Announcement No. **6/2022**

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

**of 25 February 2022**

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

I introduce the following rules of conduct for employees, students and doctoral students of Lodz University of Technology in the case of suspected or confirmed SARS-CoV-2 infection:

Chapter 1

**Definitions**

§ 1

For the purpose of this announcement, the following definitions are introduced:

1) **immediate supervisor** – in the case of an employee – the Rector/Dean/Director/Head of the organisational unit of Lodz University of Technology, and in the case of a student/doctoral student- the relevant Vice-Dean for Student Affairs;

2) **Vice-Dean for Student Affairs** – Vice-Dean for Student Affairs, Head of College 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 of 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, at a distance of less than 2 m, for more than 15 minutes,

b) direct physical contact with a person infected with the SARS-CoV-2 virus, such as shaking hands,

c) direct, unprotected contact with the secretions of a person with COVID-19, e.g. touching a used handkerchief, exposure to the cough of a sick person,

d) being in the same room as the person with COVID-19 for at least 15 minutes, e.g. lecture room, conference room, office work area;

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

5) **quarantine** – seclusion of a healthy person who has been exposed to infection with SARS-CoV-2 virus, which is imposed by authorised bodies (State Sanitary Inspectorate);

6) **home isolation** – seclusion of a person who has tested positive for the SARS-CoV-2 virus , imposed by authorised bodies (State Sanitary Inspectorate);

7) **self-isolation in a home environment** – self-isolation of a person at home due to symptoms of SARS-CoV-2 infection, as a result of an order given by an immediate supervisor. Self-isolation in a home environment takes place between the time of receipt of the order given by the immediate supervisor and the time of referral/registration for the SARS-CoV-2 virus test;

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

9) **learning with the use of distance learning methods and techniques** – learning with the use of infrastructure and software providing synchronous and asynchronous interactions between students and lecturers;

10) **self-observation** –self-observation of health for possible symptoms ofSARS-CoV-2 infection by persons in close contact with persons not quarantined by the health services.

Chapter 2

**NON-ACADEMIC STAFF MEMBERS**

§ 2

**Employee with symptoms of SARS-CoV-2 infection**

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

1) inform the immediate supervisor, if possible without contact (by telephone or email), of the suspected virus infection;

2) contact your general practitioner withing 24 hours at the latest to arrange a medical consultation/visit/or register for a SARS-CoV-2 test via the following portal: <https://www.gov.pl/web/gov/zapisz-sie-na-test-na-koronawirusa>.

2. The employee’s immediate supervisor, should immediately do the following:

1) instruct the employee to contact a doctor as soon as possible (within 24 hours at the latest) to make an appointment and attend a medical consultation/visit and/or to self-register for a SARS-CoV-2 test through the portal: https://www.gov.pl/web/gov/zapisz-sie-na-test-na-koronawirusa;

2) instruct the employee to self-isolate in a home environment and to keep contact to a minimum (domestic);

3) instruct the employee to work remotely if the employee’s state of health and the nature of the work permits.

3. The employee referred for self-isolation in a home environment during the period from the onset of symptoms of infection with the SARS-CoV-2 virus until referral for testing will be entitled to full renumeration.

§ 3

**Employee referred for testing for SARS-CoV-2 infection**

1. An employee who has been referred for a SARS-CoV-2 virus test should immediately do the following:

1) inform their immediate supervisor by telephone and/or email of the SARS-CoV-2 test ordered;

2) provide their immediate supervisor with information on persons in close contact at Lodz University Technology with whom they have had contact during the 3 days preceding the day on which the test was ordered;

3) test for SARS-CoV-2 virus;

4) stay at home until the test result is received (during the period from referral to the test until the test result is received, the employee is placed in quarantine by the health services);

5) may apply to their immediate supervisor for permission to work remotely.

