

ORDINANCE NO. 18/2020

**OF THE DIRECTOR
OF THE LECH KACZYŃSKI NATIONAL SCHOOL OF PUBLIC ADMINISTRATION
(KRAJOWA SZKOŁA ADMINISTRACJI PUBLICZNEJ
IM. PREZYDENTA RZECZYPOSPOLITEJ POLSKIEJ LECHA KACZYŃSKIEGO)**

dated 14th September 2020

**on the Regulations applying to participation in
training and other intramural events at KSAP
and on procedures associated with counteraction of the spread of COVID-19**

By virtue of:

- § 5 of the Statute of the Lech Kaczyński National School of Public Administration, constituting an Annex to the Regulation of the Prime Minister of October 7th 1999 conferring a Statute upon *Krajowa Szkoła Administracji Publicznej im. Prezydenta Rzeczypospolitej Polskiej Lecha Kaczyńskiego* (the *Dziennik Ustaw* Official Journal of Laws of 2017, item 1507),

I hereby ordain as follows:

§ 1

In connection with the existing threat associated with COVID-19, detailed rules and principles shall have application at the Lech Kaczyński National School of Public Administration (hereinafter "KSAP"), with a view to safety being ensured during training courses and other intramural events taking place at the seat of KSAP at ul. Wawelska 56 in Warsaw (hereinafter "the KSAP building").

§ 2

No stay in the KSAP building is permitted in the case of persons:

- 1) subject to quarantine as well as epidemiological supervision;
- 2) in whom infection by the SARS-CoV-2 virus has been diagnosed within the last 14 days, and a return to health has not been confirmed;
- 3) in whom, within the last 14 days, symptoms of the disease COVID-19 have been present (at least one of the symptoms fever, persistent cough, loss of the sense of taste and/or smell, or dyspnoea (shortness of breath));
- 4) who, within the last 14 days, have had close contact with a person confirmed to have been infected by the SARS-CoV-2 virus.

§ 3

1. An employee working in the Reception in the KSAP building shall measure the temperature of each person seeking entry; and:
 - 1) where that temperature exceeds 38°C, the said person shall not be permitted to enter,
 - 2) where that temperature is in the range 37.5°C to 38°C (inclusive), the said person shall be asked to return outside, rest in the shade and then return to KSAP not more than 10 minutes later with a view to being made subject to repeat temperature measurement

(should the temperature not have fallen below 37.5°C, the said person shall be refused entry into KSAP).

2. Employees of the Reception in the KSAP building shall maintain a register (with name and hour of measurement) in respect of persons who have:
 - 1) not been permitted entry into KSAP;
 - 2) been the subject of repeat measurement of body temperature.
3. Each person entering KSAP shall be obliged to disinfect hands in the Reception area.

§ 4

4. Movement around the KSAP building shall only be permitted for those wearing a protective face mask or visor (where the state of health of a person is such as to preclude the wearing of such a visor or mask, the presentation of a confirmatory doctor's note to that effect shall be required).
5. Where a face mask is lacking, the provision of one may be requested at Reception in the KSAP building. Single-use gloves shall also be available at Reception.
6. Instructions to be complied with shall be posted in visible places in the KSAP building:
 - 1) in relation to the washing of hands,
 - 2) in relation to the removal and donning of face masks,
 - 3) in relation to the removal and donning of gloves,
 - 4) adjacent to dispensers with sanitiser – in relation to the proper disinfection of hands (but also with lists of contact numbers for the county-level Sanitary and Epidemiological Stations and other medical services).

§ 5

1. Only 1 person may make use of the lift (elevator) at any given time.
2. Numbers of participants on training courses or in events shall be limited, in line with the size of training rooms or other premises, with a view to distances of at least 2 metres being maintained.
3. Doors leading into training rooms and toilets shall offer information notices as regards the maximum numbers of people who may be present inside. There shall be absolute compliance with these limits.
4. The spatial configurations of rooms (i.a. as regards chairs and tables) shall be organised in such a way as to ensure extension of the physical distances separating training participants.

§ 6

1. Means of achieving disinfection shall be located in the immediate vicinity of each training room, and shall be made use of regularly.
2. Training rooms shall be aired regularly (not less often than during each break) as a training session is proceeding, as well as following each session. The person responsible for opening windows shall be the trainer or lecturer, or the KSAP employee in charge of organising the given course or session of training.
3. The air conditioning units present in training rooms may be used solely in the morning, prior to a session of training.
4. After each session of training, equipment and training rooms as a whole shall be subject to disinfection measures.
5. Areas and objects in common use or tending to concentrate contact by people from surrounding areas (such as toilets, lifts, handles and rails) shall be the subjects of decontamination regularly throughout the day.

§ 7

Where training materials and certificates attesting to the completion of a course are made available to participants in paper form, these shall be made ready and distributed by employees wearing gloves.

