

Regulations for participants of events organised in the IKAR, AULA, Modelarnia located on the premises of Łukasiewicz Research Network – Institute of Aviation during the SARS-CoV-2 outbreak in Poland.

1. The Halls Ikar, Aula, Modelarnia are made available during the SARS CoV - 2 epidemic in accordance with the sanitary-epidemiological rules and requirements generally applicable in the country, until further notice.
2. All recommendations referred to in these Rules and Regulations constitute an obligation to be observed by participants of all events.
3. It is obligatory for the participants of events organized on the premises of Łukasiewicz Research Network – Institute of Aviation to have their body temperature checked with a non-contact measuring device or a thermal imaging camera. In case of a measurement result being equal to or higher than 37.5°C, the aforementioned participant will be refused entry to the event and that participant will be obliged to fill in an "information card", including contact details (a template of the "information card" constitutes **Attachment No. 1** to these Rules and Regulations).
4. Each participant of the event is required to read the epidemiological questionnaire and make the statements specified in **Attachment No. 2** to these Rules and Regulations.
5. Łukasiewicz Research Network – Institute of Aviation requires all participants of each event and at each of its stages to comply with its guidelines, including:
 - a. Each participant is obliged to disinfect hands immediately after entering the event area,
 - b. Cover nose and mouth throughout the building during the event*,
 - c. Maintain a social distance of at least 2m and not to congregate,
 - d. Comply with the limits on the number of persons permitted in a given space, e.g., the number of persons permitted in the toilets is limited, determined by the number of cabins and/or urinals plus one additional person using the wash basin,

* It is permissible for vaccinated persons not to comply with the obligation to cover mouth and nose. The term "vaccinated person" defines persons who have been issued a certificate of protective vaccination against COVID-19 with a vaccine that has been authorised to use in the European Union (§ 3 item 2 point 14 of the Regulation of the Council of Ministers of 6 May 2021 on the establishment of certain restrictions, orders and prohibitions in connection with the occurrence of the state of epidemic, Journal of Laws 2021 item 861 as amended).



- e. It is prohibited for persons showing symptoms of a cold or are in quarantine / home isolation or have had contact with a person diagnosed with SARS-CoV-2 infection within the last 14 days to participate in the event.
6. **A dedicated Łukasiewicz Research Network – Institute of Aviation staff member, in collaboration with the external organiser**, should:
- a. **Verify participants' personal protective equipment**,
 - b. Collect from the participant of the event or from the parent/legal guardian of the underage participant a statement that to the best of his/her knowledge the participant does not have symptoms of infection with SARS-CoV-2 or COVID-19 disease, the participant is not in quarantine or under epidemiological surveillance,
 - c. Explain the safety rules currently in force at Łukasiewicz Research Network – Institute of Aviation and the reasons for their introduction to the participants of the event, as well as establish rules of conduct in the group,
 - d. Limit the number of chairs in the Hall (as many chairs as the number of participants) and place them at tables in such manner, so that participants sit at a safe social distance,
 - e. Ensure that participants maintain a social distance in their allocated spaces,
 - f. Ventilate the room where the event is taking place at least once every hour,
 - g. Verify individuals who have been vaccinated against Sars-Cov-2,
 - h. Have a database of participants of the event at organiser disposal and provide the list mentioned above to Łukasiewicz Research Network – Institute of Aviation at least 24 hours in advance, indicating contact numbers.
7. Number of persons permitted during the events:
- a. Events may be attended by the number of persons currently included in the recommendations and guidelines for the organiser of events during a SARS-CoV-2 outbreak issued by the Ministry of Health,
 - b. **The limits determining the number of persons allowed in the halls are described in the table constituting Attachment No. 3 to these Regulations.**
8. Persons vaccinated against SARS-Cov-2 are not included in the limits mentioned above.
9. Łukasiewicz Research Network – Institute of Aviation may decide to temporarily exclude the Halls from use in particularly justified cases.





Attachment No. 1

Information Card

In order to protect your health and ours, due to the threat of the COVID-19 outbreak, we kindly ask you to complete this form. Providing the information below will allow the public health officers to contact you if you have contracted an infectious disease. It is very important that you complete this form accurately and completely. Your information will be held securely in accordance with data protection laws and used for public health protection only.

W celu ochrony Twojego i naszego zdrowia, w związku z zagrożeniem epidemią COVID-19, prosimy Cię o wypełnienie tego formularza. Podanie poniższych informacji pozwoli na kontakt służbie zdrowia z Tobą jeśli doszło do zakażenia chorobą zakaźną. Bardzo ważne jest aby wypełnić ten formularz dokładnie i w całości. Twoje dane będą zabezpieczone zgodnie z przepisami dotyczącymi ochrony danych osobowych i użyte jedynie do ochrony zdrowia publicznego.

