BRNO UNIVERSITY OF TECHNOLOGY

Release Date: 21.05.2021
Effect: 24.05.2021
Responsibility: Rector's office
Obligatory effect: all BUT departments
Cancels: Decision No. 10/2021
Supplements: -
Number of pages: 7
Number of Annexes: 5

DECISION NO. 12/2021
IN RELATION TO THE DEVELOPMENT OF THE CRISIS SITUATION IN THE SPREAD OF COVID-19 DISEASE CAUSED BY THE NEW CORONAVIRUS SARS-COV-2

Article 1
BUT Crisis Staff

1. The BUT Crisis Staff remains operational.

2. Members of the BUT Crisis Staff:

   a) Will be operationally available and ready to participate in the convened meetings of the crisis staff.
   b) Ensure reliable and verified transmission of information (especially according to Article 2) and decisions of the crisis staff to other senior employees of faculties and departments.
   c) Propose appropriate technical and organizational measures in detecting the occurrence of COVID-19 disease caused by the new coronavirus SARS-CoV-2 (hereinafter referred to as COVID-19 disease) at BUT.

Article 2
Special legal regulations and measures of public administration bodies

BUT is governed by legal regulations and measures of the Ministry of Health or other public administration bodies taken in connection with the spread of COVID-19 disease, as amended.

Article 3

Rules for entering BUT buildings and for staying in common areas of BUT buildings

1. It is forbidden for employees, students and other persons with symptoms of viral infectious disease (e.g. fever, cough, shortness of breath, sudden loss of taste and smell, etc.) to enter BUT buildings.
2. BUT buildings, with the exception of dormitory buildings, may only be entered by students whose personal presence is not prohibited by a measure of the Ministry of Health of the Czech Republic and who have also been tested for the presence of SARS-CoV-2 virus or SARS-CoV-2 virus antigen in the last 7 calendar days with negative result or are exempted from the testing obligation.
   Students are obliged to provide BUT with a written declaration on honour every day before entering the BUT buildings, except for the halls of residence and canteens, that they do not have symptoms of viral infectious disease and that they have not been imposed a quarantine

or isolation. In case the student has already suffered from COVID-19, he/she declares that he/she has been without symptoms of the disease for at least 3 days and that his/her isolation according to valid regulations ended before today. The declaration on honour is filled in electronically in the BUT information system (hereinafter "BUT IS"); declarations on honour are archived.

3. If employees have symptoms of a viral infectious disease, they are obliged to contact their superior employee immediately, who, in agreement with the employee, will determine appropriate preventive measures to protect the health of employees and other persons.
4. In the common areas of BUT buildings and classrooms, employees, students and other persons are obliged to keep a maximally possible distance from other people.
5. In the common areas of BUT buildings, in classrooms and other BUT premises outside the employee's usual place of work and in BUT premises where the employee comes into contact with other employees, students and other persons (e.g. registries, secretariats, study departments, etc.) the stay and movement of employees, students and other persons without respiratory protective equipment (nose, mouth), which is a respirator or similar device (always without exhalation valve) meeting at least all technical conditions and requirements (for the product), including filtration efficiency of at least 94 % according to relevant standards (e.g. FFP2, KN95), which prevent the spread of droplets, is prohibited. The prohibition on movement and residence in the workplace without the above-mentioned respiratory protective equipment also applies to employees who work with other employees in the usual workplace.
6. Provision of respiratory protective equipment for employees who work with other employees at the usual workplace, will be provided in the necessary amount by the department of BUT where the employee works.

Article 4

Disinfection

The employees, students and other persons on the BUT premises are obliged to perform hand disinfection when entering buildings, after using toilets and before entering classrooms and libraries. The necessary and suitable means for hand disinfection will be provided by the relevant department of BUT.

Article 5

Notification obligation and preventive measures in case of detection of COVID-19 disease

1. Employees shall immediately notify their superiors that they have been imposed a quarantine or isolation in connection with COVID-19 disease. The senior employee will communicate this information to the personnel department of the relevant department, which will immediately request a resolution from the crisis staff at karantena@vutbr.cz. In the application for a solution, the name and surname of the employee are not given, only the name of the department and the organizational unit of the department, where it is necessary to address the situation in connection with the possible occurrence of COVID-19.
2. Students are obliged to immediately notify the study department of the faculty or university institute that they have been imposed a quarantine or isolation in connection with the COVID-19 disease. The study department of the faculty or university institute will immediately request a solution from the crisis staff at karantena@vutbr.cz. The application for a solution does not state the name and surname of the student, only the name of the faculty or university department, where it is necessary to address the situation in connection with the possible occurrence of COVID-19. Students accommodated in BUT halls of residence are obliged to report quarantine or isolation in connection with COVID-19 disease according to Article 10, Paragraph 5 of this decision.

