

Directive No. 15/2021  
of the Director of the Institute of Physics of the Polish Academy of Sciences  
of September 30, 2021  
on preventing the spread of SARS-COV-2 virus among employees, PhD students, and other  
persons present on the premises of IF PAN

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**

**Rules of operation**

1. As of October 1, 2021, the Institute of Physics of the Polish Academy of Sciences, hereinafter referred to as the "Institute" operates according to the general rules (on-site), subject to Section 2.
2. Due to the persistence of the COVID-19 epidemic caused by SARS-CoV-2 infections in the territory of the Republic of Poland, exceptions to the rule referred to in Section 1, specified in the directive, are introduced and shall remain effective until revoked.

**§ 2**

**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 the doctor to obtain a medical telephone consultation, possibly a sanitary and epidemiological station, an infectious department, and in the case of deterioration of health, call 999 or 112 and report the suspicion of Covid-19 infection.
2. Employees, PhD students, 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 or supervisor and the Director of the Institute ([director@ifpan.edu.pl](mailto: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.
4. All employees, PhD students, and other persons present on the premises of the Institute must comply with the hygienic and sanitary requirements arising from the applicable

regulations and the recommendations of the Chief Sanitary Inspector issued in connection with the risk of infection with the SARS -CoV-2 virus.

### § 3

#### **Organizational restrictions**

1. Public events, meetings, integration and scientific events, assemblies and celebrations at the Institute's premises, including conferences, symposia and scientific seminars, open lectures, meetings of doctoral organizations, PhD students' self-government, as well as courses and training, may take place according to the place of the event or meeting, with the prior written consent of the Director of the Institute.
2. International and domestic business trips may take place following the internal regulations of the Institute, and return to work after the trip ends takes place in compliance with the applicable sanitary regulations.
3. The organization of apprenticeships, internships, and admission for university students takes place on the basis of contracts or agreements between the parties while maintaining the applicable sanitary regulations.
4. Arrivals of international guests are carried out to conduct research, in compliance with the applicable sanitary regulations.
5. Newly admitted PhD students begin their doctoral studies following the applicable sanitary regulations and in compliance with the internal regulations of the Institute.

### § 4

#### **Remote work order**

1. The Remote Work Regulations have been implemented at the Institute; they 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.
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 may be issued, in particular, in the following cases:
  - 1) the employee's prior stay in areas with an incidence of COVID-19, including in the event of the employee returning from an international 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. The Director of the Institute may oblige the PhD student to perform their duties under the education program and the individual research plan, outside the premises of the Institute

in the case of:

- 1) the PhD student's prior stay in areas with an incidence of COVID-19, including in the event of the PhD student returning from an international trip;
- 2) the deterioration of the PhD student's health, characteristic of the symptoms of COVID-19 infection;
- 3) suspicion of COVID-19 infection of the PhD student as a result of the PhD student's contact with a sick person or one suspected of COVID-19 infection;
- 4) specified in the announcements of the Chief Sanitary Inspector.

## § 5

### **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 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. It is obligatory to cover the mouth and nose using only a disposable or reusable mask on the premises of the Institute in common areas.
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. 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 them with a disinfectant liquid located in the common spaces of the Institute.
6. If due to the conditions of the job position, it is not possible to keep a distance of at least 1.5 m from other people, managers of organizational units are required to apply for technical measures in the form of separating workstations using protective screens.
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). Procedures regarding safety while in the canteen have been handed over through a separate document to the entity giving out meals.

## § 6

### **Residing at the Guest Rooms Department**

1. Accommodation in the Guest Rooms Department of the Institute is defined in the Regulations for Guest Rooms of the Institute, including the Regulations for PhD students and young scientists, and the generally applicable regulations valid during the SARS-CoV-2 epidemic. Persons residing at the Guest Rooms Department of the Institute are obliged to comply with the applicable regulations and safety procedures during the epidemic.
2. The Guest Rooms Department is not a facility for mandatory quarantine. It provides accommodation to people who, under state regulations, have completed compulsory quarantine.
3. Persons authorized to reside there are PhD students, young scientists of the Institute, persons invited and financed by the Institute, and outsiders. The terms used have the following meanings:
  - 1) Doctoral Student (PhD Student) - a person who has taken an oath and studies at IF PAN as part of the Warsaw Doctoral School, International Doctoral Studies;
  - 2) young scientist of the Institute - a person conducting research activity who is employed at the Institute in a full-time research position and is under 35 years old;
  - 3) persons invited and financed by the Institute - persons cooperating with the Institute in conducting research and development works;
  - 4) outsiders - persons not related to the statutory activity of the Institute.
4. Persons authorized to reside at the Guest Rooms Department, but subject to compulsory quarantine under state regulations, arrange a place of quarantine for themselves.
5. PhD students, young scientists, persons invited and financed from the statutory funds of the Institute, and outsiders arriving from outside the Schengen zone and the European Economic Area, starting their stay during the SARS-CoV-2 epidemic are accommodated in single rooms for 10 days without being able to use the common rooms for self-service. After the self-isolation period, the use of common areas takes place on general terms, and the persons for whom it has been agreed to share a multi-person room may move into this room.
6. Persons residing at the Guest Rooms Department are subject to the obligatory 10-day self-isolation period after returning from a business or private trip to a country outside the Schengen zone and the European Economic Area (i.e. also from Bulgaria, Croatia, Cyprus, Ireland, and Romania). Self-isolating persons cannot use the common areas for self-service.

7. Persons vaccinated with two doses of a vaccine approved in the European Union, by the name of Comirnaty (Pfizer), Moderna, Vaxzevria (AstraZeneca), Janssen, are exempt from the 10-day self-isolation period after presenting the vaccination certificate for inspection.

## § 7

### **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.

## § 8

### **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:

- 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 in the office;
- 3) parcels to the Institute addressed to employees of the Public Procurement Department should be left by couriers in room 111, building 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.

## § 9

### **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 their immediate superior and an employee of the OSH department, who forwards the information about this occurrence to the Head of the Administrative and Commercial Department to perform the disinfection of the potentially infected employee's work station;
- 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 deterioration of health, an ambulance should be summoned and until arrival, move to the designated isolation room (marked room 08 in building II) to which the ambulance service will be directed.

The directive enters into force on October 1, 2021, and is valid until revoked.

### **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 by a mask,
- ✓ they are to measure their temperature using the temperature terminal available at the reception,
- ✓ they should disinfect their hands with the liquid available at the reception desk,
- ✓ they may collect from the doorkeeper and put on a pair of gloves,
- ✓ if they are employees or PhD students of the Institute, 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 (IMiF, 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 should 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.
- ✓ an obligatory 10-day self-isolation period is in force after returning from a business or private trip to a country outside the Schengen zone and the European Economic Area (i.e. also from Bulgaria, Croatia, Cyprus, Ireland, and Romania).
- ✓ persons vaccinated with two doses of a vaccine approved in the European Union, by the name of Comirnaty (Pfizer), Moderna, Vaxzevria (AstraZeneca), Janssen, are exempt from the 10-day self-isolation period after presenting the vaccination certificate for inspection.

**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 Official E-mail Regulations in force at the Institute regarding the use of work e-mail;
- 2) Only use work e-mail accounts. If your work entails the processing of personal data, make sure that the content and attachments are properly encrypted. Do not send encrypted information together with the password. 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!