

ORDER NO. I /94/2021

of the Rector of the Eugeniusz Geppert Academy of Art and Design in Wrocław
dated 21 September 2021

on detailed principles of conducting educational classes in the academic year 2021/2022 in connection with the occurrence of the COVID-19 epidemic

Based on article 23 clause 1, clause 2 item 2 and article 50 clause 1 of the Law on Higher Education and Science of 20 July 2018 (uniform text in the Journal of Laws of 2021, item 478, as amended); the Minister of Education and Science Regulation of 10 August 2021 on repealing the Regulation on temporary restriction on the functioning of certain entities within the system of higher education and science in connection with preventing, counteracting, and combating COVID-19 (Journal of Laws of 2021, item 1464); in connection with the Act on Special Solutions Connected with Preventing, Counteracting and Combating COVID-19, Other Infectious Diseases, and Crisis Situations Caused by Them dated 2 March 2020 (Journal of Laws of 2020, item 374, as amended); and §9 clause 4 item 11 of the Statutes of the Eugeniusz Geppert Academy of Art and Design in Wrocław; I hereby order as follows:

§ 1

General principles

1. The conduct of classes in the academic year 2021/2022 is coordinated and organised by the Epidemic Safety Team established under Order no. I/91/2020 (further: "Team") composed of: the Vice-Rector for Education and Student Affairs, the Deputy Chancellor for Organisation and HR, the Head of Study Organisation Department, the Heads of Departments, a representative of the Student Government, a representative of the PhD Student Government, and in a supportive role - an OHS Specialist. The Team's ongoing work is managed by the Vice-Rector for Education and Student Affairs or a person indicated thereby.
2. The team coordinates and exercises ongoing control over the safety actions of the Eugeniusz Geppert Academy of Art and Design in Wrocław (further: "Academy") during the epidemic threat. The Team Head stays in a direct contact with the Rector.

§ 2

1. Only healthy individuals who are free from symptoms of illness suggesting COVID-19 are allowed to stay on the Academy premises, who in addition have not been covered by sanitary isolation or quarantine and do not live with persons subject to such restrictions.
2. Presenting a student card or a PhD student card enables the holder to stay on the Academy premises.
3. All the persons staying on the Academy premises are obliged to wear face masks, especially in common areas, on traffic routes, and in corridors.
4. Students, PhD students, lecturers, and persons conducting classes, who are staying on the Academy premises in order to conduct or participate in classes, are obliged to wear protective masks.
5. While using lifts, it is imperative to conform to the specific number of passengers allowed in, to keep distance, and to use masks.
6. Detailed conditions specifying limitations different from those above may be established by an applicable dean or the Vice-Rector for Education and Student Affairs, in order to adjust the

safety requirements to the specificities of the functioning of applicable persons and space where activities are taking place.

7. Everyone staying the Academy's buildings is obliged to frequently wash hands and use hand disinfectants available at the entrances to rooms, studios, workshops or laboratories. Every class participant and the person conducting the class are obliged to disinfect hands upon entering the studio/room/workshop, to disinfect the place of work, especially once his/her work/class is complete. Disinfectants are made available on the Academy premises.
8. All the persons staying in the Academy's buildings should keep a safe social distance of 1.5 metre between individuals, save for the cases listed in clause 5.
9. A person who is not currently staying on the Academy premises but discovers body symptoms indicating the SARS-CoV-2 virus infection - in particular: a fever, feverishness, loss of smell and taste, dry cough, shortness of breath, sore throat, chest pains - must without delay dial **794-109-122** and inform the interlocutor about the resignation from conducting or participating in classes held in the Academy's building.
10. A person staying on the Academy premises who discovers body symptoms indicating the SARS-CoV-2 virus infection, in particular: a fever, feverishness, loss of smell and taste, dry cough, shortness of breath, sore throat, chest pains, should go to a room indicated in each building, in which he/she will be isolated in order for other actions to be taken concerning obtaining medical advice and recommendations arising therefrom.
11. Educational and administrative employees, as well as students, who came in contact with a person showing the symptoms of an infection (and who are in self-isolation), on whom quarantine is imposed by sanitary services or who are suffering from the illness in a condition enabling telephone calls to be made, are obliged to report this fact by telephone at **794-109-122** or by e-mail at m.szumiejko@asp.wroc.pl (students, PhD students), m.wozniak@asp.wroc.pl (other employees).
12. Rooms in which a person having the disease symptoms stayed must be disinfected by the Maintenance Department (further: "MD").
13. A failure to follow the aforesaid recommendations may lead to criminal liability referred to in article 116 § 1 of the Code of Petty Offences and in article 161 § 2-3 of the Criminal Code.

