



**CIRCULAR LETTER**  
**on taking new measures to limit the risk of transmission of**  
**the coronavirus at Babeș-Bolyai University of Cluj-Napoca**

**Message to the UBB community**

In light of the nationwide increase in the incidence rate of COVID-19 cases and the necessity to correlate staff protection measures with the need of maintaining the continuity of activities within the institution in safe conditions, we inform you of the following:

1. Starting 06 October 2021, the head of each administrative department will reassess the subordinate staff's workload arrangement and will decide, through a work order, of the ways and conditions under which employees will carry out their activity between 07 October and 03 November 2021.
2. Once completed and undertaken by the head of the administrative department, the work order will be submitted to the Rector's Office for approval. This internal provision aims to manage working hours in keeping with the safety of UBB employees and students.
3. The issuance of a work order is not required in departments where it has been decided that the activity will continue exclusively in the presence of the employees.
4. This Circular letter may be subject to amendments, which will be communicated at a later date, depending on the rules issued by the authorities at the national or local level.

**Babeș-Bolyai University Executive Board**

**Cluj-Napoca, 05 October 2021**