2. The employee’s immediate supervisor should immediately:

1) instruct the employee to work remotely if the employee has requested it and if the employee’s state of health and the nature of the work permits it;

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

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

§ 4

**Employee who tested positive for SARS-CoV-2 virus**

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

1) inform immediately their immediate supervisor by telephone and/or email;

2) follow the instructions of doctors and the health services;

3) if their state of health and the nature of the work permits, while in home isolation they may work remotely at their request and with the approval of their immediate supervisor (in this case the employee is entitled to full remuneration during the period of remote work).

2. An employee who is referred to home isolation by the health services and whose state of health or the nature of the work precludes the possibility of remote work is entitled to remuneration in accordance with the rules on sickness benefits during the home isolation period.

3. The employee’s immediate supervisor should do the following:

1) immediately inform the Crisis Management Unit of Lodz University of Technology about a positive test result for SARS-CoV-2 virus in the employee referred to in section 1 to the email address [office.vrector.students@adm.p.lodz.pl](mailto:office.vrector.students@adm.p.lodz.pl);

2) immediately inform the immediate supervisors of the persons on the list referred to in § 3 section 2 point 2 of this announcement that they have had close contact with a person who has tested positive for SARS-CoV-2 virus and should follow the guidelines set out in Chapter 5 of this announcement;

3) issue a decision on the remote provision of work during home isolation if the employee has submitted such a request;

4) within 3 working days of the employee’s return to work, provide information on how the employee performed work during the quarantine and home isolation period to the Analysis and Accounts Section of Lodz University of Technology at akp@adm.p.lodz.pl (the information should be provided by sending the completed form attached to this announcement). The information should not be submitted if the employee did not work during the full period of quarantine and home isolation.

§ 5

**Employee who tested negative for SARS-CoV-2 virus**

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

1) inform immediately their immediate supervisor by telephone and/or email;

2) return to work under current rules.

2. The employee’s immediate supervisor should, within 3 days of the employee’s return to work, provide information on how the employee performed work during the quarantine period (from the date of the referral for the SARS-CoV-2 test to the time of receipt of the result of the test) to the Analysis and Accounts Section at akp@adm.p.lodz.pl (the information should be provided by sending the completed form attached to this announcement). The information should not be provided if the employee did not work during the full quarantine period.

§ 6

**Employees instructed to work remotely** are required to prepare a daily report of their activities in accordance with the responsibilities of their position and send it to their immediate supervisor by the university email.

§ 7

**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 section 1 of this announcement.

2. The immediate supervisor of a person in close contact with a person infected with the SARS-CoV-2 virus should immediately perform the actions specified in § 20 section 1 of this announcement.

Chapter 3

**ACADEMIC STAFF MEMBERS**

§ 8

**Employee with symptoms of SARS-CoV-2infection**

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

1) inform the immediate supervisor, if possible without contact (by telephone and/or by email), of the suspected virus infection;

2) within 24 hours at the latest, contact their general practitioner to arrange to attend a medical consultation/visit and /or register for SARS-CoV-2 test through the portal: <https://www.gov.pl/web/gov/zapisz-sie-na-test-na-koronawirusa>.

2. The employee’s immediate supervisor should immediately do the following:

1) instruct the employee to self-isolate in a home environment and to contact a general practitioner as soon as possible (no later than 24 hours) to schedule and attend a medical consultation/visit and/or self-register for a SARS-CoV-2 virus test through the portal: https://www.gov.pl/web/gov/zapisz-sie-na-test-na-koronawirusa;

2) instruct the employee to self-isolate in a home environment and keep contact to a minimum (domestic);

3) instruct the employee to provide remote work while self-isolating in a home environment only if:

a) the employee's state of health permits,

b) the nature of the work performed by the employee permits,

c) during the period of self-isolation in a home environment, the employee, according to the current plan, was to carry out teaching activities based exclusively on the use of distance learning methods and techniques and/or scientific activities can be carried out remotely during these days.

3. If the conditions set out in section 2, point 3 are not fulfilled and the employee is therefore unable to provide remote work during the self-isolation in a home environment, the employee is obliged to make up the scheduled teaching time at other times.