§ 3

Methods of conducting classes

1. Lectures and classes conducted in the academic year 2021/2022 for students, PhD students, students of postgraduate studies, and participants of other forms of education, will be conducted on-site in the appropriate facilities (in particular: classes, including practical exercises, laboratories, practices, physical education classes).
2. The course schedule for on-site classes should take into account the need to restrict to the maximum the movement of students around the facilities, hence the person conducting the class should determine the group size in a particular room or studio and, where necessary, design a schedule of using the room or studio for each such group.
3. Classes should be held in groups having a specific size that takes into account the sanitary regime (1 person per 1.5 m in the room). Vaccinated individuals are not included in the limit of persons allowed in a given studio.
4. **In order to determine a correct size of the group of students/PhD students in a studio, lecture room or practical exercises room, the participants are requested to inform the dean's office about the vaccines taken by way of presenting appropriate certificates (by e-mail) by 8 Oct. 2021.**
5. The conduct of theoretical classes or practical classes that do not require being present in a studio, or lecture classes, is admissible by way of remote methods and techniques. Upon the

consent expressed by the dean or the head of department/institute following a written request received by e-mail, classes may be conducted by way of the following methods:

- a) hybrid method (in part on-site in the Academy facilities and in part remotely, using remote education methods and techniques, in particular in the case of practical classes and discussion sessions);
 - b) remote method, i.e. in full by way of using remote education methods and techniques (in particular: lectures, seminars, language courses, theoretical subjects).
6. In the case of a deteriorating epidemic situation and an increasing threat to the health and safety of students, PhD students and employees, the Rector may take a decision about conducting classes by way of the method specified in § 3 clause 5.
 7. It is admissible to conduct and participate in classes only by way of the remote method so that the safety of the study participants and employees can be ensured (discovery of a COVID-19 case).
 8. With respect to educating PhD students, the tasks referred to in § 3 clause 1 and clause 5 are performed by the Dean of Doctoral School and the Head of Inter-Faculty Doctoral Studies, upon the approval of the Vice-Rector for Scientific Affairs and Cooperation with External Entities, and in the case of part-time studies and postgraduate studies - by their heads, upon the approval of the Vice-Rector for Education and Student Affairs.

§ 4

1. Students, PhD students, students of postgraduate studies, and lecturers are informed about the class conduct method by way of the official electronic mail from the domain asp.wroc.pl, and also by way of announcements published on the Academy's website.
2. Students/PhD students are entitled to obtain all the necessary information concerning the organisation and conduct of classes and the method of obtaining credits for them, especially if the method of conducting the same is specified in § 3 clause 5, letters a and b.
3. Credits, exams, and examination reviews may be organised on the Academy premises or remotely. Where credit tests and exams are done on the Academy premises, internal rules concerning the preparation of Academy rooms should be observed (Appendix no. 1).
4. If the credit test method is changed from on-site to remote in connection with the epidemic situation, students are notified at least seven days prior to the planned credit test or exam date about the form and IT tools that will be used to undergo the same.
5. Diploma examinations may be done remotely with the use of IT solutions and tools contained in the MS Office 365 suite.
6. Credit tests and mid-term grading of PhD students can be done remotely, with the use of electronic means of communication. Decisions about the method of doing credit tests and the mid-term grading are taken by the Dean of Doctoral School and the Head of Inter-Faculty Doctoral Studies, respectively.
7. Students/PhD students are obliged to familiarize themselves with the information set out in this Order. Once the cycle of classes conducted by way of remote education methods and techniques ends, Appendix no. 2 to this Order must be completed.

