



RECTOR'S ORDER

no. 10/2020

On mitigating the risk of coronavirus infection

I.

Introductory provisions

- (1) This order is issued in connection with the measures taken by the Government of the Czech Republic and by relevant ministries and other organs in connection with **mitigating the risk of infection** by the coronavirus (an infectious viral disease) and on the basis of current information about the coronavirus; the provisions of this Order are not valid in cases where stricter conditions, rules and approaches are set by legal regulations or by other binding measures imposed by a higher legal authority.
- (2) In order to contribute to mitigating the risk of coronavirus infection, I hereby issue these measures that all persons at the Czech Technical University in Prague (CTU) must abide by. Their implementation must be ensured by the heads of the constituent parts of CTU; at the CTU Rector's Office implementation must be ensured by the Registrar in cooperation with the relevant vice-rectors.

II.

Measures to mitigate the risk of infection

- (1) Students entering the Czech Republic **from abroad**, (both Czech and foreign students to carry out their studies), are not allowed for a period of 14 days after their return to the Czech Republic to spend time in the buildings or on the premises of CTU in Prague. In particular, these students are not allowed to participate in classes, visit university canteens, libraries, workshops and other communal spaces and premises (information about the restrictions will be posted outside the entrance to these premises and will be published in ways that enable remote access on the web pages of the relevant constituent part of CTU), and they are required to submit to the following rules:
 - a) For a period of **14 days** after their return from abroad, they will isolate themselves from contact with other persons.

- b) Students will be **excused from classes** for 14 days after returning from abroad. (the student must provide evidence that she/he was abroad, e.g. in an affirmation). Students will as far as possible be enabled to study remotely, and self-study materials will be provided.

(2) If persons show signs of an influenza-type illness or of a respiratory disease, they must without delay inform the **CTU support system coordination point** and get in touch by phone with a doctor or with a hygiene station (tel.: +420 733 673 949, at night: +420 733 673)

- 3) All constituent parts of CTU are required without delay to **ensure that their incoming students are informed** about the contents of this Order.
- 4) Employees and students at CTU must acquaint themselves on a daily basis with the latest information concerning the situation as regards the CTU's approach to the coronavirus situation, as published on the CTU web pages (<https://www.cvut.cz/>) and must follow the instructions given there; employees who do not have access to the website must be provided with this information by their immediate superior. The CTU information system ("KOS") will also be used to provide information for students.
- (5) All types of **in-person instruction** are suspended, including the university of the third age and lifelong learning (lectures, practical classes, seminars, consultations, etc.), except where otherwise stated in this Order. In-person classes will be replaced by **classes held remotely** wherever possible (i.e. using online courses and electronic means of distance communication). The time that would have been used for lessons that cannot be held remotely (such as laboratory practicals) should be dedicated to working on other topics that can be taught remotely, in order to be able to maintain the framework of the semester to the greatest possible extent.
- 6) For students in all years of study, face-to-face individual **consultations** may take place in the CTU buildings, in the presence of **not more than 5 persons**, provided that the persons giving the consultations agree and conduct the event in accordance with the principles laid down in this Order, and adopt appropriate measures;
- 7) Face-to-face **laboratory and seminar classes** can be held in the presence of **not more than 5 persons**. The instructor will send an invitation to students to participate in face-to-face classes. If a student presents valid reasons, she/he is not required to take part in face-to-face classes. If a given part of the classes is an obligatory element for completing the course requirements, the student will resolve the situation with the dean, via the study department.
- 8) Students who present themselves with the agreement of the instructor, or with an invitation to participate in the class (in electronic form or on paper), will be allowed to enter the facility where the class will take place, at a time and in accordance with the conditions stated in the agreement/invitation. These conditions are, in particular, as follows:
- a) On entering the building, or when entering the premises, she/he shall hand in a **written affirmation** that there has been no sign of a viral infection within the last two weeks (she/he has had no acute health problems corresponding to a viral infection (e.g. a fever, a cough, breathlessness or loss of the sense of smell or taste, etc.), and stating that she/he is not currently subject to quarantine measures, according to the affirmation form provided as **Attachment no. 1** to this Order.

- b) On entering the premises, she/he shall **disinfect her/his hands**, whereby the constituent part of CTU in Prague that uses the premises shall provide a means of disinfection.
- (9) The rules and the conditions for holding examinations have been adjusted in a separate internal normative document¹.
- 10) **Meetings, consultations, conferences, work negotiations, etc**, conducted face-to-face on the premises of CTU in Prague are curtailed; CTU staff members will also as far as possible limit their participation in such meetings and negotiations held off the premises of CTU.
- 11) **Cultural and sports events** (with the exception of tennis – singles) held on CTU premises, and also events organized by CTU off the premises of CTU, are cancelled.
- 12) **Proceedings of organs of CTU**, if they cannot be postponed, will be held in the form of video-conferences or teleconferences, or with the use of distance voting.
- 13) All business trips** by CTU employees and **student travel** abroad organized by CTU are cancelled and are disallowed.
- 14) Visits to dormitories and mutual contact between persons staying at the dormitories in common spaces and in rooms where the person is not staying are prohibited. It is forbidden to check in new guests and students, including in hostel rooms (this ban does not apply to guests and students already accommodated in the dormitories); possible exemptions (e.g. regarding accommodation of students involved in implementing state measures to mitigate the spread of coronavirus infection) shall be authorized by the Registrar. The Novoměstský Hotel is subject to a special regime.
- 15) It is forbidden to receive guests from abroad.
- 16) **Study literature** from the Central CTU library can be made available only by making a reservation (electronically or through the library catalogue) via the distribution window in the CTU in Prague Identity Card Centre (address: Bechyňova 2571/3, Praha 6); borrowed literature cannot be returned to this distribution window. Study literature is also made available in the local libraries of the Faculty of Nuclear Engineering and Physical Engineering, at the Faculty of Transportation Sciences, and at the Faculty of Biomedical Engineering; borrowed literature can be returned to these distribution points. **The opening hours of these distribution points are from Tuesday to Thursday, between 10 a.m. and 1 p.m.**
- 17) The **University bookshop for specialized literature** is allowed to operate under conditions set by the constituent parts of the Česká technika CTU publishing house.
- 18) Persons (CTU students or employees) who are required to be **under quarantine**, or who have been infected by coronavirus must report this fact without delay by e-mail to: koronavirus@cvut.cz, including information on whether they were on CTU premises in the last 14 days and if so, where and with which people from CTU they met.
- 19) The following recommendations are made:

