

Order No. 2/2020
of the Director of the Institute of Physics of the Polish Academy of Sciences
given on 11 March 2020
regarding the prevention of spreading of the SARS-CoV-2 virus among employees and PhD
students of the Institute of Physics (IF PAN)

In connection with the law of the 2nd of March 2020 *o szczególnych rozwiązaniach związanych z zapobieganiem, przeciwdziałaniem i zwalczaniem COVID-19, innych chorób zakaźnych oraz wywołanych nimi sytuacji kryzysowych (Dz.U. poz. 374 z 2020 r.)*, i.e. the law “regarding special procedures for the prevention and combating COVID-19 and other infectious diseases , and for dealing with the resultant crisis situations”,

the following is ordered:

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The rules listed below are introduced for the prevention and counteraction of the spreading of the SARS-CoV-2 virus among the employees and PhD students at IF PAN:

1. All conferences, seminars, events, and happenings organised by IF PAN are cancelled.
2. All work-related overseas travel to countries mentioned on the list of the Ministry of Foreign Affairs of Poland as regions to which the Ministry does not recommend travel due to outbreaks of COVID-19 is suspended. The participation of IFPAN employees, PhD students, trainees, and student scholarship-holders in conferences organised in Poland is also suspended.
3. Visits to IF PAN of overseas guests from the countries mentioned on the list of the Ministry of Foreign Affairs of Poland as regions in which outbreaks of COVID-19 occur – are suspended.
4. All lectures for PhD students are cancelled.
5. It is obligatory for all to reduce direct person-to-person contact in the workplace. It is recommended to employ email and telephone communication as a replacement.
6. The Director can instruct an employee to carry out work listed in their employment agreement at a location different from the usual location, hereinafter referred to as “remote work”, after consulting with the employee its extent and duration.

Such an instruction can, in particular, be given in cases when:

- a) the employee recently spent time in regions in which the coronavirus was present, including the case of an employee returning from an overseas delegation or a delegation in Poland;
- b) the health of an employee deteriorates in ways characteristic for the symptoms of a coronavirus infection;
- c) there are grounds to suspect that an employee may have been infected with coronavirus due to contacts with an infected person or a person suspected to be infected;
- d) other situations described in communications of the Chief Sanitary Inspectorate (*Główny Inspektorat Sanitarny*) have taken place.

7. Employees are required to immediately inform their employer if they are suspected of being infected by the SARS-CoV-2 virus. This information is to be transmitted by email and telephone to the head of their group or organisational unit. This obligation to inform about a suspicion of being infected by the SARS-CoV-2 virus applies also to PhD students, trainees, and student scholarship-holders.
8. The heads of groups / organisational units are required to:
 - a) consult daily the current communications of the Chief Sanitary Inspectorate;
 - b) maintain contact with employees who are carrying out remote work, and monitor the effects of this work;
 - c) report on the situation to the employer.
9. Employees of the Institute of Physics are required to comply with the recommendations of the Director, which are laid out in the attachment to this Order.

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This order enters into force on the 11th of March 2020 and shall remain in force until the 10th of April 2020.