§ 5

1. The forms of obtaining credits for classes and of taking exams should enable the verification of the assumed educational outcome described in the subject syllabuses. Once the cycle of classes conducted by way of remote education methods and techniques ends, Appendix no. 2 to this Order must be completed.

2. Credits, exams, and examination reviews may be organised on the Academy premises or remotely. Where credit tests and exams are done on the Academy premises, internal rules concerning the preparation of Academy rooms should be observed (Appendix no. 1).
3. If the credit test method needs to be changed from on-site to remote in connection with the epidemic situation, students are notified at least seven days prior to the planned credit test or exam date about the form and IT tools that will be used to undergo the same.
4. Diploma examinations may be done remotely with the use of IT solutions and tools contained in the MS Office 365 suite.
5. Credit tests and mid-term grading of PhD students can be done remotely, with the use of electronic means of communication. Decisions about the method of doing credit tests and the mid-term grading are taken by the Dean of Doctoral School and the Head of Inter-Faculty Doctoral Studies, respectively.

§ 6

1. Irrespective of the method chosen under § 3 clause 1 and clause 5 letters a and b, classes must be conducted on dates set out in the course schedule/timetable.
2. An academic who obtained the consent of the dean or the head of department/institute to conduct classes by way of the methods referred to in § 3 clause 5, letters a and b, using remote education methods and techniques, conducts online classes in real time corresponding with the course schedule.
3. Remote classes can be conducted only by way of using the applications contained in the Office 365 service, on the Moodle platform. In justified cases, the person conducting classes may use other IT tools once the dean's consent has been obtained following a written justified request.
4. Any educational method used for any form and mode of studies requires that a list of attendance of class participants be kept.
5. As part of classes conducted with the use of IT tools, the conducting person may require the student/PhD student to send in materials and files for correction one day prior to the class time by 18.00 hours, in order for them to be subsequently discussed during the live class.
6. The provisions of this § 6 apply as appropriate to PhD students, and the compliance with them is to be ensured by the Dean of Doctoral School and the Head of Inter-Faculty Doctoral Studies.

§ 7

Organisation of classes

1. Heads of departments are responsible for preparing departmental rooms, studios and workshops for educational classes to be conducted on-site in the academic year 2021/2022. Where credit tests and exams are done on the Academy premises, internal rules concerning the preparation of Academy rooms should be observed (Appendix no. 1).
2. Heads of departments are obliged to organise educational work in a manner warranting appropriate performance of the tasks. As part of the supervision over the educational process, they are obliged to monitor the conduct of classes, in particular the method of organising and conducting classes, the size of groups participating in classes in studios/rooms, the burden on the students performing the tasks ordered, the communication between the academic and the students, first of all in the case of performing tasks as specified in § 3 clause 5, letters a and b.
3. The Academy's IT Department is responsible for IT support of the educational process.
4. Civil law contracts to conduct educational classes must contain specific class conduct methods. A contract is executed within a period enabling the contractor to use electronic mail before the classes start. The contractor is obliged to use electronic mail on the domain asp.wroc.pl and the electronic tools of the Ms Office 365 suite.

5. The author of remote classes is responsible for obtaining any and all licences in accordance with the law, needed to use matter contained in the materials presented during the classes and for their preparation, with full respect for third-party copyright.
6. A student/PhD student is obliged to sign a statement that he/she will not make available on the Internet or to third parties any materials received remotely or during online meetings and lectures. The written statement is e-mailed to students and PhD students by the person conducting the classes and once signed thereby should be delivered to the appropriate dean's office by 15 October 2021. (Appendix no. 3).