4. An employee referred for self-isolation in a home environment during the period from the onset of symptoms of infection with the SARS-CoV-2 virus until referral for testing is entitled to full remuneration.

§ 9

**Employee referred for testing for SARS-CoV-2 virus**

1. An employee who has been referred for a SARS-CoV-2 virus test should immediately do the following:

1) inform their immediate superior by telephone and/or email of the SARS-CoV-2 test ordered for them;

2) provide their immediate supervisor with information on persons in close contact at Lodz University of Technology with whom they have had contact for 3 days preceding the day on which the test was ordered;

3) test for SARS-CoV-2 virus;

4) remain at home until the test result is received (during the period from referral to the test until the test result is received, the employee is quarantined by the health services).

2. An employee may apply to their immediate supervisor for permission to work remotely during a quarantine period only if:

1) the employee’s state of health permits;

2) the nature of the work performed by the worker permits,

3) on the days referred to in the employee's request to work remotely, according to the current timetable, they were to carry out teaching activities based exclusively on the use of distance learning methods and techniques and/or scientific activities can be carried out remotely during these days.

3. An employee who has been referred to quarantine by the health services and who is unable to work remotely during this period due to failure to fulfil any of the conditions set out in section 2 is entitled to remuneration in accordance with the rules for the payment of sickness benefits.

4. The employee’s immediate supervisor should immediately do the following:

1) instruct the employee to work remotely if the employee has requested this (remote working request) and only if the conditions in section 2 are fulfilled;

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

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

§ 10

**Employee who tested positive for SARS-CoV-2 virus**

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

1) inform immediately their immediate supervisor by telephone and/or email;

2) follow the instructions of doctors and the health services.

2. An employee may apply for permission to work remotely from their immediate supervisor during a period of home isolation only if:

1) the employee’s state of health permits,

2) the nature of the work performed by the employee permits,

3) on the days referred to in the employee's request to work remotely, according to the current timetable, they were to carry out teaching activities based exclusively on the use of distance learning methods and techniques and/or scientific activities can be carried out remotely during these days.

3. An employee who has been referred to quarantine by the health services and who is unable to work remotely during this period due to failure to fulfil any of the conditions set out in section 2 is entitled to remuneration in accordance with the rules for the payment of sickness benefits.

4. The employee’s immediate supervisor should do the following:

1) immediately inform the Crisis Management Unit of Lodz University of Technology about a positive test result for SARS-CoV-2 virus in the employee to the email address [office.vrector.students@adm.p.lodz.pl](mailto:office.vrector.students@adm.p.lodz.pl);

2) immediately inform the immediate supervisors of the persons on the list referred to in § 9 section 4 point 2 of this announcement that they have had close contact with a person who has tested positive for SARS-CoV-2 virus and should follow the guidelines set out in Chapter 5 of this announcement;

3) instruct the employee to work remotely if the employee has requested this (remote working request) and only if the conditions laid down in section 2 are met;

4) within 3 working days of the employee’s return to work, provide information on how the employee performed work during the quarantine and home isolation period to the Analysis and Accounts Section at akp@adm.p.lodz.pl (the information should be provided by sending the completed form attached to this announcement). The information should not be submitted if the employee did not work during the full period of quarantine and home isolation.

§ 11

**Employee who tested negative for SARS-CoV-2 virus**

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

1) immediately inform their immediate supervisor about it by telephone and/or email;

2) return to work under current rules.

2. The employee’s immediate supervisor should, within 3 days of the employee’s return to work, provide information on how the employee performed work during the quarantine period (from the date of the referral for the SARS-CoV-2 test to the time of receipt of the result of the test) to the Analysis and Accounts Section at akp@adm.p.lodz.pl (the information should be provided by sending the completed form attached to this announcement). The information should not be provided if the employee did not work during the full quarantine period.

