



RECTOR'S ORDER

No. 21/2020

On reducing the risk of coronavirus infection

I.

Introductory provisions

- (1) This order is issued in connection with measures taken by the Government of the Czech Republic, the relevant ministries and other organs in connection with reducing the risk of infection with the coronavirus (an infectious viral illness) and on the basis of current information on the development of the situation with regard to the coronavirus; the guidelines set out within this Order are not valid in cases when stricter conditions, rules and approaches are imposed by legal regulations or by other binding measures issued by a higher legal instance.
- (2) In order to contribute to reducing the risk of infection by the coronavirus, I am issuing these guidelines, which are to be adhered to by all persons at the Czech Technical University in Prague (CTU) and the implementation of which is to be ensured by persons heading the constituent parts of CTU, and at the CTU rectorate by the registrar in collaboration with the relevant vice-rectors.
- (3) The constituent parts of CTU may establish stricter conditions in order to carry out the guidelines within this Order.

II.

Measures for reducing the risk of infection

- (1) It is the aim of CTU to maintain the highest quality of instruction in bachelor, master's and doctoral studies.
- (2) In order to reduce the risk of infection by the coronavirus, the operations of CTU will derive from the rules set out in the levels of the anti-epidemic system of the Czech Republic (PES in Czech) according to the current epidemiological situation. Each constituent part or dislocated workplace of the university will act in accordance with the level of alertness applicable in the place where it is located. Workplaces in Prague will act in accordance with the conditions set for Prague, the Faculty of Biomedical Engineering will act in accordance with the level of alertness valid for the Central Bohemian Region, the dislocated workplace in Děčín will act in accordance with the conditions set for the Ústí nad Labem Region, etcetera. The current situation is set out in information sources – see <https://onemocneni-aktualne.mzcr.cz/>
- (3) The level of alertness for each constituent part of the university will be updated every week, as will the level of alertness issued by the Ministry of Health of the Czech Republic.

- (4) All CTU employees and students are required on a daily basis to check the current information published on the CTU web pages (www.cvut.cz/en).
- (5) The levels of alertness are as follows:

Level 1 – State of caution

- a) University buildings in the given region are closed to the public. However, individual visits arranged in advance for the number of people as stipulated in the current hygienic restrictions, under the condition that the visitors wear masks and adhere to other hygienic measures, are allowed. Each constituent part of CTU keeps a register of the visitors and the visited persons. It is recommended that the employee receiving the visitors should pick them up and accompany them to the reception. A requirement to wear a mask in all common areas of the university (all instructional spaces and communication spaces).
- b) A requirement for students to wear masks also during classes.
- c) The maximum number of students present in places of instruction is 100. In cases where the number of students registered for a course (for a lecture, for a practical, etc.) is greater than the permitted number of persons, instruction passes over into distance form, with a preference for keeping to the timetable that is valid for contact instruction. The responsible person for a course, or a teacher of the course delegated by him/her, is required without delay to inform by e-mail all registered students, the vice-dean for education, the responsible person for the course and the head of department, including details about instruction for the course; the situation when an instructor for whom a replacement is not available has been placed in quarantine will be handled in an analogous manner.
- d) **Examinations** can take place in-person, **with no restrictions**, in compliance with hygienic measures in place.
- e) Employees and doctoral students are not required to wear a mask if they are in a separate office; in a shared office, there is no requirement provided that distancing of at least 2 metres is maintained.
- f) A requirement to disinfect the hands at the entrance to university buildings, placement of a disinfectant or disinfectant soap in all places of instruction.
- g) Dining facilities are accessible for members of the public. A requirement to wear a mask in the spaces of the dining facilities, except while eating and drinking, a requirement to disinfect the hands at the entrance to dining facilities, and to maintain distancing. Application of measures for the organization of waiting for meals to be served, serving the meals in accordance with the PES system.
- h) A requirement to wear a mask in communal spaces in the student dormitories.
- i) Accommodation facilities set aside quarantine spaces; separate spaces for infected persons, separate spaces for students in quarantine.
- j) Face-to-face meetings of academic organs involving many participants are not affected provided the maximum number of people is **100** and provided that all health and safety regulations are adhered to.
- k) Face-to-face instruction in LLL courses (but not in U3A courses) follows the same rules as for face-to-face instruction in accredited study programmes.
- l) Instruction in LLL courses can be carried out only in the form of non-contact instruction.