§ 8

1. On-site classes in studios, workshops and laboratories are conducted while ensuring safe conditions of work, taking into account the current level of threat to the health of students, PhD students and employees, as well as the applicable legal regulations (in particular with respect to keeping a distance of minimum 1.5 metres between the workstations, and the number of persons in the studio).
2. It is recommended to air the room/studio/workshop every hour irrespective of the weather conditions, during breaks in on-site classes (a 10-minute break every hour) and once the classes are complete - for minimum 15 minutes.
3. An obligation is introduced to disinfect workstations, to be fulfilled by students/PhD students/employees occupying the given workstation or place - during and after the work ends. Once the classes are complete, the workstations are disinfected by an external contractor.
4. A student/PhD student is obliged to use his/own materials unless the class specificities require materials to be provided to the student by the Academy. The student is obliged to retain the materials only for his/own use and to keep them in the studio in the location indicated by the person conducting the classes.
5. A lecturer working remotely is obliged to keep a record of actions undertaken, taking into account in particular a description thereof, their date and performance time, in accordance with a specific template (Appendix no. 2).
6. In order to ensure communication between the employees, also in order to process business matters, an obligation is hereby implemented to use means of electronic communication, in particular for sending documents. Official e-mail accounts on the domain asp.wroc.pl are to be used for electronic communication.
7. In order to ensure the security of the transferred data, the usage of private e-mail addresses for business purposes is prohibited.

§ 9

Provision of personal protective measures

1. An OHS Specialist and the Head of MD provide support in the organisation of classes and furnish rooms/studios/workshops with appropriate epidemic protection measures, in particular hand disinfectants and equipment, stands with automatic dispensers, and protective masks for the employees.
2. At the request of an OHS Specialist or the Head of MD, the Public Procurement Department purchases personal protective measures (disinfectants, disposable gloves and/or masks), using the funds at the Rector's disposal.
3. The demand for personal protective measures is reported by the head of department via an OHS Specialist, two weeks in advance, with an indication of the number of individuals that will use the same. Having verified the rationale for the order, the OHS Specialists transmits the same for execution to the Public Procurement Department.

4. The Head of Public Procurement Department is responsible for the efficient purchase, quality, and delivery of the products ordered.
5. The MD is responsible for the delivery of the ordered products appropriately in advance. In urgent cases, employees designated by the head of department collect the allocated personal protective measures from a place indicated by the Head of MD.

§ 10

Conduct in the case of a suspected infection with the SARS-CoV-2 virus

1. Where an infection with the SARS-CoV-2 virus is suspected, the student, PhD student or participant of other forms of education, as well as employees and lecturers, are obliged to act in accordance with the procedure described in § 2 clause 10.
2. The Deputy Chancellor for Organisation and HR and/or the Head of Study Organisation Department should notify without delay the dean of the department in which the person potentially infected is employed or in which he/she studies - or the Dean of Doctoral School and the Head of Inter-Faculty Doctoral Studies, as appropriate, and the Chancellor - about suspected infections; in addition, an appropriate Sanitary Inspection authority and the Rector should be informed.
3. A direct superior is obliged to take without delay actions limiting potential risk of infecting employees, PhD students and students within their organisational unit. Where symptoms indicating an infection with the SARS-CoV-2 virus are reported by an employee, student, PhD student, participant of other forms of education during that person's stay on the Academy premises, that person should be moved to an isolation room, being a separate room with the access to a toilet, and in exceptional cases - to a designated place, while keeping a distance of min. 1.5 m from other persons; in addition, the following should be contacted:

County Sanitary Epidemiological Station in Wrocław (further: "CSES")

ul. Kleczkowska 20

50-227 Wrocław

e-mail: psse.wroclaw@pis.gov.pl

CORONAVIRUS hotline

business hours from Monday to Friday: 07:30 - 20:00

693 900 908

781 400 199

887 811 060

and actions should be taken in accordance with the guidelines of the CSES employees or persons on duty at the hotline.

5. When the health condition of a person showing symptoms of being infected with the SARS-CoV-2 virus deteriorates, emergency ambulance service should be called in order to transport him/her to the closest isolation ward; the situation should be reported without delay to the County Sanitary Epidemiological Station. The area on which that person moved around should be cleaned, and the surfaces susceptible to touch (door and window handles, handrails and/or handholds) should be disinfected. The performance of those tasks is ensured by the facility manager or the building administrator.
6. In a situation described in clause 5, a list is drawn up of persons staying at the same time in the part(s) of the facility in which the person suspected of being infected was staying, which will help to conduct epidemiological investigation by the State Sanitary Inspection.
7. While taking preventive actions, the procedures described in this Order should be followed, with the information about the health condition of the employees, students, and PhD student being kept in absolute confidentiality.