§ 12

**Principles of remote work for academic staff members**

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

2. Providing remote work during quarantine and home isolation is only possible at the request of the employee and with the approval of the immediate supervisor. The employee must attach to the application a current teaching timetable for the quarantine/home isolation period and a proposal for the implementation of this timetable.

3. Remote work is only possible on a day when the teaching activity of the employee requesting remote work is based solely on teaching using distance learning methods and techniques and/or it is possible to conduct academic activities remotely on that day.

4. The immediate supervisor during the employee's self-isolation in a home environment, quarantine and isolation in a home environment may not give consent or instruct the employee to perform work:

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

2) in a remote manner when at least one of the employee's classes was scheduled to be held that day.

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

6. Employees assigned to remote work are obliged to prepare a daily report on their teaching, scientific and organisational activities in accordance with their responsibilities under the Work Regulations of Lodz University of Technology and to send it to their immediate supervisor by university email.

§ 13

**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 section 2 of this announcement.

2. The immediate supervisor of a person in close contact with a person infected with the SARS-CoV-2 virus should immediately perform the actions specified in § 20 section 2 of this announcement.

Chapter 4

**STUDENRTS/DOCTORAL STUDENTS**

§ 14

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

1. A student/doctoral student who develops symptoms of SARS-CoV-2 infection should immediately do the following:

1) inform the immediate supervisor, if possible without contact (by telephone and/or by email), of the suspected virus infection;

2) within 24 hours at the latest, contact their general practitioner to arrange to attend a medical consultation/visit and /or register for SARS-CoV-2 test through the portal: <https://www.gov.pl/web/gov/zapisz-sie-na-test-na-koronawirusa>;

3) if their health allows it, participate only in classes conducted using distance learning methods and techniques (absence from classes conducted during the period of their immediate supervisor's referral for self-isolation will be authorised).

2. The student’s/doctoral student’s immediate supervisor should immediately do the following:

1) instruct the student/doctoral student to contact a general practitioner as soon as possible (no later than 24 hours) to schedule and attend a medical consultation/visit and/or self-register for a SARS-CoV-2 virus test through the portal: https://www.gov.pl/web/gov/zapisz-sie-na-test-na-koronawirusa;

2) instruct the employee to self-isolate in a home environment and keep contact to a minimum (domestic);

3) if the state of health of the student / doctoral student allows it, instruct the student / doctoral student to participate only in classes conducted using distance learning methods and techniques.

§ 15

**Student/doctoral student referred for testing for SARS-CoV-2 virus**

1. A student/doctoral student who has been referred for a SARS-CoV-2 testing should immediately do the following:

1) inform their immediate superior by telephone and/or email of the SARS-CoV-2 test ordered for them;

2) provide their immediate supervisor with information on persons in close contact at Lodz University of Technology with whom they have had contact for 3 days preceding the day on which the test was ordered;

3) test for SARS-CoV-2 virus;

4) remain at home until the test result is received (during the period from referral to the test until the test result is received, the student/doctoral student is quarantined by the health services);

5) if their health allows it, participate only in classes conducted using distance learning methods and techniques (absence from classes conducted during the period of their quarantine will be authorised).

2. The student’s/doctoral student’s immediate supervisor should immediately do the following:

1) if the state of health of the student / doctoral student allows it, instruct the student / doctoral student to participate only in classes conducted using distance learning methods and techniques;

2) establish a list of employees/students/doctoral students of Lodz University of Technology who are persons in close contact with the student/doctoral student (the list should include names, surnames, contact telephone numbers of the persons indicated).

§ 16

**Student/doctoral student Employee who tested positive for SARS-CoV-2 virus**

1. A student/doctoral student who tested positive for SARS-CoV-2 should:

1) inform immediately their immediate supervisor by telephone and/or email;

2) follow the instructions of doctors and the health services;

3) if the state of health allows it, while on home isolation, participate only in classes conducted with the use of distance learning methods and techniques (the student's / doctoral student's absence from classes conducted during home isolation will be authorised).