- m) Large-scale events are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **100** people indoors and a maximum of **500** people outdoors, whereby the event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).
- n) Cultural events, including academic ceremonies are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **1000** seated viewers indoors and a maximum of **2000** seated viewers outdoors. In case viewers are standing, or some are sitting and some standing, the rules stipulated by the PES system shall apply. The event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).
- o) The CTU bookshop is open, the number of people is limited to **4 per 15 m²** and the 2m social distancing rule must be adhered to. Queue management inside and outside.
- p) The CTU Central Library' rules of operation that stipulate organizational and systemic measures. The library is open, with the number of people limited to **4 per 15 m²** of operating area and the 2m social distancing rule in place. Further measures are in line with the regulations in place for the NTK building and current measures announced by deans of faculties.
- q) Sports facilities and gyms are open also to the public, provided all hygienic regulations are adhered to and the measures of the Government, responsible ministries and other executive bodies of the Czech Republic in effect are complied with.

Level 2 – State of alertness

The measures are as for Level 1, plus:

- a) Face-to-face instruction – the number of students present in halls of instruction is **50**. In cases where the number of students registered for a course (for a lecture, for a practical, etc.) is greater than the permitted number of persons, the classes will be re-organized (for instance, split into groups), or instruction passes over into distance form, with a preference for keeping to the timetable that is valid for contact instruction. The responsible person for a course, or a teacher of the course delegated by him/her, is required without delay to inform by e-mail all registered students, the vice-dean for education, the responsible person for the course and the head of department, including details about instruction for the course; the situation when an instructor for whom a replacement is not available has been placed in quarantine will be handled in an analogous manner.
- b) Teachers are required to wear masks during face-to-face classes (with the recommendation to wear FFP2 respirators). In exceptional cases protective shields can be used, provided a minimum distance of 2m between the teacher and the students is maintained.
- c) Face-to-face meetings of academic organs involving many participants are not affected provided the maximum number of people is **50** and provided that all health and safety regulations are adhered to.
- d) Large-scale events are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **50** people indoors and a maximum of **100** people outdoors, whereby the event will be

held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).

- e) Cultural events, including academic ceremonies are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **500** seated viewers indoors and a maximum of **1000** seated viewers outdoors. In case viewers are standing, or some are sitting and some standing, the rules stipulated by the PES system shall apply. The event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).
- f) The CTU bookshop is open, the number of people is limited per m² and social distancing rules must be adhered to. Queue management inside and outside.
- g) The CTU Central Library' rules of operation that stipulate organizational and systemic measures. The library is open, the number of people is limited per 15 m² and social distancing rules are in place. Further measures are in line with the regulations in place for the NTK building and current measures announced by deans of faculties.
- h) Sports facilities and gyms are open also to the public, provided all hygienic regulations are adhered to and the measures of the Government, responsible ministries and other executive bodies of the Czech Republic in effect are complied with.
- i) The leadership of CTU and the leadership of the constituent parts of CTU will be divided into groups, whereby changeovers and replacements will be ensured. The groups communicate with each other via electronic means.
- j) The dining facilities are accessible to the public. There is a requirement to wear a mask on the premises of the dining facilities, except while eating and drinking. There is a requirement to disinfect the hands at the entrance to the dining facilities and to maintain distancing. A maximum of **6 people at one table**. Application of measures for the organization of waiting for meals to be served, serving the meals in accordance with government measures.

Level 3 – State of emergency

The measures are as for Level 2, plus:

- a) Face-to-face instruction (including **theoretical classes**) of **students in the 1st year of bachelor and follow-up master study programmes** and of **students in all years of doctoral study programmes** – the number of students present in halls of instruction is **20**. In cases where the number of students registered for a course (for a lecture, for a practical, etc.) is greater than the permitted number of persons, the classes will be re-organized (for instance, split into groups), or instruction passes over into distance form, with a preference for keeping to the timetable that is valid for contact instruction. The responsible person for a course, or a teacher of the course delegated by him/her, is required without delay to inform by e-mail all registered students, the vice-dean for education, the responsible person for the course and the head of department, including details about instruction for the course; the situation when an instructor for whom a replacement is not available has been placed in quarantine will be handled in an analogous manner.
- b) **Face-to-face practical/laboratory, experimental/artistic instruction for students in all years of study** is possible for groups of a maximum of **20** students.