First name and surname: <i>Imię i nazwisko:</i>	
ID type, series and number: <i>Rodzaj, seria i numer dokumentu tożsamości:</i>	
Address of residence (country, voivodeship, region, district, town, street, house number) <i>Adres zamieszkania (państwo, województwo, region, powiat, miejscowość, ulica, nr domu):</i>	
Contact telephone number: <i>Nr tel. do kontaktu:</i>	
Contact email: <i>Adres e-mail do kontaktu:</i>	
Emergency contact person / next of kin (full name and telephone number) <i>Osoba do kontaktu w razie nagłej potrzeby (imię i nazwisko, nr telefonu)</i>	





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Attachment No. 2

Epidemiological questionnaire

- ★ I declare that if on the day of entering the premises of Łukasiewicz Research Network – Institute of Aviation I will be subjected to quarantine, isolation, or sanitary surveillance for safety reasons, I will inform an authorised employee of Łukasiewicz Research Network – Institute of Aviation about it.
- ★ I declare that if during the last 14 days before commencement of work/visit on the premises of Łukasiewicz Research Network – Institute of Aviation I would have had direct contact with:
 - a person with confirmed COVID-19 infection,
 - or a person in quarantine or isolation due to COVID-19,
 - or a person who had visible disease symptoms or was exposed to an infected person,

I will inform an authorized employee of Łukasiewicz Research Network – Institute of Aviation about it for safety reasons.

- ★ I declare that if within 14 days before commencing work/visit on the premises of Łukasiewicz Research Network – Institute of Aviation I would have had symptoms of illness, in particular temperature above 37.5 degrees, cough, problems with breathing, I will inform an authorized employee of Łukasiewicz Research Network – Institute of Aviation about it for safety reasons.

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Legible signature



Declaration of vaccination

I have been vaccinated (once with a one-dose vaccine or two times with a two-dose vaccine at least 14 days before the event I am participating in)

YES NO

Please tick where applicable

Please note

The provision of vaccination information by the visitor is voluntary. A person who refuses to provide information on vaccination is automatically counted as an unvaccinated person and included in the limit of 1 person per 10 m2 and may enter the protected area if limits are not exceeded. When entering the premises of Łukasiewicz Research Network – Institute of Aviation, the person will be asked to present the applicable certificate confirming the vaccination with a QR code, together with an identity document. If it is not possible to verify whether a person has been vaccinated, they will be treated as unvaccinated.

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Legible signature





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We inform you that:

1. The Data Controller is Łukasiewicz Research Network – Institute of Aviation, based in Warsaw at Al. Krakowska 110/114. The Data Controller has appointed the Data Protection Officer – for contact purposes, please use the following email address: iod@ilot.lukasiewicz.gov.pl.
2. The purpose of data processing is to monitor potential threats related to the spread of SARS-Cov-2 coronavirus and to take preventive measures to protect life and health of persons present on the premises of Łukasiewicz Research Network – Institute of Aviation.
3. The legal basis for the processing of data for the above purposes is Article 6(1)(a), (d) and (f) and Article 9(2)(a), (g) and (i) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 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 ([Official Journal of the EU L 119 of 4.5.2016, p. 1](#)) - hereinafter as: "GDPR", and the legitimate interest pursued by the controller is the fulfilment of the aforementioned purposes of data processing. Your consent to the processing of your personal data may be withdrawn at any time, without affecting the lawfulness of the processing carried out on the basis of your consent before its withdrawal.
4. Your data may be disclosed to entities entitled to receive them under the law, e.g., to the relevant Sanitary Inspector.
5. Your personal data shall be stored for 14 days with regard to the information contained in the survey in connection with the state of the epidemic.
6. You have the right, in accordance with the principles and procedures laid down in GDPR, to request from the controller access to your data, their rectification, transfer, erasure, restriction of processing, as well as the right to object to processing and to file a complaint to the supervisory authority.
7. The controller does not carry out profiling or automated decision-making on the basis of the data processed.

I consent to the processing of my personal data by Łukasiewicz Research Network – Institute of Aviation to the extent necessary for the implementation of the above-mentioned purposes of their processing.

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Legible signature





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Attachment No. 3

Conference rooms at Łukasiewicz Research Network-Institute of Aviation		Area (sqm)	Number of persons permitted in the Hall (vaccinated persons excluded from the limit)
Building	Hall		
A	IKAR	212.61	21
	Conference room 1st floor	13.38	1
H3	Conference room	19.25	1
D2	Conference room Ground Floor	33.70	3
X	Auditorium/ Aula	352	35
	Conference room 1	71.02	7
	Conference room 2	69.94	6
	Conference room 3	33.77	3
	Conference room 4	93.82	9
	Conference room Ground Floor/Lobby	13.45	13
	Directors' room	151.18	15
LS	Conference room 1st floor	36.20	3
R	Conference room 1 1st floor	16.41	1
	Conference room 2 2nd floor	29.34	2
	Conference room 3 2nd floor	44.58	4
T	Conference room 1st floor	22.77	2
	Conference room 2nd Floor	27.92	2