§ 8

Any person in whom disease symptoms recognised for COVID-19 arise during time spent in the KSAP building shall be transferred into isolation on premises designated specially for the purpose (in room 2).

§ 9

1. Coffee breaks and lunches shall be organised in such a way as to meet the hygiene and epidemiological requirements set out in the relevant guidelines for gastronomy.
2. Lunches shall be served in a buffet subject to disinfection before and after the serving of each training group.
3. The number of places in the buffet shall be limited to ensure the maintenance of 2-metre distancing.

§ 10

1. Detailed Instructions on how to proceed, taking account of the rules referred to in § 2-9, shall be as set out in Annex 1 hereto.
2. The said Instructions shall be posted in visible places around the KSAP building.

§ 11

1. Prior to their gaining entry to KSAP, participants of training courses shall leave at Reception a signed Declaration confirming familiarisation with these Regulations, including as regards the Instructions referred to in § 10. They shall also supply contact data in the form of a telephone number. The Declaration shall assume the same form as in Annex 2 hereto.
2. Where an event shall take place, as opposed to training, participants shall submit a Declaration electronically, making use of a link received in advance of the said event.
3. The Controller of the personal data made available in the aforesaid Declaration shall be *Krajowa Szkoła Administracji Publicznej im. Prezydenta Rzeczypospolitej Polskiej Lecha Kaczyńskiego (KSAP)*, with its seat at Warsaw (post code 00-922), at ul. Wawelska 56.
4. Contact in respect of the Data Protection Office at KSAP shall be at: iod@ksap.gov.pl
5. The objective of the said processing of data shall be to ensure the possibility of contact should there arise a threat of SARS-COV2 infection in connection with time spent at KSAP.
6. The legal basis for the processing of data shall be Art. 6, letter a of the General Data Protection Regulation of the European Union (*RODO* in Polish) – whereby a data subject is to give consent to the processing of personal data for one or more specific purposes.
7. While the supply of the said personal data shall be voluntary, failure to supply shall preclude participation in events run intramurally at KSAP.
8. The said personal data shall not be transferred to other entities.
9. The said data shall not be the subject of profiling.
10. Data shall be stored only until such time as the possibility of SARS-COV2 infection in connection with time spent at KSAP can be precluded, i.e. not longer than 2 weeks on from the said time spent at KSAP.
11. Persons submitting Declarations shall enjoy the right:
 - a) to address a complaint to the supervisory authority, i.e. the Head of the Personal Data Protection Office (*Urząd Ochrony Danych Osobowych, UODO*),

- b) of access to their personal data; as well as the right to have data rectified or transferred to another data controller,
- c) to withdraw consent for the processing of personal data at any time, the said withdrawal being without prejudice to the right to process data granted by the consent prior to the time of withdrawal.

§ 12

This Ordinance shall enter into force on the day of signature.



Krajowa Szkoła Administracji Publicznej
im. Prezydenta Rzeczypospolitej Polskiej
Lecha Kaczyńskiego

INSTRUCTIONS FOR THE CONDUCT OF PARTICIPANTS OF TRAINING OR OTHER INTRAMURAL EVENTS AT KSAP

Before entering KSAP:

- ✓ **familiarise yourself with the Regulations applying to participation in training and other intramural events at KSAP;**
- ✓ **in the case of training courses** – where possible, **print, read and fill out the participant Declaration** (constituting Annex 1 to the said Regulations), **bringing this to KSAP for the training**. Only where printing by yourself is precluded will you obtain a Declaration to fill in at Reception in KSAP;
- ✓ **in the case of other events** – **fill in the participant Declaration** (constituting Annex 2 to the Regulations) **online, using the link** received in advance of the given event;
- ✓ if you are a person:
 - under quarantine and subject to epidemiological supervision,
 - diagnosed as infected with SARS-CoV-2 within the last 14 days and not in receipt of confirmation as to a full return to health,
 - in whom, within the last 14 days, symptoms of the disease COVID-19 have been present (at least one of the symptoms fever, persistent cough, loss of the sense of taste and/or smell, or dyspnoea (shortness of breath)),
 - who, within the last 14 days, has had close contact with a person confirmed to have been infected by the SARS-CoV-2 virus,

PLEASE DO NOT COME TO KSAP !!! – but do **inform us** by email:

- in the case of training courses, at: szkolenia@ksap.gov.pl,
- in the case of other events, at: projekty@ksap.gov.pl,

that, for epidemiological reasons you will be unable to participate.

