

Order No 38/2020
by the Chancellor of Czestochowa University of Technology
of 21 August 2020

regarding implementing the Rules governing the functioning of Czestochowa University of Technology Dormitories

1. Following the guidelines of Polish Chief Sanitary Inspector and the Ministry of Science and Higher Education and taking into account the necessity of protective measures against the spread of the coronavirus SARS-CoV-2, I hereby implement the rules governing the functioning of Czestochowa University of Technology Dormitories, aiming at safe accommodation and work in the period of the epidemic threat, constituting Annex hereto.
2. CUT Dormitories managers shall oversee the application of the above mentioned rules.
3. The order shall enter into force on the day of its issuance.

Chancellor of Czestochowa University of Technology
Arkadiusz Kociszewski, PhD, Eng.

Rules governing the functioning of Czestochowa University of Technology Dormitories

§ 1

Procedures for obtaining consent for the accommodation in a dormitory

1. Pursuant to Ordinance No 351/2020 by the Rector of Czestochowa University of Technology, the accommodation in dormitories is limited. The prime condition for being accommodated in a dormitory is obtaining approval from the Chancellor of Czestochowa University of Technology.
2. One can apply for the dormitory accommodation consent electronically, sending an application to the e-mail address *kanclerz@adm.pcz.czest.pl* or on paper, by submitting an application to a designated point at the reception desk. All additional agreements connected with the planned accommodation need to be reached with the dormitory administrative staff by phone or by e-mail.

§ 2

The rules for residence in dormitories

1. The only residents of a dormitory can be the persons who are accommodated in it. A valid document entitling to enter a dormitory building is a resident card.
2. The mobility of residents inside a building is allowed on condition of social distancing – minimum 2 metres between persons, and wearing face masks covering the nose and the mouth.
3. Communication with administrative staff and the reception desk in a building should involve social distancing and sanitary regime. The resident is obliged to respect designated zones when contacting dormitory staff and to wear a face mask covering the mouth and the nose while staying in these zones.
4. There can be only two persons maximum staying at the same time in public areas, such as kitchens or laundry rooms. It is obligatory to adhere to sanitary regime measures and to wear face masks covering the mouth and the nose.
5. When using an elevator, it is necessary to wear a face mask covering the mouth and the nose.
6. Residents entering a dormitory are obliged to respect the rules of taking body temperature and hand disinfection.
7. Residents are obliged to adhere to sanitary regime measures in compliance with sanitary and hygienic information and instructions displayed in a building and also available on the websites of Czestochowa University of Technology, the Chief Sanitary Inspectorate and the Ministry of Health.
8. Residents are obliged to take extra care regarding proper sanitary conditions in bedrooms, sanitary units and utility rooms.
9. The entrances to dormitories are under constant supervision of the reception staff.

10. From 10 p.m. to 6 a.m. dormitory doors are closed.

§ 3

Procedures in the event of a suspected infection in a resident

Should symptoms of coronavirus infection occur, i.e. fever, cough, shortness of breath, muscle aches, each resident is obliged to:

1. report this fact to the building administration;
2. stay in isolation in the room occupied;
3. submit to voluntary self-observation;
4. perform systematic body temperature measurements;
5. stay in touch via phone with the dormitory staff;
6. in the event of deterioration of health, report this fact to the Sanitary and Epidemiological Station and follow the instructions and orders issued.

§ 4

Rules for work organization for administrative staff in the dormitories

1. The organization of work for administrative staff should ensure that the distance between employees staying in one room is kept.
2. Personal contacts between residents and administrative staff should be limited to the necessary minimum. The administrative zone should be divided into residents' zone separated from the workplace of administrative staff. People visiting administrative premises, i.e. residents, the interested parties, employees of contractors providing services for the facilities of the dormitories, etc., may stay there only in face masks.

§ 5

Work organization for reception staff

1. Reception staff oversee the entrance to the building and the entrance to the administrative area.
2. Bins for paper documents to be quarantined should be placed near the reception desk.
3. Reception staff are obliged to maintain a distance from the people entering the building, the interested parties and residents of the facility, etc.
4. A reception staff member keeps a register of people who are not residents of the building, entering the dormitory. The date and purpose of entry, first name and surname and telephone number of such a person should be recorded in the register. GDPR information clause, which is an annex hereto, should be placed for guests at the reception desk.
5. A reception staff member may allow a maximum of 10 non-residents to enter the building at a time. In particularly justified cases the Chancellor may agree to increase this limit.

6. A reception staff member keeps a record of faults reported by residents.
7. Reception staff are obliged to disinfect the workplace.
8. Hand sanitizer with the relevant information (bilingual, i.e. in Polish and English) should be placed near the temperature screening point.

