

Directive No. 18/2020
of the Director of the Institute of Physics of the Polish
Academy of Sciences
of September 30, 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 August 12, 2020, the letter of the Chief Sanitary Inspector of May 12, 2020, as well as specific provisions related to the outbreak of an epidemic, pursuant to Article 53 Section 1 and Article 54 Section 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 present on the premises of the Institute of Physics of the Polish Academy of Sciences, hereinafter referred to as the "Institute". Persons who notice disturbing symptoms should stay at home and contact a doctor by phone 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. The prohibition is introduced that 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 not allowed to appear at the Institute.
3. All employees and PhD students of the Institute are obliged to immediately inform their direct superior and the Director of the Institute (director@ifpan.edu.pl or tel. 22 116 2111) about the occurrence of COVID-19 infections, hospitalization, quarantine, isolation, sanitary observation, or return from a trip to countries with the highest number of COVID-19 cases from the list of the Ministry of Foreign Affairs, relating to themselves or persons with whom they have had contact.

§ 2

Organizational restrictions

Until February 15, 2021:

- 1) the entry of the following persons to the Institute's buildings is suspended: university students, apprentices, interns, and pupils (direct student supervisors are obliged to inform students about the suspension of access);
- 2) visits to the Institute and popularizing classes/lectures are suspended, except for those conducted remotely;
- 3) all didactic classes at the Institute for PhD students of the Warsaw PhD School in Natural and

BioMedical Sciences and International PhD Studies, are conducted only with the use of ICT means (teleconferences);

- 4) scientific conferences organized at the Institute, seminars, and lectures are conducted only with the use of ICT means (teleconferences);
- 5) arrivals of foreign guests are carried out only in the case of long-term arrivals, longer than one month, in order to conduct research, while maintaining the applicable sanitary regulations;
- 6) newly admitted PhD students begin their doctoral studies in compliance with the applicable sanitary regulations;
- 7) foreign trips of employees and PhD students, excluding long-term trips, longer than one month, to the countries with which border traffic has been reintroduced are suspended, while returning to work after the end of a trip takes place in compliance with the applicable sanitary regulations;
- 8) domestic business trips are carried out only for research purposes, and the return to work after the trip ends takes place in compliance with the applicable sanitary regulations.

§ 3

Remote work order

1. The Remote Work Regulations, which define the rules of remote work and the related rights and obligations of the Institute and its Employees with regard to counteracting and preventing the spread of COVID-19 are binding at the Institute.
2. The Director of the Institute may instruct the employee to perform the work specified in the employment contract outside the place of its permanent performance, hereinafter referred to as "remote work", after agreeing with the employee on its scope and duration.
3. The order to work remotely may be issued, in particular, in the following cases:
 - 1) the employee's prior stay in areas with a particular incidence of COVID-19, including in the event of the employee returning from a foreign or domestic trip;
 - 2) the deterioration of the employee's health, characteristic of the symptoms of COVID-19 infection;
 - 3) suspicion of COVID-19 infection of an employee as a result of the employee's contact with a sick person or one suspected of COVID-19 infection;
 - 4) specified in the announcements of the Chief Sanitary Inspector.

§ 4

Work organization and safety rules

1. The Institute's employees and PhD students, as well as other persons presiding on the premises of the Institute, are obliged to limit 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 performance of work by administration employees takes place following the 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 in common areas, the obligation is enforced 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).
5. The Institute disinfects items that are used jointly, if they are not disposable materials, and provides employees with the means to disinfect individually used items. Employees/PhD students are obliged to disinfect their 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 the use of technical measures in the form of separating work stations with protective screens or consent to changing 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 (GRD), the decision of the Director of the Institute of July 9, 2020, on the introduction of a safety procedure at GRD and general rules governing the use of hotels and other accommodation places must 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) preparing a room for the temporary isolation of people with COVID-19 symptoms;
 - 5) compliance with the rules of ventilation, cleaning, and disinfection of rooms.
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). The safety procedures while present at the canteen have been provided by a separate document to the entity serving meals.