§ 11

Additional preventive actions

Rooms for isolation purposes have been designated by the Head of MD in consultation with the administrators of the buildings and an OHS Specialist. The rooms must be marked and information must be made available on the Academy premises about their locations, so that the rooms can be easily reached.

§ 12

Final provisions

1. An OHS Specialist is responsible for appropriate positioning and installation of stands with automatic dispensers, stationary and mobile disinfectants, and disinfectants used for decontamination of surfaces and tools. The OHS Specialist is responsible for the location of messages and their visibility.
2. The OHS Specialist, the Head of MD and the facility administrator (employee supervising the cleaning services) are responsible for the cleanliness of the Academy facilities: the disinfection of door and window handles, handrails, buttons in lifts carried out at least every 2 hours; the cleanliness and disinfection of toilets carried out every hour; the quality of disinfectants and their availability across the Academy.
3. The Head of MD and the facility administrator are responsible for disinfecting every day spaces, rooms, studios, and workshops.
4. The Head of International Relations and Promotion Department is responsible for preparing, printing out, and displaying messages (including in English) on the Academy premises and on the website www.asp.wroc.pl, as well as for providing appropriate information to foreign students/PhD students.
5. The employees, students, and PhD students are obliged to familiarize themselves with current messages concerning the sanitary and epidemiological situation.
6. An OHS Specialist is responsible for preparing the buildings for educational activities, and also for ongoing inspection of their safety.
7. Decisions in any matters that are not regulated in this Order will be taken by the dean of the department managing the given field of studies or, as appropriate, by the Dean of Doctoral School and the Head of Inter-Faculty Doctoral Studies, in consultation with the Vice-Rector for Education and Student Affairs.
8. Any regulations applicable to the conditions and progress of work and education should be announced on the website www.asp.wroc.pl and on notice boards, as well as by official electronic mail sent to employees, students, and PhD students.
9. The Head of Study Organisation Department is responsible for periodic reviews of the compliance with this Order in terms of epidemiological safety of the Academy facilities.

§ 13

The performance of this Order will be supervised by the deans in relation to the departments, by the Dean of Doctoral School and the Head of Inter-Faculty Doctoral Studies in relation to the units they head, and by heads of sections in relation to the administrative units they head.

§ 14

Order no. I /91/2020 of the Academy's Rector dated 18.09.2020 on specific conditions of conducting educational classes in the academic year 2020/2021 in connection with the occurrence of the COVID-19 epidemic is hereby repealed.

§ 15

This Order enters into effect on its announcement date.

Rector

/-/ [an illegible signature]

Prof. dr hab. Wojciech Pukocz

Principles of preparing administrative and educational rooms in the Eugeniusz Geppert Academy of Art and Design in Wrocław during the state of COVID-19 epidemic

These principles are of general nature, they do not present all the possible methods and measures of securing the rooms in question.

§ 1

Entrances to buildings

1. In order to ensure appropriate safety of persons staying in the buildings, the number of entrances should be limited, without detriment to the compliance with evacuation regulations.
2. Before the entrances to buildings, stands with automatic disinfectant dispensers should be positioned.
3. It is recommended to disinfect hands before each entry to the building.
4. Persons entering the building are obliged to wear disposable masks in the common areas of the Academy premises.
5. At the entrances to buildings, where the stands with automatic dispensers are positioned, information should be displayed in Polish and in English.

Information for persons remaining in the buildings of the Academy of Fine Arts and Design in Wrocław regarding the potential threat of SARS-CoV-2 infection

1. It is forbidden to enter the building without wearing a face mask or a face shield.
2. It is recommended to disinfect hands each time upon entering the building.
3. It is recommended to refrain from entering the building or to leave it, if one of the following symptoms is observed: fever, low-grade fever, loss of the sense of smell and taste, dry cough, sore throat, chest pains, diarrhea.
4. It is recommended to refrain from entering the building or to leave it, if in the last 14 days a contact with a person infected with SARS-CoV-2 or remaining in quarantine due to a contact with a person infected with COVID-19 has occurred.
5. It is recommended that you refrain from entering the building or leave it, if you are currently taking antipyretic medications due to a fever or infection.

