

BRNO UNIVERSITY OF TECHNOLOGY

Effect: 11.1.2021

CONSOLIDATED VERSION DECISION NO. 13/2020 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. 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. 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 and to use the protective means of their mouth and nose.

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

1. The personal presence of students at classes at BUT is prohibited.
2. The prohibition set out in Article 6, Paragraph 1 shall not apply to:
 - a) the personal presence of students in examinations attended by a maximum of 10 persons;
 - b) the personal presence of students in practical and clinical teaching and practice during the study of medical study programs,
 - c) the participation in individual consultations (only one student and one academic employee),
3. Other than full-time teaching in study programs is organized so that the goals of the accredited study 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 IS of individual faculties/departments.
5. It is possible for applicants to participate in university entrance exams with the participation of a maximum of 10 people.
6. It is recommended for BUT departments to carry out exams, especially in the distance form. In this area, a supporting methodology is prepared in Methodological Sheet No. 8/2020.

Article 7

Arrival of BUT students from abroad to the Czech Republic

1. All students who have stayed for more than 12 hours in the last 14 days in the territory of countries that are not on the list of countries with a low risk of COVID-19 or are marked on this list¹ are required to report this fact before coming to the Czech Republic, by filling in the electronic Arrival Form by remote access at <https://plf.uzis.cz/>.
2. These students are obliged to submit, upon request, the proof of completion of the electronic Arrival Form (notification) at the border or residence check and within 5 days after the arrival to the Czech Republic to undergo RT-PCR test for the presence of SARS-CoV-2 at their own expense, namely, if the public health protection authority in individual cases of persons has not decided on other quarantine measures in accordance with Act No. 258/2000 Coll. and on the duration of these measures; this does not apply in the case of students who, for the purpose of education, regularly and at least once a week legally cross the state border with the Czech Republic to or from a neighbouring state. Students are obliged to send the test result to the address pendleri@khsbrno.cz.
3. The citizens of the Member States of the European Union, including the citizens of the Czech Republic and the citizens of a third country with a long-term or permanent residence permit in a Member State of the European Union may fulfil the obligation to undergo RT-PCR test for SARS-CoV-2 by submitting a negative RT-PCR test result for the presence of SARS-CoV-2, which was performed in a Member State of the European Union and is not older than 72 hours; the test result is submitted immediately after entering the territory of the Czech Republic to the locally relevant regional hygiene station electronically to the address pendleri@khsbrno.cz.
4. The students referred to in Article 7, Paragraph 1 are also obliged to report the date of arrival to the Czech Republic and the fact that they have filled in and sent the Arrival Form by e-mail to the study department of the faculty or university where they are studying. After passing the test, they are obliged to report a positive test result to karantena@vutbr.cz.
5. Until the submission of a negative result of the RT-PCR test for the presence of SARS-CoV-2, students referred to in Article 7, Paragraph 1 are prohibited from attending full-time studies, including the entry to BUT facilities, except for their accommodation in the halls of residence building. Students listed in Article 7, Paragraph 1 are obliged to upload the report on the negative test result to the application in the BUT IS, in which they fill in the declaration on honour before entering the BUT buildings according to Article 3, Paragraph 2 of this decision.
6. For a period of 10 days from the date of arrival, the students referred to in Article 7, Paragraph 1 of this decision shall comply with the prohibition on freedom of movement, in accordance with the currently valid protective measure of the Ministry of Health²
7. The obligation to pass the RT-PCR test for the presence of SARS-CoV-2 after the arrival in the Czech Republic does not apply to students whose stay in the Czech Republic for the purpose of examination or participation in full-time teaching does not exceed 24 hours. However, before entering the territory of the Czech Republic, these students must fill in the electronic Arrival Form at <https://plf.uzis.cz/> and inform the study department of the faculty or university institute at which they are studying about their arrival in this mode.
8. The students who have already undergone laboratory-confirmed COVID-19 disease and remain asymptomatic are not obliged to submit a report on a negative result of an RT-PCR test undergone in another EU country or to undergo a test in the Czech Republic for 90 days after the isolation. However, these students are required to fill in the Arrival Form upon

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

² Also at <https://www.mzcr.cz/category/uredni-deska/rozhodnuti-ministerstva-zdravotnictvi/aktualni-mimoradna-a-ochranna-opatreni-ke-covid-19/>

arrival in the Czech Republic. If they have not already done so in accordance with Article 5, Paragraph 2, they must inform the study department of the faculty or university institute at which they are studying of the COVID-19 disease, including the submission of a positive SARS-CoV-2 test or confirmation from their physician about the undergone COVID-19 disease.