On arriving at KSAP/entering the building:

- ✓ immediately **put on your protective mask or visor** (or obligatorily present a doctor's note should your state of health not permit the wearing of either);
- ✓ **sanitise your hands at Reception** using the means of disinfection located there;
- ✓ maintain **a distance of at least 2 metres in relation to other people**, should it be necessary to queue at Reception;
- ✓ **submit to the measurement of body temperature** made by the employee at Reception; and
 - should that temperature prove to be elevated – comply with the instructions given by that employee;
- ✓ **leave the filled-in and signed participant Declaration**¹ (in the box specially designated for that purpose): should you not have this printed out, you can receive a copy at Reception – to be filled in (with your own pen) and left there;
- ✓ **take an electronic identification badge** (which will have been disinfected prior to your receipt of it) should this be a requirement for your participation², then confirming receipt of it by signing (with your own pen);
- ✓ **take outer clothing with you to the room of destination**, only using the cloakroom (on floor -1) when the said clothing is wet – in this case striving to ensure that only every second hanger is in use;

¹ the basic rule is that, in the case of events other than training, an electronic version of the Declaration is filled in

² the basic rule is that the electronic identification badge is compulsory in the case of participation in training

- ✓ try to **open doors to premises in such a way as to avoid hand contact** (for example by using your elbow);
- ✓ **minimise movement around the building** (head straight for the intended room, do not wander around; during breaks only leave a training room if that is absolutely necessary);
- ✓ where possible, **do not use the lift** – the staircase is a far more open space less likely to allow for infection;
- ✓ where movement around the building does take place, this **must be with mask or visor worn**;
- ✓ **respect posted limits concerning numbers of people allowed to be present in rooms and toilets** (as viewable on room doors in relation to maxima);
- ✓ **please distance yourself from others by at least 2 metres**, as you converse with or pass people, and in the course of a coffee break or meal.

In a training room:

- ✓ **wear your face mask or visor at all times**;
- ✓ **do not greet** other training participants **by offering your hand for a handshake**;
- ✓ **avoid touching your eyes, mouth or nose**;
- ✓ **make extra effort to cover your mouth and nose should you need to sneeze or cough**;
- ✓ irrespective of other factors, **maintain a distance of not less than 2 metres** from other participants, most especially while eating and drinking during a coffee break;
- ✓ **do not change places with others** as the training session progresses (i.e. always **sit at the same desk**);
- ✓ confirm attendance at the course or session of training by **signing the attendance list with your own pen** (should such signing of the list be required in the context of the given training);
- ✓ **do not switch on (and do not anticipate the switching on of) air-conditioning units** during a training session (use of air conditioning is only permitted in the morning, prior to training where a room is disinfected);
- ✓ **take care to open windows** during breaks, should these not have been opened by a lecturer, trainer or other person responsible for the organisation of training;
- ✓ **should you note in yourself** – as a training session proceeds – **symptoms characteristic for COVID-19, please inform the lecturer or trainer of this immediately**: with a view to others being safeguarded, you will be isolated on special premises while KSAP contacts a *Sanepid* Station or ambulance – with further proceedings then being in line with instructions received.

In the case of meals (where training or an event are associated with the serving of meals):

- ✓ leave the training room and **head for the buffet as quickly as possible, also making sure that you do not prolong your time there beyond what is necessary** – to limit contacts between groups as far as possible, meals will be served in an organised manner (in a given order and at a given time); so please help us keep to time, in order that the schedule for the serving of meals can be followed appropriately;
- ✓ **disinfect your hands** before entering the buffet;
- ✓ during the meal, **maintain a distance** from others **of at least 2 metres**;
- ✓ should you receive your meal in a sealed, single-use container, please **take this to the place designated, after the meal** (thereby helping us be more efficient in disinfecting after your group);
- ✓ only remove your mask or visor as you take your seat at a table, and please **put this back on as soon as you have finished your meal**.

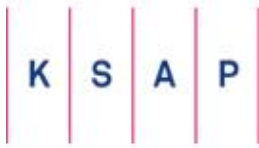
Following a training course or session:

should there be confirmation **of the fact of being infected by COVID-19 at such a time as to make transmission of the virus on the premises of KSAP a possibility, please inform us of this immediately**, by email:

- at szkolenia@ksap.gov.pl, if it is training that you have participated in;
- at projekty@ksap.gov.pl, if it is an event of another kind that you have attended.

Please remember to follow those rules!

By doing so, you will be protecting yourself and others spending time at KSAP!



Krajowa Szkoła Administracji Publicznej
im. Prezydenta Rzeczypospolitej Polskiej
Lecha Kaczyńskiego

**DECLARATION
OF A PARTICIPANT OF TRAINING OR ANOTHER INTRAMURAL EVENT AT KSAP**

First name and surname

*Telephone number
(to be used solely in the event of an arising
risk of infection with SARS-COV2)*

Date

Name of event participated in

I hereby declare that I have familiarised myself with the Regulations applying to participation in training and other intramural events at KSAP; and undertake to follow and abide by them.

Signature of participant