Concealing the contraindications to remaining in the building and entering it poses a risk to life and health of its other users

ATTENTION: non-compliance with the recommendations above may result in criminal liability referred to in Article 116 § 1 of the Misdemeanours Code and Article 161 § 2-3 of the Criminal Code

§ 2

Educational rooms

1. **Near the door to the educational room, information in Polish and in English should be displayed about the number of persons that can stay in the room at the same time.**
2. A container with disinfectant should be placed at the room entrance. Each person entering the room is obliged to disinfect his/her hands.

3. All the persons staying in the rooms should be distanced at least 1.5 m from others on each side.
4. An OHS Specialist or the building administrator is responsible for clear designation of the places that can be used during the class by the students, whose number corresponds to the number displayed before the room entrance (plus vaccinated individuals).
5. Once the class ends, the room should be in so far as possible aired before the next class starts, for at least 15 minutes. If the group or the conducting person changes, the working surfaces used by the individuals in the room should be disinfected in so far as possible. Rooms should be disinfected after their last use during the given day or prior to their next use.
6. Rooms are disinfected by an external entity.

§ 3

1. Article § 2 clauses 1, 3 and 6 apply as appropriate to administrative rooms.
2. Employees servicing interested persons should work on workstations separated from the latter by transparent screens. Where this is not possible, the employee should be provided by the employer with a reusable mask.
3. If an appropriate distance cannot be ensured between the workstations, the employees should also be separated by transparent screens.
4. Screens used in the room should be disinfected every day while cleaning the building.

§ 4

Library, Dormitory, studios, workshops, laboratories, and other special rooms

1. Article § 2 applies as appropriate to the Library rooms and the reading room, studios, workshops, laboratories, and other special rooms.
2. The Library resources can be used simultaneously by persons in a limited number based on the Council of Ministers Regulation on implementing specific restrictions, orders and prohibitions in connection with the existence of the state of epidemic, the Guidelines of the Chief Sanitary Inspectorate (*GIS*), and the instructions constituting Appendix no. 3 and specifying the principles of using the Library during the period of restrictions applicable to the functioning of the Academy, introduced by way of a Rector's announcement or order.
3. The principles of using the Dormitory are set out in Appendix no. 4.
4. Head of departments and the administrator of the building that houses studios, workshops, and laboratories should precisely specify - in consultation with the cleaning company - disinfection methods that will not cause any damage to the equipment or instruments.

§ 5

Traffic routes, lifts, common rooms, and toilets

1. While staying on traffic routes inside buildings, a safe (at least 1.5 m) distance should be kept between persons.
2. On doors of the lifts, information should be displayed in Polish and in English about the admissible number of persons allowed in the lift and about the need to wear a mask inside the lift whenever more than one person is allowed in.
3. Buttons outside and inside the lift cabin should be disinfected regularly. If this is not possible, a container with disinfectant should be available at the lift entrance.
4. In places that are strategic for the traffic inside the building, containers with disinfectant should be placed, the positioning of which is determined by an OHS Specialist in consultation with the Head of the Epidemic Safety Team.

5. The number of persons staying in one toilet should be limited; information should be placed on the entrance door in Polish and in English specifying the maximum number of persons that are allowed inside (plus vaccinated individuals). It is recommended that toilets should be used at the same time by persons whose number is by half smaller than the number of toilet bowls or toilet bowls plus urinals.
6. In so far as possible, toilets should be cleaned every hour. These actions should be checked by the facility manager or the building administrator or a person designated by the Chancellor.

§ 6

Places to isolate persons suspected of being infected with the SARS-CoV-2 coronavirus

1. A room is set aside in the Academy's dormitory, which is to be used as a place of isolation or quarantine for persons suspected of being infected with the SARS-CoV-2 virus. The room has its own bathroom to be used only by persons suspected of being infected with the SARS-CoV-2 virus.
2. Isolation rooms are also available in the Academy's other buildings. The facility managers or the administrators of those buildings are responsible for appropriate markings and cleanliness of such rooms.

§ 7

The head of the department within which educational classes are conducted or educational work is provided, together with the facility manager and an OHS Specialist, are responsible for the preparation of educational rooms for use in accordance with the aforesaid recommendations.