3. Preventive measures are proposed by the BUT Crisis Staff pursuant to Article 1, Paragraph 2 (c) of this Decision. Their implementation will be ensured by the senior employee of the relevant department.

Article 6

Organization of teaching in the degree programs and the selection procedure

1. The personal presence of students during the teaching while studying at BUT is limited, according to the decision of the relevant bodies of the faculty or higher education institute. According to the measures of the Ministry of Health and at the same time according to the decision of the Ministry of Education, Youth and Sports, both full-time and distance forms of teaching and examinations are allowed under the conditions set out below in this article.
2. During the education, with the exception of clinical and practical teaching and practice, and student examinations, the distance between individual persons must be at least 1.5 meters.
3. Other than full-time teaching in degree programs is organized so that the targets of the accredited degree program are met as much as possible.
4. Students are informed about the method and organization of full-time and non-full-time teaching through the IS BUT and the IS of individual faculties/departments.
5. It is possible to hold full-time entrance exams at BUT so that there is a spacing of at least 1.5 meters between individuals. Applicants are allowed to participate in the entrance examinations in person only under the conditions set out in the applicable emergency measures.
6. The departments of the BUT are able to carry out exams in the distance form further. In this area, a supporting methodology is prepared in Methodological Sheet No. 8/2020.

Article 7

Arrival of BUT students and employees from abroad to the Czech Republic

1. BUT students and employees are obliged to comply with the rules for crossing the state border of the Czech Republic set by the currently valid protective measure of the Ministry of Health of the Czech Republic when arriving from abroad to the Czech Republic[1]. An overview of the measures is given in Table 1.
2. The obligations of BUT students upon arrival from abroad, which BUT must require on the basis of a valid protective measure of the Ministry of Health, are set out in Table 2.
3. The obligations set out in Article 7 Paragraph 1 and 2 do not apply to students who provide a written confirmation in Czech, Slovak or English from a doctor working in the Czech Republic or another Member State of the European Union that they do not have clinical signs of COVID-19, demonstrably suffered from COVID-19, underwent isolation in accordance with the applicable emergency measures of the Ministry of Health or another Member State of the European Union to the specified extent due to a positive RT-PCR test result and the fact that no more than 90 days have passed since the first positive result of the RT-PCR test. A sample of the medical certificate is given in Annex 2 to this Decision. The student uploads a copy of the confirmation to the COVID module in the BUT Intraportal, in which the results of testing students for the presence of SARS-CoV-2 virus or SARS-CoV-2 virus antigen are registered.

   Furthermore, the obligations referred to in Article 7 Paragraph 1 and 2, on arrival from countries at medium and high risk of infection, shall not apply to students who have been issued a national certificate of vaccination against COVID-19 in the Czech Republic, Hungary, the Federal Republic of Germany, the Republic of Poland, the Republic of Austria, the Slovak Republic or the Republic of Slovenia, and where there have passed

[1] https://www.mzcr.cz/category/uredni-deska/rozhodnuti-ministerstva-zdravotnictvi/aktualni-mimoradna-a-ochranna-opatreni-ke-covid-19/

a) in the case of a two-dose schedule based on the summary of product characteristics, at least 22 days but not more than 3 months after the first dose of the vaccine,
b) in the case of a two-dose schedule according to the summary of product characteristics and in the case of a second dose of vaccine not more than 9 months after the first dose of vaccine,
c) in the case of a single-dose schedule, according to the summary of product characteristics, at least 22 days but not more than 9 months after the vaccine dose.
The student uploads a copy of the certificate to the COVID module in the BUT Intraportal, in which the results of testing students for the presence of SARS-CoV-2 virus or SARS-CoV-2 virus antigen are registered.

4. Until a student coming from abroad fulfils all the obligations under Articles 1 and 2 of this Decision or submits a certificate under Article 7 Paragraph 3, the student is prohibited from attending full-time teaching, examinations and individual consultations, any entrance to BUT facilities, with the exception of the place of their accommodation in the halls of Residence is prohibited. No later than 24 hours after the arrival of a student from abroad at the halls of residence, this student is obliged to undergo the test in the manner specified in the Rector's Decision No. 9/2021, as amended, if the protective measure of the Ministry of Health of the Czech Republic to restrict the crossing of the state border does not oblige him/her to undergo a test or tests for the presence of SARS-CoV-2 virus or SARS-CoV-2 virus antigen in the Czech Republic at a later date (dates) together with restrictions on free movement and a prohibition on entering school.
5. Students who, for the purpose of education, regularly cross the state border with the Czech Republic to or from a neighbouring state at least once a week, shall submit this fact to the study department of the faculty/department where they study by a declaration on honour. This provision can be applied only exceptionally and only if the student participates in the allowed full-time teaching according to Article 6, Paragraph 2 and is not accommodated in the Czech Republic; it cannot be used for a one-time arrival of a student for an exam or individual consultation and due to the trip to the place of accommodation at BUT halls of residence when the personal presence of students during the university studies is prohibited.
6. Students accommodated in BUT Halls of Residence are obliged to inform Halls of Residence and Canteens at ubytovatelky@skm.vutbr.cz about trips exceeding 12 hours to countries with a medium, high and very high risk of COVID-19.
7. The obligations specified in Article 7, points 1 to 4 apply mutatis mutandis to BUT employees. The employees to whom these duties apply inform the personnel department of the faculty, higher education institution or other components where they work. They shall also forward any confirmations and/or certificates to these departments.
8. BUT employees are obliged to inform the personnel department of the BUT department at which they work on all trips exceeding 12 hours to countries with a medium, high and very high risk of COVID-19.