§ 6

Work organization for maintenance and cleaning workers

1. Maintenance and cleaning workers are required to put on face masks and gloves before they start carrying out their duties and to perform all tasks with the above mentioned protective equipment.
2. All surfaces where the virus may be deposited should be regularly disinfected. This also applies to sanitary, utility and public areas.
3. When carrying out ongoing repairs and maintenance work in inhabited areas, special care must be taken to maintain a distance from residents. If a resident fails to follow the recommendations, maintenance and cleaning workers should stop performing their tasks and immediately report this fact to their immediate superior.

§ 7

Additional regulations

1. All employees are required to observe the applicable social distancing and sanitary regime rules and to measure body temperature.
2. All events that may constitute a suspected coronavirus infection shall be reported to the immediate superior.
3. Dormitory managers are required to provide their subordinate employees with sanitizers and personal protective equipment.
4. Information (bilingual, i.e. in Polish and English) on how to use the equipment should be placed at the elevators.
5. Dormitory managers shall oversee the application of the above mentioned recommendations.

**Annex to
Rules governing the functioning of
Czestochowa University of Technology Dormitories
(Chancellor' s Order No. 38/2020 of 21 August 2020)**

**Information clause on the processing of personal data in connection with taking
preventive measures regarding the spread of the coronavirus COVID-19**

The processing of personal data is based on the provisions of the Regulation of the European Parliament and of the Council (EU) 2016/679 of 27/04/2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation) (Official Journal the EU L 119, p. 1) - hereinafter referred to as " GDPR " .

DATA CONTROLLER'S IDENTITY AND CONTACT DETAILS

The Personal Data Controller is the Czestochowa University of Technology with its registered office at ul. J.H. Dąbrowskiego 69, 42-201 Częstochowa.

You may contact the Data Controller by e-mail at *rektor@adm.pcz.czest.pl* or in writing by sending a letter to the Controller's address.

DATA PROTECTION OFFICER

The Rector of Czestochowa University of Technology appointed a data protection officer whom you may contact by e-mail at: *iod@pcz.pl* or by phone: +48 34 32 50 471 You may contact the data protection officer in all matters that regard the processing of personal data and the exercise of the rights related to the processing of data.

PURPOSES OF PROCESSING AND LEGAL BASIS

The purpose of personal data processing is to keep a register of interested parties/contractors in connection with the handling of cases or cooperation with organizational units of Czestochowa University of Technology and the related stay in the facilities of Czestochowa University of Technology.

Providing personal data including first name and surname and telephone number to be entered into the register is voluntary but necessary to enter the premises of Czestochowa University of Technology in order to settle a given matter.

Legal basis for processing your personal data included in the register:

- Art. 6 (1) (d) of the GDPR - actions to protect the life and health of the data subject are undertaken for the purpose of protection of the vital interests of that person, in particular in relation to the requirement to quarantine and to protect vital interests of the employees, associates and contractors of the Data Controller,
- Art. 6 (1) (f) of the GDPR - ensuring the safety of the Controller's employees, i.e. legitimate interest pursued by the Data Controller.

RECIPIENTS OF DATA

Your personal data may be made available and transferred to authorized entities pursuant to legal regulations.

**TRANSFER OF PERSONAL DATA TO A THIRD COUNTRY OR
INTERNATIONAL ORGANIZATION**

The Data Controller does not intend to transfer your personal data to any third state or international organization.

PERSONAL DATA STORAGE

Your data will be processed by the Data Controller until the purpose of the given processing is no longer applicable, taking account of the requirements resulting from the relevant legal regulations. In particular, your personal data will be processed for the period of one month unless there is the necessity of further data processing due to vital interests of the data subject, to whom the data relate, or the imposition of obligations on the Data Controller resulting from legal regulations.

AUTOMATED DECISION-MAKING

Your data will not undergo automated decision-making or profiling.

RIGHTS CONCERNING PERSONAL DATA PROCESSING

You are entitled to access and modify your personal data.

In the case of personal data processing on the basis of the Data Controller's legitimate interest, you have the right to raise an objection at any time on grounds relating to your particular situation.

In situations identified in the GDPR and within the scope indicated therein, the Data Controller exercises your rights to:

- delete personal data,
- raise an objection against personal data processing- in the case of data processing on the basis of the Data Controller's legitimate interest,
- restrict personal data processing,
- receive a copy of personal data.

You are entitled to lodge a complaint to The President of the Personal Data Protection Office – when recognizing that personal data processing is in breach of legal regulations.