral by the immediate superior for self-isolation will be excused);

2. The immediate superior of the student / doctoral candidate should immediately perform the following activities:

1) instruct the student / doctoral candidate to contact a doctor as soon as possible (no later than 24 hours) in order to arrange and undergo a consultation / medical visit and / or self-registration for the SARS-CoV-2 virus test via the portal: https: // www.gov.pl/web/gov/zapisz-sie-na-test-na-koronawirusa;

2) instruct the student to self-isolate at home and to limit contacts to a minimum (household members);

3) if the health condition of the student / doctoral candidate allows it, order the student / doctoral candidate to participate only in classes conducted with the use of distance learning methods and techniques.

§ 15

**Student/doctoral candidate referred for SARS-CoV-2 test**

1. A student / doctoral candidate who has been referred for the SARS-CoV-2 virus test should immediately perform the following steps:

1) inform the immediate superior by phone and / or e-mail about the ordered SARS-CoV-2 virus test;

2) provide the immediate superior with information about people from close contact at Lodz University of Technology, with whom he had contact during the 3 days preceding the day of ordering the test;

3) perform a test for the presence of the SARS-CoV-2 virus;

4) stay at home until the test result is received (in the period from the test referral to the test result, the student / doctoral candidate is quarantined by the sanitary services);

5) if the state of health allows, participate only in classes conducted with the use of distance education methods and techniques (absence of a student / doctoral candidate during classes during quarantine will be excused).

2. The immediate supervisor of the student / doctoral student should:

1) if the health condition of the student / doctoral candidate allows it, order the student / doctoral candidate to participate only in classes conducted with the use of distance learning methods and techniques;

2) establish a list of employees / students / doctoral candidates from Lodz University of Technology who are close contact persons for the student / doctoral candidate (the list should contain names, surnames, contact telephone numbers of the indicated persons);

3) all students/doctoral candidates belonging to a student/dean group and University employees taking classes together with the student/doctoral candidate, in the period of 3 days preceding the occurrence of symptoms characteristic of SARS-CoV-2 infection in the student/doctoral candidate, shall be treated as persons in close contact and taken into account when establishing the list referred to in 2.

§ 16

**Student / doctoral candidate with positive result of the SARS-CoV-2 virus test**

1. A student / doctoral candidate who has tested positive for the presence of the SARS-CoV-2 virus should:

1) immediately inform their immediate superior by phone and / or e-mail;

2) follow the recommendations of doctors and sanitary services;

3) if the state of health allows it, while in isolation at home, participate in remote classes for the period specified in 2 (5), while in the case of extending the period of isolation at home, participate only in classes conducted with the use of distance learning methods and techniques (the absence of a student / doctoral candidate during classes conducted during isolation at home will be excused).

2. The immediate superior of the student / doctoral candidate should perform the following activities:

1) immediately provide information about the positive result of the SARS-CoV-2 virus test of the student / doctoral candidate to the Crisis Management Centre of Lodz University of Technology at the address office.vrector.students@adm.p.lodz.pl;

2) at the written request of the Crisis Management Centre of Lodz University of Technology, submit to the address office.vrector.students@adm.p.lodz.pl the list referred to in § 15 (2) (2)of this Announcement;

3) immediately notify the immediate superiors of the persons included in the list referred to in § 15 (2)(2) of this announcement, that they had close contact with a person who tested positive for the SARS-CoV-2 virus and should follow the guidelines set out in Chapter 5 of this announcement;

4) decide that the classes of the student/dean group, in which, during the 3 days preceding the referral for the SARS-CoV-2 virus test, a person with confirmed SARS-CoV-2 virus infection participated in the class will be for the period specified in section 2(5) conducted only remotely (regardless of the fact whether they were originally planned as stationary or remote classes). Classes are to be carried out on the dates provided for in the current weekly timetable. In cases where it is not possible to conduct classes using distance learning techniques, appropriate modifications to the timetable should be made by postponing of these classes to the period after the deadline specified in section 2(5);

5) issue to the employees running the dean/student group referred to in section 2(4), classes in the stationary mode an order for an immediate, temporary change of the stationary mode of conducting all classes of the indicated group to the remote mode, with the use of distance learning methods and techniques. Changing the mode of classes is valid for a period of 10 calendar days from the date of issuing the order.

§ 17

**Student / PhD student with negative result of the SARS-CoV-2 virus test**

1. A student / doctoral student who has obtained a negative result of the SARS-CoV-2 virus test should:

1) immediately inform their immediate superior about this fact by phone and / or e-mail;

2) go back to classes in line with the currently applicable rules.