- c) One-on-one in-person consultations for students in all types of programmes (subject to prior arrangement with teacher).
- d) Clinical instruction, internships and trainee programmes are regulated by rules and regulations in effect at the establishment and place where the instruction takes place.
- e) **Entrance examinations and state final examinations** can take place **face-to-face** on condition that all government and hygienic measures and restrictions are complied with.
- f) Employees belonging to at-risk groups (persons who are pregnant, ill, over 55 years of age, and employees who are not able to limit their contact with a family member with a high risk factor (who suffers from a serious illness, or whose body is weakened by a serious illness, etc.) should be enabled to work from home (home office), or should be allowed to be exchanged in such a way that they are alone in the office during their time at work.
- g) Cultural events, including academic ceremonies, **are not allowed**.
- h) The dining facilities are accessible to the public. There is a requirement to wear a mask on the premises of the dining facilities, except while eating and drinking. There is a requirement to disinfect the hands at the entrance to the dining facilities and to maintain distancing. A maximum of **4 people at one table** with **maximum 50% occupancy**. Application of measures for the organization of waiting for meals to be served, serving the meals in accordance with the PES system.
- i) The accommodation facilities function with limited capacity. The accommodation facilities assign quarantine areas with sufficient capacity. There will be separated areas for infected students and for students in quarantine.
- j) Cultural events, including academic ceremonies are **banned**. Events will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).
- k) Sports facilities and gyms are open also to the public, provided all hygienic regulations are adhered to and the measures of the Government, responsible ministries and other executive bodies of the Czech Republic in effect are complied with. PE classes are **banned** with the exception of programmes for which PE classes are part of the study plan.
- l) Face-to-face meetings of academic organs involving many participants are not affected provided the maximum number of people is **10** and provided that all health and safety regulations are adhered to.
- m) Large-scale events are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **10** people indoors and a maximum of **50** people outdoors, whereby the event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).

Level 4 – Serious state

The measures are as for Level 3, plus:

- a) Face-to-face **theoretical instruction** of students in all years of study is **banned** – instruction passes over into **distance** form, with a preference for keeping to the timetable that is valid for contact instruction. The responsible person for a course, or a

teacher of the course delegated by him/her, is required without delay to inform by e-mail all registered students, the vice-dean for education, the responsible person for the course and the head of department, including details about instruction for the course; the situation when an instructor for whom a replacement is not available has been placed in quarantine will be handled in an analogous manner.

- b) **Face-to-face practical**/laboratory, experimental/artistic instruction for **students in the last year of study of bachelor and master study programmes** is possible for groups of a maximum of **20** students.
- c) The CTU bookshop is **closed**. Study literature can be obtained through **e-shop**.
- d) The CTU Central Library, including the study rooms, is **closed**. Pre-ordered books can be collected and loans can be returned in a limited scope following an arrangement via e-mail or phone.
- e) The dining facilities are closed to the public. There is a requirement to wear a mask on the premises of the dining facilities, except while eating and drinking. There is a requirement to disinfect the hands at the entrance to the dining facilities and to maintain distancing. A maximum of **4 people at one table** with **maximum 50% occupancy**. Application of measures for the organization of waiting for meals to be served, serving the meals in accordance with the government measures.
- f) Face-to-face meetings of academic organs involving many participants are not affected provided the maximum number of people is **6** and provided that all health and safety regulations are adhered to.
- g) Large-scale events are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **6** people indoors and outdoors, whereby the event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).

Level 5 – Critical state

The measures are as for Level 4, plus:

- a) All forms of **face-to-face instruction** are **banned** – instruction passes over into **distance** form, with a preference for keeping to the timetable that is valid for contact instruction. The responsible person for a course, or a teacher of the course delegated by him/her, is required without delay to inform by e-mail all registered students, the vice-dean for education, the responsible person for the course and the head of department, including details about instruction for the course; the situation when an instructor for whom a replacement is not available has been placed in quarantine will be handled in an analogous manner.
- b) One **exception is clinical and practical** instruction and trainee programmes for students in **health care** study programmes and **teacher training** programmes, which is possible for groups of a maximum of **15** students.
- c) PE courses are **banned**.
- d) **Face-to-face examinations** are possible with a maximum of **10 people** present.
- e) Face-to-face meetings of academic organs are **banned**.
- f) Large scale events are **banned**.

g) The CTU Central Library, including the study rooms, is **closed**. Loans can be returned in a contactless manner (through a bibliobox).

(6) Students in quarantine are excused for the period of their quarantine from presence at face-to-face instruction classes (the student is required without delay to present evidence that he/she is required to be in quarantine); distance study and self-study materials will be made available for students as much as possible.

Example: The head of a department (or of an institute) sets a limit of two absences – see article 7 para. 5 of the Study and Examination Rules If the 10-day quarantine measures cause absences from two exercises, this non-participation is not counted, and the student is allowed two further absences.

(7) Persons (students or CTU employees) who are infected with the coronavirus and persons who are placed in quarantine are required to report this fact without delay by e-mail to the appropriate responsible person at the faculty/institute (<https://www.cvut.cz/en/ctu-coronavirus-information>). Students are required to supply further supplementary information:

- a) With which other persons from CTU they have met,
- b) Which CTU faculties their contacts are studying at
- c) If they are accommodated in a university dormitory, in which dormitory, block and room
- d) Any requirements for obtaining quarantine accommodation (also in the case of students not currently accommodated in a dormitory).

