



**INTEROFFICE MEMO**  
**on the new measures taken regarding the COVID-19 pandemic**  
**at Babeș-Bolyai University in Cluj-Napoca**

**To the UBB community:**

The restrictions set at national level concerning the COVID-19 pandemic have been rigorously implemented in our University. During the state of emergency, the activities of employees were run, by turn, both by working at the office and from home.

Considering the planned measures to ease the restrictions, as well as the need to correlate measures to safeguard employees with the importance of certain compartments functioning to their full capacity, we inform you of the following:

1. Beginning with 15<sup>th</sup> May 2020, the memos issued by the University management team on 23<sup>rd</sup> March, respectively 29<sup>th</sup> April 2020, regarding the organisation of the working schedule in compliance with the UBB employees and students' safety, as well as the labour regulations issued by the heads of department in applying the memos – will not be applicable anymore.
2. Beginning with 15<sup>th</sup> May 2020, each head of administrative department will re-analyse the organisation of the working schedule of their staff and, based on a new office memo, they will decide on the ways and conditions in which the employees will run their activity during 15<sup>th</sup> May and 29<sup>th</sup> May 2020. For departments that function solely on the employees' presence at work, such resolutions are not mandatory.
3. All heads of departments will take the necessary and sufficient measures to reduce the risk of spreading the coronavirus, including taking into consideration at least the reasonable distance between employees in closed spaces, hygiene and gradual access of third parties.
4. Equipment used to limit the spread – masks, gloves, hand sanitiser, disinfectants – will be purchased at a central level and will be distributed within 30 days, based on motivated request indicating the need.



5. Depending on the regulations issued by national or local authorities, the present memo might be altered, and such alterations will be made public after the publication of said regulations.

**Babeș-Bolyai University Management**

**Cluj-Napoca, 14<sup>th</sup> May 2020**