2. The immediate supervisor of the student / doctoral student should order the student / doctoral student to return to classes on the basis of the currently applicable rules.

§ 18

**Student / PhD student as a close contact person**

1. A person in close contact with a person infected with the SARS-CoV-2 virus should immediately perform the activities specified in § 19(3) and (4) of this Announcement.

2. The immediate superior of a person with close contact with a person infected with the SARS-CoV-2 virus should immediately perform the activities specified in § 20 (3) and (4) of this Announcement.

Chapter 5

**CLOSE CONTACT PERSONS**

§ 19

**A person who is in close contact with a person infected with the SARS-CoV-2 virus**

1. A close contact person - **an employee who is not an academic teacher:**

1) immediately informs the immediate superior about close contact with a person infected with the SARS-CoV-2 virus, including a person who is not an employee / student / doctoral student at Lodz University of Technology;

2) conducts self-observation, and in the event of the appearance of symptoms characteristic of infection with the SARS-CoV-2 virus, informs an immediate superior about them and follows the procedure described in § 2 of this Announcement;

3) is in a quarantine imposed by sanitary services (State Sanitary Inspection);

4) may apply to the immediate superior for the possibility of remote work during the quarantine imposed by the sanitary services;

5) if the sanitary services do not impose quarantine on the person from close contact, then he or she performs work in a manner consistent with the order issued by the immediate superior;

6) in the case of quarantine and not working during this time, he / she receives remuneration resulting from the rules of payment of sickness benefits, and in the case of benefits during the quarantine of remote work, he / she receives full remuneration.

2. A close contact person - **academic teacher**:

1) immediately informs the immediate superior about close contact with a person infected with the SARS-CoV-2 virus, including a person who is not an employee / student / doctoral student at Lodz University of Technology;

2) conducts self-observation, and in the event of the appearance of symptoms characteristic of infection with the SARS-CoV-2 virus, informs an immediate superior about them and follows the procedure described in § 8 of this Announcement

3) is in a quarantine imposed by sanitary services (State Sanitary Inspection);

4) may apply to the immediate superior for consent to provide remote work during the quarantine period only if:

a) the nature of the work performed allows it,

b) on the days referred to in the employee's application for remote work, according to the current timetable, he/she was to provide teaching services based solely on conducting classes with the use of distance learning methods and techniques, and research can be carried out remotely on those days,

c) he / she will attach to the application the current timetable of classes assigned to be carried out during the quarantine period, with an indication of scheduled remote and stationary classes, and then indicate the days on which the implementation of remote classes in accordance with this timetable is possible during the quarantine period;

5) the employee referred to in 2 directed to quarantine by sanitary services, who cannot provide remote work during this period due to non-fulfilment of any of the conditions specified in 2(4), is entitled to remuneration resulting from the rules of payment of sickness benefits;

6) if the sanitary services do not impose quarantine on the person from close contact, then he or she performs work in a manner consistent with the order issued by the immediate superior;

7) in the case of quarantine and not working during this time, he / she receives remuneration resulting from the rules of payment of sickness benefits, and in the case of benefits during the quarantine of remote work, he / she receives full remuneration.

3. A close contact person - **student / doctoral student** (procedure in the case when the person infected with the SARS-CoV-2 virus is another student / doctoral student of Lodz University of Technology):

1) conducts self-observation, and in the event of the appearance of symptoms characteristic of infection with the SARS-CoV-2 virus, informs an immediate superior about them and follows the procedure described in § 14 of this Announcement

2) is in quarantine, if it has been imposed by sanitary services (State Sanitary Inspection);

3) participates in remote classes for the time specified in § 16(2)(5).

4. A close contact person - **student / doctoral student** (procedure if the person infected with the SARS-CoV-2 virus is not another student / doctoral student of Lodz University of Technology):

1) conducts self-observation, and in the event of the appearance of symptoms characteristic of infection with the SARS-CoV-2 virus, informs an immediate superior about them and follows the procedure described in § 14 of this Announcement

2) is in quarantine, if it has been imposed by sanitary services (State Sanitary Inspection);

3) participates in stationary classes, while, when quarantine has been imposed on him/her, participates only in didactic classes conducted with the use of distance learning methods and techniques (the student's / PhD student's absence during the classes carried out stationary during the quarantine will be excused).