2. The student’s/doctoral student’s immediate supervisor should immediately do the following:

1) immediately inform the Crisis Management Unit of Lodz University of Technology about a positive test result for SARS-CoV-2 virus in the student/doctoral student to the email address [office.vrector.students@adm.p.lodz.pl](mailto:office.vrector.students@adm.p.lodz.pl);

2) immediately inform the immediate supervisors of the persons on the list referred to in § 15 section 2 point 2 of this announcement that they have had close contact with a person who has tested positive for SARS-CoV-2 virus and should follow the guidelines set out in Chapter 5 of this announcement;

§ 17

**Student/doctoral student who tested negative for SARS-CoV-2 virus**

1. A student/doctoral student who tested negative for SARS-CoV-2 should:

1) immediately inform their immediate supervisor about it by telephone and/or email;

2) return to study under the current rules.

2. The student's/doctoral student's immediate supervisor should instruct the student/doctoral student to return to study under the current rules.

§ 18

**Student/doctoral 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 actions specified in §19 section 3 and 4 of this announcement.

2. The immediate supervisor of a person in close contact with a person infected with the SARS-CoV-2 virus should immediately perform the actions specified in § 20 section 3 and 4 of this announcement.

Chapter 5

**PERSONS IN CLOSE CONTACT**

§ 19

**Person in close contact with a person infected with SARS-CoV-2**

1. A close contact person - **a non-academic staff member:**

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

2) conducts self-observation, and in the event of symptoms characteristic of SARS-CoV-2 infection, informs their immediate superior and follows the procedure described in § 2 of this announcement;

3) is undergoing a quarantine imposed by the health services (State Sanitary Inspectorate);

4) may request their immediate supervisor to work remotely during a quarantine period imposed by the health services;

5) if the health services do not impose quarantine on the person in close contact, they will work as instructed by their immediate supervisor;

6) if in quarantine and not working during that time, is paid remuneration according to the sickness benefit rules, and if working remotely during quarantine, is paid full remuneration.

2. A close contact person – **an** **academic staff member:**

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

2) conducts self-observation, and in the event of symptoms characteristic of SARS-CoV-2 infection, informs their immediate superior and follows the procedure described in § 8 of this announcement;

3) is undergoing a quarantine imposed by the health services (State Sanitary Inspectorate);

4) may request their immediate supervisor to work remotely during a quarantine only if;

a) the nature of the work permits it,

b) on the days referred to in the employee's request to work remotely, according to the current timetable, they were to carry out teaching activities based exclusively on the use of distance learning methods and techniques and/or scientific activities can be carried out remotely during these days,

c) they attach to the application a current timetable of teaching sessions allocated to be carried out during the quarantine period, indicating those scheduled to be conducted remotely and those to be conducted on site, and subsequently indicate the days on which it is possible to conduct remote classes in accordance with this timetable during the quarantine period;

5) an employee referred to in section 2 who has been placed in quarantine by the health services and who is unable to work remotely during that period because they do not fulfil any of the conditions laid down in section 2, point 4, is entitled to remuneration in accordance with the rules for the payment of sickness benefits;

6) if the health services do not impose quarantine on the person in close contact, they will work as instructed by their immediate supervisor;

7) if in quarantine and not working during that time, the employee is paid remuneration according to the sickness benefit rules, and if working remotely during quarantine, is paid full remuneration.

3. A close contact person- **a** **student/doctoral student** (when a person infected with SARS-CoV-2 is another student/doctoral student of Lodz University of Technology) conducts self-observation, and if symptoms characteristic of SARS-CoV-2 infection appear, they inform their immediate superior and follow the procedure described in § 14 of this announcement.

4. A close contact person – **a** **student/doctoral student** (how to proceed if the person infected with SARS-CoV-2 is a household member):

1) is undergoing a quarantine imposed by the health services (State Sanitary Inspectorate);

2) during the quarantine period imposed by the State Sanitary Inspectorate, participates only in classes conducted with the use of distance learning methods and techniques (absence of the student/doctoral student from classes conducted stationary during the quarantine will be authorised).

