

ORDER No. 2/05/2020

of the Rector  
of the Vistula School of Hospitality  
of 21 May 2020.

**on the functioning of Vistula School of Hospitality in connection with preventing,  
counteracting and combating the spread of the COVID-19 virus**

Pursuant to § 15 section 2 point 2 of the Statute of the Vistula School of Hospitality and in connection with the Act of 2 March 2020 on specific solutions related to the prevention, counteracting and eradication of COVID-19, other infectious diseases and crisis situations caused by them (Journal of Laws, item 374 of 2020), it is hereby ordered as follows:

§ 1

1. Lectures and classes for students and auditors conducted in the traditional formula are hereby cancelled until the end of the academic year 2019/20, subject to point 2, and replaced with a formula based on distance learning. The exception are online studies, which continue in an unchanged form.
2. In justified cases, the Rector may consent to conducting particular classes in the traditional formula, if the character of these classes or their specificity make it indispensable for the achievement of specific learning outcomes.
3. Verification of the achieved learning outcomes specified in the study program, in particular as regards course final tests and examinations, as well as diploma exams, can be conducted with the use of information technology means ensuring the possibility of controlling and recording the process of verifying the achieved learning outcomes.

§ 2

Collective events (conferences, seminars, symposia, open lectures, artistic events, fairs and other activities organized by students and staff at the Vistula School of Hospitality) are hereby suspended.

§ 3

Academic exchanges and business trips to other countries are hereby suspended.

#### § 4

In the case of students' and employees' trips organized under the Erasmus + program to countries threatened by the occurrence of the COVID-19 virus, in accordance with the guidelines of the Foundation for the Development of the Education System, each case should be considered individually in consultation with the program coordinator.

#### § 5

The performance of occupational obligations for employees at the Vistula School of Hospitality is hereby limited until 14 June, 2020, subject to the following principles:

1. the presence of one department representative in the workplace (in the case of single-person units, the requirement for one employee applies to the entire room);
2. the presence of each employee in the workplace at least two days a week;
3. keeping the sanitary regime: 1-1.5m as the recommended distance between employees (the Chief Sanitary Inspectorate recommendations).
4. enabling remote work in the first place for employees with reduced immunity due to age (60 plus) and comorbidities, and pregnant women;
5. persons working remotely during working hours perform their duties in accordance with the manager's instructions and are available at e-mail addresses and by telephone.

#### § 6

A Team for monitoring the functioning of the Vistula School of Hospitality during an epidemic is created. The composition of the Team will be defined by the Rector in a separate Order. The Team will develop procedures for the operation of the VSH during the epidemic and business continuity in the face of changing external circumstances, including in particular:

- 1) rules and conditions for conducting didactic classes referred to in § 1 point 2;
- 2) guidelines for the functioning of the science library;
- 3) guidelines for the organization of student life at the University;
- 4) rules regarding organizational and administrative activities;
- 5) rules of occupational health and safety.

§ 7

1. Employees and students are obliged to promptly notify the VSH of suspected virus disease, undergoing sanitary observation, quarantine or hospitalization.
2. The information referred to in point 1 shall be provided by employees and students promptly by phone or e-mail to the Rector's Proxy for Security (tel. **501 556 557**; m.jasinski@vistula.edu.pl), and then confirmed by e-mail to the e-mail address rektorat.sgtih@vistula.edu.pl.

§ 8

It is recommended that direct contacts of employees and students are limited to the necessary minimum and replaced with meetings and consultations via telephones and electronic media.

§ 9

It is recommended to regularly follow official communications of the Chief Sanitary Inspector <https://gis.gov.pl/aktualności> and information of the Ministry of Science and Higher Education <https://www.gov.pl/web/nauka> and adhere the recommendations contained therein.

§ 10

It is recommended to regularly follow the VSH's website [www.vistula.edu.pl](http://www.vistula.edu.pl), read e-mails from the VSH and forward the information contained therein to the academic community.

§ 11

The Order enters into force on 25 May 2020. At the same time, Order No. 1/05/2020 of the Rector of the Vistula School of Hospitality of 6 May 2020 on actions to prevent and counteract the spread of the COVID-19 virus is hereby repealed.

Rector

Prof. Jolanta Żyśko