Article 8

University of the Third Age, lifelong learning, courses for employees and the public, trainings and conferences

1. The personal presence of participants in training in courses for employees and the public and in lifelong learning, including the University of the Third Age, is possible, according to the decision of the head of the department organizing this training, provided that the following conditions are met:

a) the maximum permissible number of participants present may not exceed 50 % of the total capacity of the seats and at the same time the total number of persons present (including teachers or lecturers, or examiners) may not exceed 10 persons
b) if the examination is public according to the legal regulation, other 3 persons from the public may also participate, provided that all present persons must meet the conditions set for testing students according to the Rector's Decision No. 9/2021, as amended, and use for the entire duration of the event, unless an extraordinary measure of the Ministry of Health regulating the use of respiratory protective equipment provides otherwise, respiratory protective equipment (nose, mouth), which is a respirator or similar device (always without exhalation valve) fulfilling at least all technical conditions and requirements (for the product), including a filtration efficiency of at least 94% according to the relevant standards,
c) all participants are seated, unless it is a practical training or a practical test, in such a way that, with the exception of persons from the common household, at least one unoccupied seat is always left between the individual participants.

2. Participants in education shall be informed in an appropriate form of the organization of training in courses for the public and staff, including the University of the Third Age.

Article 9

Solving the issues of applicants and students

1. Applicants and students solve their issues with study and other departments of faculties or institutes in person exclusively by telephone appointment.
2. Ordinary study administration will be handled exclusively electronically or by post (e.g. the confirmation of study, etc. will be sent by post or via the BUT IS at the student's request).

Article 10

Protection of risk groups of employees

Employees who, due to their health condition, are at risk of a very serious course of COVID-19 disease (Annex 1 to this Decision) are obliged to inform their superior employee about their health condition. Taking into account the situation at the workplace, these employees will be set individual conditions for the performance of their job duties, including the possible negotiation of an agreement with the employer on the performance of work outside the place of permanent performance of work.

Article 11

Halls of Residence and Canteens

1. It is expressly forbidden for persons with symptoms of viral infectious disease to enter the catering facilities of the BUT Halls of Residence and Canteens. All persons may stay in areas intended for food consumption in the BUT Halls of Residence and Canteens only with respiratory protective equipment (nose, mouth) pursuant to Article 3, Paragraph 5 of this Decision; the only exception is the time strictly necessary during which the food is consumed. Access to the catering facilities of halls of residence and canteens is allowed only to BUT employees and students, who are obliged to prove their identity with a BUT employee or student card when entering the catering operation.
2. When entering the BUT Halls of Residence and Canteens, persons are obliged to disinfect their hands with the help of a disinfectant located at the entrance to the catering facility.
3. Persons who are not employees of the BUT Halls of Residence and Canteens are obliged to keep a distance of at least 2 m from another person except for the BUT Halls of Residence and

Canteens employees when moving in areas intended for food consumption in the BUT Halls of Residence and Canteens catering facilities.