§ 20

**Immediate supervisor of a close contact person**

1. Immediate supervisor of an employee who is not an academic teacher should:

1) immediately inform the person in close contact about the obligation to conduct self-observation, and in the event of the appearance of symptoms characteristic of SARS-CoV-2 virus infection, to immediately inform about this fact;

2) in the event of reporting information about the appearance of symptoms characteristic of SARS-CoV-2 infection in a close contact person, issue an order to proceed in accordance with the procedure described in § 2 of this Announcement;

3) issue an order regarding the method of performing work (stationary work, remote work) if the sanitary service has not imposed quarantine on the person from close contact;

4) if the person from a close contact is in quarantine, within 3 days of the employee's return to work, provide information on how the employee performed work during the quarantine period to the Accounting Services at the address akp@adm.p.lodz.pl ( the transfer of information is made by sending a completed form constituting an attachment to this Announcement). The information should not be provided if the employee was not working during the full quarantine period.

2. The immediate superior of an academic teacher should:

1) immediately inform the person in close contact about the obligation to conduct self-observation, and in the event of the appearance of symptoms characteristic of SARS-CoV-2 virus infection, to immediately inform about this fact;

2) in the case of reporting information about the appearance of symptoms characteristic of SARS-CoV-2 infection in a close contact person, issue an order to proceed in accordance with the procedure described in § 8 of this Announcement;

3) in the event that the sanitary service has not imposed quarantine on the person from close contact, issue an order to perform work according to the currently applicable rules;

4) if the person from a close contact is in quarantine, within 3 days of the employee's return to work, provide information on how the employee performed work during the quarantine period to the Accounting Services at the address akp@adm.p.lodz.pl ( the transfer of information is made by sending a completed form constituting an attachment to this Announcement). The information should not be provided if the employee was not working during the full quarantine period.

3. The immediate supervisor of a student / doctoral student (applies if the person infected with the SARS-CoV-2 virus is not another student / doctoral student at Lodz University of Technology) should:

1) immediately inform the person in close contact about the obligation to conduct self-observation, and in the event of the appearance of symptoms characteristic of SARS-CoV-2 virus infection, to immediately inform about this fact;

2) in the case of reporting information about the appearance of symptoms characteristic of SARS-CoV-2 infection in a close contact person, issue an order to proceed in accordance with the procedure described in § 14 of this Announcement;

c) issue an order to participate in stationary classes, and if the student / doctoral student has been quarantined, issue an order to participate only in classes conducted with the use of distance learning methods and techniques (the student's / doctoral student's absence during classroom activities during quarantine will be excused).

4. Immediate supervisor of a student / doctoral student (applies in the case when the person infected with the SARS-CoV-2 virus is another student or doctoral student at Lodz University of Technology), should:

1) immediately inform the person in close contact about the obligation to conduct self-observation, and in the event of the appearance of symptoms characteristic of SARS-CoV-2 virus infection, to immediately inform about this fact;

2) in the case of reporting information about the appearance of symptoms characteristic of SARS-CoV-2 infection in a close contact person, issue an order to proceed in accordance with the procedure described in § 14 of this Announcement;

3) issue an order to participate in remote classes within the time specified in § 16(2)(5).

Chapter 6

**FINAL PROVISIONS**

§ 21

The rules of conduct set out in this Announcement regarding participants of international exchange are subject to separate regulations.

§ 22

The regulations on the information procedure applicable to employees, students and doctoral students of Lodz University of Technology in relation to the prevention, counteraction and combating of the SARS-CoV-2 virus contained in the Rector's Announcements of Lodz University of Technology are repealed: No. 5/2021 of September 10, 2021, No. 8/2021 of October 27, 2021 and No. 9/2021 of October 28, 2021.

§ 23

The Announcement comes into force on January 10, 2022.

Appendix to the Announcement No. 1/2022 of the Rector of Lodz University of Technology  
of January 10, 2022 issued on the basis of Ordinance No. 21/2020  
of the Rector of Lodz University of Technology of March 9, 2020 on specific measures  
related to prevention, counteraction and combating  
COVID-19 at Lodz University of Technology

**INFORMATION**

**on the nature of work performed during quarantine and / or isolation in home conditions imposed by the State Sanitary Inspection**

|  |  |
| --- | --- |
| **Details of an employee working during quarantine and / or home isolation:** | |
| name and surname of the employee |  |
| PESEL |  |
| Position |  |
| Organizational unit |  |
| Period of quarantine and / or isolation at home |  |
| The period or days of remote work |  |
| Comments |  |

……………………….. ……………………………………………………………….

*(date) (stamp and signature of the immediate superior)*

*The form should be delivered to the Accounting Services within 3 days of the employee returning to work to the address akp@adm.p.lodz.pl.The information should not be provided if the employee did not perform work during the full period of quarantine / isolation at home .*