§ 20

**Immediate supervisor of the person in close contact**

1. The immediate supervisor of a non-academic staff member should:

1) immediately inform the person in close contact of the obligation to conduct self-observation and, in the event of symptoms characteristic of infection with the SARS-CoV-2 virus, of the need to inform them immediately;

2) in the case of information about the presence of symptoms characteristic of SARS-CoV-2 infection in a person in close contact, instruct to proceed according to the procedure described in § 2 of this announcement;

3) instruct the person on the manner of working (stationary work, remote work) in the event that quarantine has not been imposed by the health services on the person in close contact;

4) in the event that a close contact person 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 Analysis and Accounts Section of Lodz University of Technology at akp@adm.p.lodz.pl (the information should be provided by sending the completed form attached to this announcement). The information should not be provided if the employee did not work during the full quarantine period.

2. An academic staff member's immediate supervisor should:

1) immediately inform the person in close contact of the obligation to conduct self-observation and, in the event of symptoms characteristic of infection with the SARS-CoV-2 virus, of the need to inform them immediately;

2) in the case of information about the presence of symptoms characteristic of SARS-CoV-2 infection in a person in close contact, instruct to proceed according to the procedure described in § 8 of this announcement;

3) if the person in close contact has not been quarantined by the health services, instruct to work under the current rules;

4) in the event that a close contact person 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 Analysis and Accounts Section of Lodz University of Technology at akp@adm.p.lodz.pl (the information should be provided by sending the completed form attached to this announcement). The information should not be provided if the employee did not work during the full quarantine period.

3. The immediate supervisor of the student/doctoral student (in case the person infected with SARS-CoV-2 is a household member) should instruct the person in close contact, during the period of quarantine imposed by the State Sanitary Inspectorate, to attend only classes conducted using distance learning methods and techniques (the absence of the student/doctoral student from classes conducted stationary during the quarantine will be authorised).

4. The immediate supervisor of a student/doctoral student (in case a person infected with SARS-CoV-2 is another student or doctoral student of Lodz University of Technology) should immediately inform the person in close contact about the obligation to conduct self-observation, and in the case of the presence of symptoms characteristic of SARS-CoV-2 infection, of the need to immediately inform about this fact.

Chapter 6

**FINAL PROVISIONS**

§ 21

The rules of conduct concerning participants of international exchanges set out in this announcement are governed by separate regulations.

§ 22

The regulations on the information procedure applicable to employees, students and doctoral students of Lodz University of Technology in connection with the preventing, counteracting and combating of the SARS-CoV-2 virus contained in the Announcement No. 1/2022 of the Rector of Lodz University of Technology of 10 January 2022 are repealed.

§ 23

The announcement enters into force on 25 February 2022.

Annex to Announcement No. 6/2022 of the Rector of Lodz University of Technology

of 25 February 2022 issued on the basis of the Ordinance No. 21/2020

of the Rector of Lodz University of Technology of 9 March 2020 on specific

arrangements related to preventing, counteracting and combating

COVID-19 at Lodz University of Technology

**INFORMATION**

**of the nature of the work performed during quarantine and/or home isolation imposed by the State Sanitary Inspectorate**

|  |  |
| --- | --- |
| **Details of the employee working in quarantine and/or home isolation:** | |
| Name and surname of employee |  |
| PESEL (Personal ID Number) |  |
| Position |  |
| Unit/organisational unit |  |
| Quarantine and/or home isolation period |  |
| Period or days of remote work |  |
| Remarks |  |

……………………….. …………………………………………………………….……….

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

*Provide the form to the Analysis and Accounts Section* *within 3 days of the employee's return to work at akp@adm.p.lodz.pl. The information should not be provided if the employee has not worked during the full period of quarantine/home isolation.*