4. Persons accommodated in BUT Halls of Residence or requesting the accommodation on the basis of a future agreement or previous registration and other persons are obliged to wear respiratory protective equipment (nose, mouth) pursuant to Article 3, Paragraph 5 of this Decision. These persons are not affected by the prohibition set out in Article 3, Paragraph 1 of this decision, the obligation to provide BUT with a declaration on honour in accordance with Article 3, Paragraph 2 does not affect the entrance the BUT halls of residence and canteens buildings.
5. Persons accommodated in BUT halls of residence are obliged to immediately report a positive result of the RT-PCR test for the presence of SARS-CoV-2 virus or a positive result of the test for the presence of SARS-CoV-2 antigen to the address karantena@vutbr.cz. Furthermore, they are obliged to immediately report contact with a positively tested person and the fact that they have been ordered to quarantine or isolate in connection with the COVID-19 disease.
6. Persons accommodated in BUT Halls of Residence or requesting accommodation in BUT Halls of Residence on the basis of a future agreement or previous registration who have stayed for more than 12 hours in the last 14 days in the territory of countries not on the list of countries with low risk of COVID-19 are obliged upon their arrival at the BUT Halls of Residence to inform the employee present at the Halls of Residence reception of the country which they came from. If a valid measure of the Ministry of Health of the Czech Republic imposes an obligation to report their arrival to the Regional Hygiene Station of the South Moravian Region based in Brno by filling in the electronic Arrival Form at https://plf.uzis.cz/, they must prove their fulfilment at the Halls of Residence reception. If these persons do not prove the fulfilment of the stated obligation, they can be made to leave the BUT Halls of Residence until the fulfilment of the obligation. The procedure is carried on in accordance with the provisions of Article 7 of this decision, while the rules apply to all persons arriving from abroad accommodated in BUT Halls of Residence.
7. The employees of BUT Halls of Residence and Canteens also have the right to request the accommodated foreign student to submit a report on the result of the test for the presence of SAS-CoV-19 according to Tables 1, 2, and 3., the physician's certificate of the suffered COVID-19 disease according to Annex 2.
8. It is forbidden to visit accommodated persons at the BUT halls of residence (in all buildings). Within one building, it is forbidden to visit accommodated persons who have been imposed isolation or quarantine in connection with the COVID-19 disease. In accommodation facilities, including rooms, accommodated persons, unless they are accommodated in one room, must comply with applicable restrictions on the gathering of persons laid down by legislation and measures of the Government of the Czech Republic, Ministry of Health or other public authorities issued in connection with the spread of COVID-19, as amended.
9. The student's personal presence in the halls of residence buildings is prohibited from April 26, 2021, unless he/she has undergone an RT-PCR test for SARS-CoV-2 or a POC antigen test for SARS-CoV-2 antigen performed by a health service provider of the Czech Republic included in the network of sampling centres; either at the contractual provider of BUT or at another sampling centre, in the last 7 days.
10. If a student accommodated in dormitories fails to take the test in the manner specified in the Rector's Decision No. 9/2021 every 7 days, it is a gross violation of BUT legal regulations and internal standards, which establishes BUT's right to unilaterally withdraw from the accommodation contract in the manner specified in the accommodation contract. This violation of legal regulations and internal standards of BUT by the student can also be resolved in disciplinary proceedings at BUT or on the departments on which the student is studying, with all the consequences arising therefrom.

Article 12

Libraries and study rooms

The operation of libraries at BUT is permitted under the conditions specified in the valid extraordinary measure of the Ministry of Health, which concerns the operation of libraries, and according to the organizational instructions of the director of the Central Library or deans of faculties in the case of faculty libraries.

Article 13

Institutional measures and obligations of senior employees

1. The public's access to the BUT premises and buildings is restricted, entry is possible only with the consent of the head of the component in compliance with the applicable rules, which are set by extraordinary measures. Long-term tenants must be advised to adapt their operation to the BUT operation, including compliance with safety measures. Short-term rents may be allowed only in exceptional and justified cases, while the contact of tenants and participants in their events with BUT students must be excluded and contact with BUT employees must be minimized. Restrictions on entry to BUT premises and buildings do not apply to the operation of preschool facilities operated in BUT facilities, the entry of children and their parents is allowed according to the conditions of operation of preschool facilities.
2. The negotiations of BUT bodies and faculties are governed only by restrictions valid in accordance with legal regulations, measures of the Ministry of Health or other public administration bodies, which are issued in connection with the spread of COVID-19 disease, as amended and regulations governing the activities of these bodies. Meetings of advisory bodies, working groups and departments of BUT and institutes of BUT are held in personal presence by fulfilment of all set measures.
3. Negotiations between BUT employees and non-BUT employees are, with some exceptions, in a form other than personal presence.
4. The senior employees of BUT departments will ensure their operational availability on telecommunication equipment and will be ready to act operatively and fulfil the measures and instructions of BUT management, BUT departments management and crisis staff.
5. Only in exceptional and justified cases can BUT senior employees agree with employees to work remotely (home-office).
6. Business trips of employees in the countries with high and very high risk of infection are allowed only in urgent and necessary cases taking into account the current epidemiological situation of the country where the employee is sent.
7. Students may not be sent to countries that are not included in the current list of countries or parts of countries with a low or medium risk of COVID-19 disease. This does not apply in the case of students returning to their country of origin or the seat of their home university.

Article 14

Final Provisions

This internal standard shall take effect on the date specified in its title.

prof. RNDr. Ing. Petr Štěpánek, CSc., dr. h. c.

Rector