Employees are required:

- e) To report the fact to their line manager,
- f) To give the name of other persons from CTU with whom they have met.

(8) The responsible person at the constituent part of CTU distributes an e-mail with information to the heads of the study departments of all affected constituent parts of CTU and, if they are accommodated in a university dormitory, to the head of the relevant dormitory. Only information about a positive test should be sent by e-mail to: koronavirus.cvut.cz.

(9) All elements of CTU are required without delay to provide information for their students about the contents of this Order.

(10) E-mail correspondence will be used to keep students informed about unexpected changes in the organization of courses. The e-mail addresses given in the "usermap.cvut.cz" app shall be used.

(11) When entering CTU buildings, students are required to disinfect their hands. A disinfectant will be provided for this purpose by the constituent part of CTU that uses the facility.

(12) The following recommendations are made:

- a) **Do not gather in places** where there is a high concentration of people.
- b) Pay special attention to the **protection of at-risk groups**; the constituent parts of CTU will adopt suitable measures to protect CTU employees over the age of 55, pregnant and ill persons, and employees who are unable to limit their contact with a family member with a high risk factor (a person suffering from a serious illness, whose body is weakened after a serious illness, etc.).
- c) Comply with distancing measures as far as possible.
- d) Wash your hands with special care.
- e) Take heightened care and act with heightened responsibility if you are infected with some other illness, especially in the case of airborne infections.

III.

Preparedness of CTU for non-contact instruction

- (1) Non-contact instruction will be carried out with the help of two systems, which will be fully supported by the Computing and Information Centre (VIC): Moodle and MSTEams. If these systems or other systems are administered by the faculties, they can also be used.
- (2) For the purposes of uniformity, only the following instruments will be supported – e-mail communication, MS-Teams, and Moodle. If this is not the case, students must be demonstrably informed before the beginning of the semester which communication media will be used for which courses/study programmes. Other platforms, e.g. SKYPE, can be used for the purposes of Lifelong Learning.
- (3) For automatic formation of Teams within the MS-Teams programme, a delegated worker of a constituent part of CTU, not later than 5 working days before the beginning of the semester, sets up an exercise on the <https://helpdesk.cvut.cz> pages within the VIC_IT support project (VIC_IT). The list of requirements will consist of the course code and behind a semi-colon any required division into lower parallel groups, and for each requirement there is a new row, in the following way:

519U3B	only the course code – one group will be established for the course
519U3B;P	course code and a lecture – all parallel lecture groups will be established
519U3B;C	course code and an exercise – all parallel exercise groups will be established
519U3B;L established	course code and a laboratory – all parallel laboratory groups will be established
519U3B;S	course code and a study group – all study groups for a given course will be established
519U3B;P1	course code and a specific lecture – a specific lecture will be established
519U3B;C102	course code and a specific exercise – a specific exercise will be established

519U3B;L236 course code and a specific laboratory – a specific laboratory will be established

519U3B;S23 course code and a specific study group – a specific study group for a given course will be established

+ 519U3B;P1 + 519U3B;C102 + 519U3B;L23 a number of instruction groups one after the other, divided by „ + „ - a team will be establish which will consist of the sum of all members of the sub-groups.

The format of the name of the instruction group in MS-Teams will be, e.g., **Course-B201-519U3B-C102**

If it is not possible to apply any of the rules given above (e.g. for a Studio-type course), the leader of the studio, or the responsible person for the studio, is responsible for organizing and gathering together the Team. It is recommended that the name of the Team should follow on from the logic of the names of other courses, e.g. **CourseB201StudioLeader'sfamilyname**.

Requests to establish Teams that are submitted in the course of the semester will be handled by VIC as quickly as possible.

- (4) VIC handles the opening up of Teams and will set currently registered students and assigned teachers up in the KOS system for the beginning of the semester.
- (5) The MS-Teams administrators for a course are the responsible persons for the course. The responsible persons for the course consider whether to delete the Teams for the course from previous semesters, if it can be done and if it is useful to do it. When there is a request to establish a Team through VIC, the instructors wait for the Team to be established and do not take action themselves.
- (6) Throughout the semester, at intervals of at least once per week, VIC automatically updates the participants in each Team, in accordance with parameters agreed at all-university level.
- (7) The MS-Teams programme is primarily intended for video-instruction. The Moodle system serves primarily for saving documentation and materials for individual courses. If teaching materials are saved in MS-Teams, the documents are not managed (e.g. are not deposited) by VIC; the placing of these materials is the decision and the responsibility of each instructor.

IV.

Final provisions

- (1) Rector's Order number 18/2020 on Reducing the Risk of Coronavirus Infection is annulled.
- (2) This Order enters into force on November 23rd, 2020.

doc. RNDr. Vojtěch Petráček, CSc.,
rector