

Date of issue: 3 March 2020

Effective from: date of issue

Binding for: Faculty of Mechanical Engineering, Brno University of Technology

Replacing: -

Supplement to: -

Issued by: FME Dean

Number of pages: 1

Number of annexes: -

Distribution list: Dean, Vice-Deans, faculty administrative manager, directors of institutes, directors and heads of specialised units, heads of Dean's Office departments, institute secretaries

DEAN'S INSTRUCTION No. 1/2020

Preventive measures in relation to current health risks

Following the [Recommendation of the Rector of BUT](#) due to the spread of SARS CoV-2 issued on 2 March 2020, the Dean of the Faculty of Mechanical Engineering has issued the following preventive measures:

- I. The Dean recommends the faculty staff and students arriving from the risk areas affected by the coronavirus epidemic (updated COVID-19 situation available on the [WHO](#) website), or in case they get into direct contact with infected people, to avoid going out and attending classes or working at the university for the necessary **two weeks**, even if they do not manifest any disease (self-quarantine). In this context, the faculty will give study leave to students, i.e. they will be excused from their classes (please contact the Office for Studies via e-mail: miksova@fme.vutbr.cz or telephone +420541142140, and, if necessary, also the relevant teachers via their e-mails). The faculty staff will be allowed to work outside the faculty – home office (if possible), or will be given work leave, which will be considered an obstacle at work on the employer's side according to §208 of Labour Code. The employees whom the mentioned measures concern shall contact their superior staff via e-mail or telephone to arrange further steps.
- II. All previously planned and approved business trips to the affected areas, as well as business trips to international conferences where higher number of international participants is expected, in case they shall take place by 31 March 2020, are hereby cancelled. Further steps, especially in connection to the cancellation fees for the cancelled business trips, shall be dealt with in cooperation with the Dean's Office individually.
- III. Planned but unapproved business trips to the affected areas, as well as participation at conferences, shall not be arranged until further notice.
- IV. All visits from the affected areas shall be cancelled or postponed.

V. Participation in mass events (such as trainings, field trips) is not recommended, too.

The above measures may be extended, changed or cancelled depending on the future development of the situation.

doc. Ing. Jaroslav Katolický, Ph.D.

Dean