

# BRNO UNIVERSITY OF TECHNOLOGY

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## DECISION NO. 9/2020 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 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 immediately contact their superior employee, 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, employees, students and other persons are obliged to keep a distance of at least 2 meters from another person.
5. The BUT department senior employee may set additional (and stricter) conditions for entering the department facilities and for staying in the common areas of the department buildings depending on the department conditions and the current epidemiological situation of the department.

#### **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](mailto: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](mailto:karantena@vutbr.cz). The application for a solution does not have 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 study programs**

1. The personal presence of students in classes at BUT is forbidden.
2. Other than day-time teaching in study programs is organized so that the goals of the accredited study program are met as much as possible.
3. Students are informed about the way and organization of teaching other than day-time through the BUT IS and the IS of individual faculties/departments.

## **Article 7**

### **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 8**

### **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 outside 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. confirmation of study, etc. will be sent by post or via the BUT IS at the student's request).

## **Article 9**

### **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 10**

### **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 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 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](mailto:karantena@vutbr.cz) that they have been imposed a quarantine or isolation in connection with the COVID-19 disease.
6. Persons accommodated in the BUT Halls of Residence or requesting accommodation in the BUT Halls of Residence on the basis of a future agreement or previous registration who do not have the Czech citizenship are obliged to inform the employee present at the halls of residence reception of the country they come from. If the 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, they must prove the fulfilment of this obligation at the reception of the halls of residence. If these persons do not prove the fulfilment of the stated obligation, they can be ordered to leave the BUT halls of residence until the fulfilment of the obligation.
7. 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 an isolation or quarantine in connection with the COVID-19 disease.

## **Article 11**

### **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 12**

### **Institutional arrangements and responsibilities 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 the BUT units shall take appropriate organizational measures at the departments managed by them to minimize the infection by the new coronavirus SARS-CoV-2,

which causes the COVID-19 disease, including the solution of substitutability so as to ensure the fulfilment of the tasks of these departments even in cases where some employees would be ordered to be isolated or quarantined.

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 into 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 13**

#### **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

**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/m<sup>2</sup>).
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 is fulfilled by any person living in the same household with him/her.