Report on conducting classes remotely, after a cycle of classes is complete

Faculty	
Department	
Lecturer's first name and surname	
Field of study	
Name of the subject	
Study mode	
Year of study	
Form of classes in the course schedule lecture / discussion sessions / practical classes / language course / seminar	
Number of hours in the course schedule	
ECTS credits	
Curriculum content processed remotely during the period covered by the regulations	
Description of the method of conducting remote classes during the period covered by the regulations (tools and methods)	
Description of the method of attaining objectives by way of remote education during the period covered by the regulations	
Dates and duration of classes	

Principles of using the Library of the Eugeniusz Geppert Academy of Art and Design in Wrocław during the academic year 2021/2022 in connection with the occurrence of the COVID-19 epidemic

1. The Library lends and accepts the return of books during standard opening hours.
2. The reading room remains open; **the limit of guests is determined to be 6**. The distance between the readers is determined to be 1.5 m.
3. **At each librarian's desk there may only be 1 person.**
4. **New** readers may subscribe via **contactless registration** in the library & information system INTEGRO. In order to be registered, **a form should be completed** on the library catalogue website <https://opacwww.asp.wroc.pl/catalog>. Consent must be given to contacts between the Library and the reader via e-mail and telephone. The data entered will be verified against student lists downloaded from appropriate Dean's Offices.
5. Each person staying in the Library is obliged to **cover his/her mouth and nose with a mask and to disinfect hands before entering the Library, as well as to use one's own pen.**
6. Books are returned to the container located at the desk of the librarian on duty. The returned books are classified as "in quarantine" and through the quarantine time are marked in the computer catalogue as unavailable.
7. Everyone is recommended to use the online resources (see more on the Library's website) and the available databases: EBSCO and IBUK Libra. Access codes may be requested by e-mail at biblioteka.wyp@asp.wroc.pl.

Principles of using dormitory accommodation places

1. Students/PhD students living in the dormitory of the Eugeniusz Geppert Academy of Art and Design in Wrocław are obliged to adhere to the safety principles currently applicable in connection with the state of epidemic.
2. A student can check in at a time determined by the Administrator. The checking in time comprises the date and hours. If the student cannot arrive at the time determined, he/she is obliged to inform the dormitory Administrator about this fact, so that another checking in date can be determined.
3. Hand disinfection points are located at the entrance to the building, which should be used immediately upon entering the dormitory. In addition, disinfectants are available in each room, kitchen, and studio. The dormitory administration is responsible for regular disinfection of surfaces like handrails or lift buttons.
4. Inhabitants of the dormitory are obliged to keep cleanliness in common areas (kitchens, bathrooms, halls, and studios). On current basis: dishes should be washed, foodstuffs removed, waste taken out (including its segregation); one's own educational materials should be used. Cleanliness must be kept in order to facilitate everyday disinfection of common areas.
5. Persons who have not checked in must not stay in the dormitory and guests must not be invited inside without the dormitory administration's consent.
6. In response to an increased epidemic threat, the Rector may decide to impose additional limitations on the entry to the dormitory and the evening hours of return.
7. The dormitory administration, janitors, and the Inhabitants' Council inform students about the sanitary principles and are obliged to respond to any non-compliance. A failure to adhere to the dormitory stay sanitary principles set out in clauses 4, 5 and 6 constitutes a basis to deprive the student/PhD student of accommodation therein.
8. The dormitory inhabitants are informed and they acknowledge that in the case of coming in contact with an infected person, the accommodation place granted in the Academy's dormitory cannot become a place designated for quarantine or isolation, as a result of which the inhabitants are not entitled to any claims against the Academy or the dormitory administrator for providing a place for quarantine or isolation, or food.
9. A dormitory inhabitant staying in an isolation room is responsible for his/her own food (it is expedient to order meals and shopping including deliveries) and its cost.
10. A dormitory inhabitant staying in an isolation room indicates from among other inhabitants a person responsible for bringing to him/her food (shopping, meals) from the janitor's office to the isolation room door. If no such person can be indicated, he/she will be designated by the Inhabitants' Council. The person chosen must consent to the designation by the Inhabitants' Council.
11. The isolation room is a place of temporary isolation until medical help is received or other instructions are given by the sanitary services.