¹ Rector's Order no. 2020/09 – On providing study programs and on conducting examinations at CTU in Prague in connection with measures for mitigating the risk of coronavirus infection

- a) **Do not go to places** with a high concentration of people, do not travel by public transport in peak hours.
- b) Pay particular attention to the **protection of groups at risk**; constituent parts of CTU will take appropriate measures to protect CTU employees aged 55 years and over, pregnant and ill persons, and employees who cannot limit their contact with family members who are highly at risk (i.e. who suffer from a serious illness, whose body is weakened as a result of a serious illness, etc.)

20) All constituent parts of CTU will ensure that the operation of CTU is carried out remotely to the maximum extent possible, using electronic means of distance communication. Employees for whom, given the nature of their work, it is possible, will be ordered to work from home (**home office**) so that their physical presence at the workplace is not required; at the CTU Rector's Office, the head of department is authorized to issue an order to work from home. Where the physical presence of employees at the workplace is unavoidable, the work will be organized in compliance with the following rules:

- a) Employees will take turns in their offices throughout the week so that on any day ideally only one person is present in the office.
- b) Employees shall limit any mutual contact to the maximum extent possible.
- c) Employees shall limit their use of public transport when commuting to work to the maximum extent possible.
- d) Whether an employee's presence at the workplace is necessary shall be assessed using the following criteria:
 - i. Ensuring the safety of CTU (safety of personnel – security, safety of property, information security – operation of IT systems, etc.),
 - ii. Ensuring the execution of individual agendas and ensuring the operation of the Mail and Filing Office,
 - iii. Ensuring the operation of technological equipment,
 - iv. Eliminating damage to people's health, to CTU property and to third parties.

21) With the exception of

- a. persons who present a **valid CTU ID card**,
- b. persons who **enter the premises** using a key (a chip or a card, etc.),
- c. persons from organs of the **police of the Czech Republic or the City police**,
- d. persons from the **health services**,
- e. **fire-fighters**,
- f. persons dealing with accidents or carrying out inspections,

- g. persons entrusted by organs of the public administration (e.g the Ministry of Finance, the Ministry of Education, Youth and Sport, the Municipal offices of the Capital City of Prague, etc.) **to carry out inspections,**
- h. **students** attending a consultation – who present evidence of agreement from their instructor; or students taking an examination – who present evidence of an invitation; or students presenting an invitation to participate in a laboratory or seminar class),
- i. persons who demonstrate that they need access to the **mail and filing office,**
- j. persons who are allowed to enter on the basis of other provisions within this Order,

no other persons will be allowed to enter the premises on Jugoslávských partyzánů 1580/3, Prague 6 (justified exceptions will be allowed by the security officers at the building/concierges/receptionists, who will record every such entry.

Persons who are not CTU employees are required to **limit their presence in the building** as far as possible.

22) All persons in the building at Jugoslávských partyzánů 1580/3, Praha 6 are **required to wear protective equipment for the respiratory tract (masks)**² for the whole duration of their stay on the premises, except when necessary for consuming food and drink; **persons who do not have such protective equipment will not be allowed to enter the building (this also applies to the Mail and Filing Office), or they will be removed from the building.**

23) Constituent parts that are entrusted with the management of CTU property shall issue rules regulating the entry of persons into buildings and land owned by CTU **in a similar manner**, depending on the nature of the operation or the purpose for which the property is used (on lease), taking into account the use of the property by CTU employees.

24) **Meals** in the Technical Menza are available for CTU employees, subject to conditions set by the Service Facilities Administration (SÚZ).

III. Final provisions

- (1) Rector's Order No. 7/2020 On mitigating the risk of coronavirus infection is repealed.
- (2) This Order comes into effect on 4 May 2020.

doc. RNDr. Vojtěch Petráček, CSc., v. r.
rector

² In connection with the decision taken by the **Government of the Czech Republic**, which prohibits **all people from going and staying outside their homes without protective equipment for the respiratory tract**. Protective equipment includes face masks, respirators, surgical masks, scarves and other equipment **that prevents the transmission of droplets.**

Attachment no. 1
to Rector's order no. 10/2020

AFFIRMATION

**THAT I HAVE SHOWN NO SIGNS OF A VIRAL INFECTION, AND THAT I AM
NOT SUBJECT TO QUARANTINE MEASURES**

I,

(Given name, Family name)

a student of the Czech Technical University in Prague (CTU in Prague),

Date of birth:

.....

Permanent residence:

.....

Affirm that I have shown no sign of a viral infection within the last two weeks, and that I have had no acute health problems corresponding to a viral infection (e.g. a fever, a cough, breathlessness or loss of the sense of smell or taste, etc.), and that I am not currently subject to quarantine measures.

I agree that the personal data provided in this affirmation may be processed, and I take into account that these data will be processed by CTU in Prague for a period not exceeding 60 days after the end of the state of emergency.

I am aware of the legal consequences in the event that this affirmation were to be untruthful.

(Place)

(Date)

(signature)

signature