

Directive No. 6/2020
of the Director of the Institute of Physics of the Polish
Academy of Sciences
of May 22, 2020

on preventing the spread of SARS-COV-2 virus among employees and PhD students of IF PAN

In connection with the spread of SARS-CoV-2 coronavirus, the letter of the President of the Polish Academy of Sciences of March 10, 2020, the letter of the Chief Sanitary Inspector of May 12, 2020, the Ordinance of the Minister of Science and Higher Education of May 21, 2020, as well as specific provisions related to the outbreak of an epidemic, according to art. 53 sec. 1 and art. 54 sec. 1 of the Act of April 30, 2010, on the Polish Academy of Sciences (Journal of Laws of 2019 item 1183 as amended), I hereby order as follows:

§1

Information obligation

1. Only a healthy person without any symptoms suggesting an infectious disease may be on the Institute's premises. Persons who notice disturbing symptoms should stay at home and contact the doctor to obtain a medical telephone consultation, possibly a sanitary and epidemiological station, an infectious department, and in the case of a deterioration of health, call 999 or 112 and report the suspicion of Covid-19 infection.
2. Employees or other persons who are at home with a person undergoing quarantine or isolation at home or who are under quarantine or isolation at home are prohibited from appearing at the Institute.
3. All employees and PhD students of the Institute are obliged to immediately inform their direct superior and the Director of IF PAN (director@ifpan.edu.pl or tel. 22 116 2111) about the occurrence of Covid-19 infections, hospitalization, quarantine, isolation, sanitary observation or return from areas at risk of an epidemic relating to themselves or persons with whom they have had contact.

§ 2

Organizational restrictions

Until September 30, 2020, the following shall be suspended:

- 1) access of university students, apprentices and interns to the Institute's buildings (direct student supervisors are obliged to inform students about the temporary suspension of access);
- 2) didactic classes conducted at the Institute for PhD students of the Warsaw PhD School in Natural and BioMedical Sciences, and International PhD Studies, except for classes conducted using ICT (teleconferencing);
- 3) the organization of scientific conferences, seminars and lectures at the Institute, except for classes conducted using ICT (teleconferencing);
- 4) arrivals of foreign guests;
- 5) foreign trips of employees and PhD students and domestic business trips are restricted to only

essential ones.

§ 3

Work organization and safety rules

1. The Institute's employees and PhD students, as well as other persons presiding on its premises, should minimize direct, personal contacts with each other, refrain from greeting by shaking hands, use indirect means of communication (e-mail, telephone) and apply the safety procedures attached as Appendix No. 1 to the directive.
2. Conducting scientific research should take place in safe conditions, taking into account the current state of threat to the health of employees and PhD students.
3. The method of performing work by administration employees is restored under their applicable terms of work performance, while the employer ensures safe working conditions, taking into account the current state of threat to the health of employees and applicable legal provisions determining the rules for the provision of work (including maintaining the appropriate distance between work stations and providing each person with a means of hand disinfection hands or gloves).
4. On the premises of the Institute, it is recommended to cover the mouth and nose (disposable or reusable mask, visor in the case of people who cannot cover the mouth and nose with a mask for health reasons). In the case of customer service, covering the mouth and nose is mandatory.
5. The employer disinfects objects used jointly, if they are not disposable materials, and provides employees with the means to disinfect individually used items. It is necessary to disinfect your hands after touching common surfaces by washing them for at least 20 s with warm soapy water or disinfecting with a disinfectant liquid located in the common spaces of the Institute.
6. If due to the conditions of the workplace it is not possible to maintain a distance of not less than 1.5 m from other people, the Heads of organizational units are obliged to apply for consent to change the working hours of selected employees, a temporary order to perform remote work outside the employer's seat or an order to perform remote work on certain days of the week.
7. Doorkeepers keep records of all persons entering the premises of the Institute. In the case of confirmed Covid-19 infection in a person who was on the Institute's premises, based on the records, persons from so-called contact with an infected person will be identified.
8. In the guest rooms department, general rules regulating the use of hotels and other accommodation should be followed by:
 - 1) ensuring that the distance between employees is increased to at least 1.5 m;
 - 2) limiting the number of employees simultaneously using shared spaces;
 - 3) ensuring that employees have personal protective equipment available when needed;
 - 4) placing information about how many people can be at the same time in a given part of the facility in a visible place;
 - 5) preparing a room for the temporary isolation of people with COVID-19 symptoms;
 - 6) compliance with the rules of ventilation, cleaning and disinfection of rooms.Details of the rules are available at <https://www.gov.pl/web/rozwoj/hotele-i-inne-miejscanoclegowe>.

9. When using the institute's canteen, the general rules regulating the use of gastronomic establishments should be followed (e.g. keeping distance, covering the mouth and nose is not required only after taking a seat, details at <https://www.gov.pl/web/rozwoj/gastronomia>). Procedures to be followed regarding safety while in the canteen have been handed over through a separate document to the entity giving out meals.

§ 4

Circulation of documents

1. During the period of validity of this directive, electronic copies of paper documentation may be exchanged between employees by e-mail and using a temporary electronic document circulation system.
2. When transmitting messages containing personal data, it is essential to use file encryption, passwords, providing passwords by phone, or SMS. The procedure for protecting the processing of personal data during remote work is attached as Appendix No. 2 to the directive.
3. If for the performance of official duties it is necessary to obtain the approval or consent of other Institute employees, this consent may be given by e-mail, or using a temporary electronic document circulation system, with the obligation to subsequently complete paper documentation, when required by the organizational cells to which the documents have been delivered.
4. Documentation and all correspondence must be forwarded (both sent and delivered) only within the Institute's electronic mailboxes (in the domain of @ifpan.edu.pl) or in the document circulation system, but with authorization using the institute's e-mail account.