§ 5

Accommodation of eligible persons in the Guest Rooms Department

1. Accommodation of persons eligible to use the Institute's Guest Rooms, including PhD students and young scientists of the Institute, persons invited and financed by the Institute, as well as persons from outside, are specified in the Regulations of the Institute's Guest Rooms and regulations in force during the SARS-CoV-2 epidemic (internal and national regulations).
2. PhD students and young scientists of the Institute starting their stay during the SARS-CoV-2 epidemic, not subject to compulsory quarantine, are accommodated in single rooms for 10

days without being able to use of common rooms for self-service. After this period, the use of common areas takes place on general terms, and the persons for whom it has been agreed to share a two-person room may move into this room.

3. People invited and financed by the Institute as well as outsiders during the SARS-CoV-2 epidemic are accommodated in single or multi-bed rooms according to the dates of their stay. For stays shorter than 10 days, the use of common areas for self-service is not permitted. After 10 days from the start of the stay, the use of common areas takes place on general terms.
4. Accommodation is allowed only to healthy people who accept the applicable regulations and safety procedures of the GRD during the epidemic.
5. The Guest Rooms Department is not a facility for mandatory quarantine. The Guest Rooms Department provides accommodation to eligible persons, including persons who, under state regulations, have undergone compulsory quarantine.
6. Persons eligible to live in the Guest Rooms Department, but subject to quarantine under generally applicable regulations, are required to organize a place of isolation on their own.

§ 6

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 an 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 an 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.

§ 7

Sending and receiving parcels

To limit direct contact of the office employees with couriers and employees of the Institute to a minimum, the following rules should be followed:

- 1) 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;
- 2) couriers leave parcels addressed to the Institute on a table placed in front of the office (at room 101, building No. I);

- 3) parcels to the Institute addressed to employees of the Public Procurement Department should be left by couriers in room 113, building No. I;
- 4) 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 collected by the ordering party as soon as possible;
- 5) 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;
- 6) employees who have to forward a parcel or letters to be sent should first contact the office employee by phone.

§ 8

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 immediate superior and an employee of the OSH department, who then forwards the information about this occurrence to the Head of the Administrative and Commercial Department in order to perform disinfection of the work station of the potentially infected/ infected employee;
- 2) immediately remove oneself from work and leave the Institute, limiting contact with other people to a minimum;
- 3) if the health condition does not require immediate help, the employee/PhD student should go home using private transport (e.g. own car), stay there, and use medical telephone consultation;
- 4) in the case of a sudden deterioration of his/her health on the Institute's premises, 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.

§ 9

The directive enters into force on October 1, 2020, and is valid until February 15, 2021.

Safety procedure at IF PAN in connection with COVID-19

People entering the Institute building undertake to strictly follow the guidelines/recommendations set out below:

- ✓ they must have their face covered (mask, scarf, visor),
- ✓ disinfect hands with the liquid available at the reception desk,
- ✓ they should collect a pair of gloves from the doorkeeper and put them on,
- ✓ employees or PhD students of the Institute 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 of the Institute 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,
- ✓ disinfectants are additionally provided for use in communication routes,
- ✓ work stations must be adapted to maintain a safe distance of 1.5 m between colleagues,
- ✓ it is obligatory to cover one's face when moving around the areas between buildings, using the elevator, moving through corridors, where employees can pass colleagues or other persons,
- ✓ it is recommended to cover the face at the workplace if there are other people in the room where the employee is working,
- ✓ when entering rooms where other people work, one should cover one's face,
- ✓ it is recommended to minimize personal contacts when running errands with other employees; for this purpose, use the telephone or electronic form, and files containing personal data must be encrypted,

- ✓ it is not permitted to leave unsecured documents containing personal data at the door of the organizational unit to which the document is addressed,
- ✓ used masks and gloves can be thrown into mixed waste only and exclusively 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,
- ✓ it is recommended to apply voluntary 10-day self-isolation, as part of a holiday or unpaid leave, after returning from a private trip abroad or meetings in numerous groups, e.g. weddings, funerals, etc.
- ✓ it is recommended to use disposable or private utensils while eating meals in dining areas.

Cleaning personnel:

- ✓ is obliged to disinfect surfaces such as desktops, door handles, telephone handsets, handrails, buttons in elevators, light switches, floors, toilets, and refill disinfectants daily.

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, with particular emphasis on the following recommendations:

- 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 (including 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 Institute 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.