9. 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 prove this fact to the study department of the faculty/department where they study by a declaration on honour stating on which days they will regularly cross the state border with the Czech Republic at least once a week.

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 courses for employees and the public and in lifelong learning, including the University of the Third Age, is prohibited. The personal presence of employees, students and other persons at trainings, conferences and other educational events at BUT is prohibited.
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, in other cases by telephone or e-mail communication, while the personal presence of applicants and students in BUT buildings except for the halls of residence and canteens can only be agreed in cases where no other solution is possible.
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) such as a respirator, mask, mouthpiece

assembly, scarf, shawl or other means that prevent the spread of droplets, except while food consumption.

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) such as a respirator, mask, mouthpiece assembly, scarf, shawl or other means to prevent the spread of droplets, when moving and staying in common areas of Halls of Residence. These persons are not affected by the prohibition set out in Article 3, Paragraph 1 of this decision or the obligation to provide BUT with a declaration on honour in accordance with Article 3, Paragraph 2 of this decision.
5. Persons accommodated in the BUT Halls of Residence are obliged to immediately report to the email address karantena@vutbr.cz that they have been imposed a quarantine or isolation 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 RT-PCR test for the presence of SARS-CoV-19, the physician's certificate of the undergone COVID-19 disease or a declaration on honour according to Article 7, Paragraph 9 of this Decision.
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.
9. It is forbidden to provide accommodation to BUT students in accommodation facilities of BUT Halls of Residence and Canteens who have another accommodation in the territory of the Czech Republic
10. The prohibition on providing accommodation to students does not apply to students who are allowed a personal presence at classes according to Article 6, Paragraph 2 (a), (c), (d) and (e) of this Decision.
11. The prohibition of providing accommodation in accommodation facilities of BUT Halls of Residence and Canteens also does not apply to BUT students who, for reasons worthy of special attention (especially due to the family situation), cannot be considered as students who have another residence in the Czech Republic

Article 12

Libraries and study rooms

It is forbidden for students and staff to enter libraries and study rooms, the access to libraries will be allowed only for the purpose of returning or borrowing the ordered literature. When handing over the ordered literature, the library staff will have gloves and respiratory protective equipment, and the borrower will have respiratory protective equipment.

Article 13

Institutional measures and obligations of senior employees

1. It is forbidden for the public to enter the BUT premises and buildings. Long-term tenants will be advised to adjust their operation to the BUT operation, including compliance with safety measures. Short-term renting can only be allowed in exceptional and justified cases where the contact between tenants and participants in their events with BUT students is excluded and contact with BUT employees is minimized.
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, except for the exceptions, in a form other than personal presence.
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. The senior employees of BUT will take appropriate organizational measures at the departments managed by them so that their employees use home-office work as much as possible. At the same time, however, the fulfilment of the tasks of the workplaces controlled by them must be ensured. The priority is the implementation of full-time and non-full-time teaching and the provision of administrative services for students and other key tasks of BUT, especially research, including the functioning of the university as a whole, both externally and internally.
6. Business trips of employees in the Czech Republic and abroad are ordered only in urgent and necessary cases taking into account the current epidemiological situation in separate regions of the Czech Republic and abroad.
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 risk of COVID-19 disease or are identified in that list. 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.

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Annex 1

Risk factors that can lead to a very serious course of COVID-19 even the death of patients

1. Age over 65 years with associated chronic diseases.
2. Chronic lung disease (includes moderate and severe bronchial asthma) with long-term systemic pharmacological treatment.
3. Diseases of the heart and/or large vessels with long-term systemic pharmacological treatment, e.g. hypertension.
4. Disorder of the immune system, e.g. a) during immunosuppressive treatment (steroids, HIV, etc.),
b) in anticancer treatment,
c) after transplantation of solid organs and/or bone marrow.
5. Severe obesity (BMI over 40 kg/m²).
6. Pharmacologically treated diabetes mellitus.
7. Chronic kidney disease requiring temporary or permanent support/replacement of kidney function (dialysis).
8. Liver disease (primary or secondary).

With regard to the above, the risk group includes a student or employee who personally fulfils at least one of the points listed above or if any of the points are fulfilled by any person living in the same household with him/her.