§ 5

Sending and receiving parcels

Due to limited direct contact of the office employees with couriers and employees of the Institute to a minimum, the following principles should be followed:

- a) couriers with large-size parcels are admitted via a side gate and should be entered by the porters in the register of entries to the Institute;
- b) couriers leave parcels addressed to the Institute on a table placed in front of the office;
- c) parcels to the Institute addressed to employees of the Public Procurement Department should be left by couriers in room 113, building I;
- d) Private parcels will be left on the table at the reception desk after prior telephone contact of the courier with the recipient. Doorkeepers are not responsible for any private parcels left behind, which is why they should be picked up by the recipient as soon as possible;
- e) incoming mail to the office will be issued only after sending an e-mail or prior telephone contact by the office employee with the branch secretary or mail addressee;
- f) employees who have to forward a parcel or letters to be sent must first contact the office employee by phone.

§ 6

Procedure in the case of suspected infection

If distressing symptoms suggesting a coronavirus infection occur while on the premises of the Institute, the employee or PhD student should:

- 1) inform by phone or via electronic communication his/her supervisor and an employee of the OSH department, who forwards information about this occurrence to the Head of the Administrative and Commercial Department to organize workplace disinfection;
- 2) immediately remove oneself from work and leave the Institute, limiting contact with others to a minimum;
- 3) if the health condition does not require immediate help, go home using private transport (e.g. own car), stay there and use medical telephone consultation;
- 4) in the case of a deterioration of his/her health, an ambulance should be summoned and until arrival move to the designated isolation room (marked room in building II) to which the ambulance service will be directed.

§ 7

The directive enters into force on May 25, 2020, and is valid until September 30, 2020.

Appendices to the Directive:

1. Appendix No. 1 - Safety procedure in connection with Covid-19
2. Appendix No. 2 - Personal Data Protection Policy

Appendix No. 1 to Directive 6/2020

Safety procedure in connection with Covid-19

When entering the Institute's building, all persons:

- ✓ must have their face covered (mask, scarf, visor),
- ✓ disinfect their hands with liquid placed on the reception desk,
- ✓ should collect a pair of gloves from the doorkeeper and put them on,
- ✓ if they are employees or PhD students of IF PAN, they should collect the room key and make an entry in the book placed in reception; if they do not collect the key, they must provide their name, surname and place of work (building, room) to the doorkeepers who will make entries in the book of persons entering the premises of the Institute,

- ✓ persons who are not employees or PhD students must provide doorkeepers who make entries in the book of persons entering the Institute their name, surname, company name, and information on where they are going (ITE, CFT, Vecto, Eldawa, couriers, etc.).

During the performance of official duties:

- ✓ employees and PhD students must remember about frequent hand hygiene; for this purpose, in addition to soap in the dispenser, they also have hand disinfectant lotions at their disposal, refilled regularly,
- ✓ work stations must be adapted to maintain a safe distance of 1.5 m between colleagues,
- ✓ it is recommended to cover one's face when moving around the areas between buildings, passing corridors, where we can pass colleagues,
- ✓ it is recommended to cover the face at the workplace if there are other people in the room where the employee is working,
- ✓ it is recommended to minimize personal contacts to settle matters with other employees; for this purpose, we choose telephone or electronic form,
- ✓ used masks and gloves can be thrown into mixed waste only if they are put in a plastic bag, otherwise, gloves and masks should be put in baskets that are placed out and marked for this purpose,
- ✓ the use of air conditioning in office rooms should be limited, and frequent airing of rooms should be used instead.

Cleaning personnel:

- ✓ is obliged to disinfect surfaces such as desk tops, door handles, telephone handsets, handrails, buttons in elevators, floors, toilets daily.

Appendix No. 2 to Directive 6/2020

PERSONAL DATA PROTECTION

DURING REMOTE WORK OF A DEVICE

Devices and software used for remote work are used to perform official duties. Therefore, it is important to follow the adopted safety procedure.

- 1) Do not install additional applications and software that are not compatible with the security procedure;
- 2) Make sure that all devices you use have the necessary updates of the operating system (IOS or Android), software and anti-virus system;
- 3) Before you start working, set aside adequate space so that any bystanders do not have access to the documents you are working on;

- 4) When leaving the workplace, always lock the device you are working on;
- 5) Secure your computer by using strong access passwords, multi-factor authentication. This will limit access to the device while limiting the risk of data loss if the device is stolen or lost;
- 6) Take special measures so that the devices you use during work, especially those used to transfer data, such as external disks, are not lost;
- 7) If you have lost the device you are working on or it has been stolen, immediately take the appropriate steps to remotely clear its memory if possible.

E-MAIL

- 1) Follow the rules in force in the organization regarding the use of work e-mail;
- 2) Primarily use work e-mail accounts. If your work entails processing personal data and you need to use a private e-mail, make sure that the content and attachments are properly encrypted. Avoid using personal data or confidential information in the subject of the message;
- 3) Before sending an e-mail, make sure you send it to the right recipient, especially if the e-mail contains personal or sensitive data;
- 4) Check the sender of the e-mail carefully. Do not open messages from unknown recipients, especially do not open attachments, and do not click on links contained in such messages. It could be a phishing attack;
- 5) Do not send encrypted information along with the password. Even in a separate message. Whoever has access to your e-mail will have no problem decrypting the message.