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management, blue-collar workers
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DECISION NO. 4/2020

Updating conditions for courses and activities at the faculty in relation to the emergency and the spread of the coronavirus

ARTICLE I

Subject matter

1. As ensues from the emergency measures taken by the Czech government and the rector's Decision no. 1/2020, the faculty adopts, until further notice, "home office" as its form of education, operation of the faculty and working hours of employees. The faculty aims to protect both the students and employees and to allow proper completion of the programme to students in their final year and completion of all courses and projects to all other students.

ARTICLE II

Academic, research and professional staff

1. The employees will work in the "home office" mode, i.e. they will work from home. Exceptions are the supervisors of the final thesis, their stay in the faculty's premises is governed by Annex 2 to this decision. Other exceptions from the prescribed mode can be granted in necessary cases by the dean upon a request sent via email.

2. Programme guarantors, i.e. teachers, are obliged to contact their students without further ado and negotiate the terms of contactless remote education using electronic communication. Should any complications arise, the teachers are obliged to contact immediately the head of the faculty and the vice-dean for education, Ing. arch. Jan Foretník, Ph.D.

3. The basic means of communication for both teachers and students is the faculty email. Both the teachers and students are obliged to react within the time reasonably expected under normal conditions.

4. The guarantor or possibly the teacher have to decide how they will assign tasks and communicate with the students. However, it is advised to use the standard tools supported by the information systems of BUT such as E-learning, Microsoft Teams, etc.

5. The guarantors and teachers will plan the remote education primarily in accordance with the actual schedule, i.e. on the days and in the hours planned at the beginning of the semester and specified in the electronic schedule. Any consultations and teaching outside the schedule can only take place outside the established times in order to prevent any overlaps with other teachers' courses. The complete schedule is available after logging into the faculty intranet: <https://intra.fa.vutbr.cz/prispevky.aspx?typ=rozvrh>

6. With regards to the ongoing development of the situation, the faculty management may give additional instructions to the academic, research and professional staff via the faculty email. The employees are obliged to check their email and react to management's requests without undue delay.

ARTICLE III

Education and students

1. At present, the physical presence of students in faculty's premises in relation to their studies is prohibited until further notice, exceptions are the students of the final years working on their final thesis. The stay of final year's students at the faculty's premises is governed by Annex 2 of this decision. All administrative tasks related to the studies will be carried out solely using electronic means or mail (e.g. the confirmation of study will be sent by mail upon the student's request).

2. In-person classes are prohibited, both in- and outside faculty's premises, exceptions are the final thesis consultations. All education including consultations of studio work, theses, papers etc. will be carried out using remote electronic communication as specified by the course guarantor and upon negotiation with the teacher.

3. The students are obliged to read and answer school emails, follow their teacher's instructions and respect the selected means of remote communications. In case the communication with the teacher does not work, or the student does not receive any instructions from the teacher, they have to inform the vice-dean for studies,

Ing. arch. Jan Foretník, Ph.D. (foretnik@fa.vutbr.cz) and the head of the study department, Mgr. Dita Havlová (havlovad@fa.vutbr.cz).

4. Unless the course guarantor or teacher decide otherwise, the remote classes will proceed in accordance with the current course timetable, i.e. on the days and in the hours specified at the beginning of the semester and in the electronic timetable (<https://www.vutbr.cz/studis>).

5. The individual courses will be taught within the period of time specified by the updated time plan of the academic year (annex 1 to the dean's directive 7/2019).

6. International exchange students (e.g. on Erasmus) are advised to return home. As regards their participation in courses using remote electronic communication, they will be treated as regular students. The Faculty of Architecture, BUT commits to make it possible for the international students to complete their term in the way described above. The instructions herein apply to international students too.

7. Regular students currently residing abroad at their stays (e.g. Erasmus) are advised to return to the Czech Republic. As regards returning students, their study requirements will be negotiated individually.

8. Regardless of the emergency, the courses follow the governing standards and study regulations at BUT.

ARTICLE IV

Technical, economic, blue-collar and other non-academic workers

1. The technical, economic, blue-collar and other non-academic personnel will work in a specific mode; their physical presence at the workplace will be limited to the time needed to fulfil urgent and necessary tasks that cannot be carried out remotely outside the workplace. The presence of individual employees shall be allocated in a separate Annex to this Decision. The rest of the working hours will be fulfilled on the part of employee in the "home office" mode, i.e. they will work from home. In necessary cases, exceptions from the prescribed mode can be granted to the personnel by the head of the department on the dean's behalf.

2. Reception

a) The entry to the building will only be possible at the entrance from Poříčí street; in the event of an arrival by car, it will be possible to drive in from Bělidla street.

b) The physical presence of doorkeepers will be the same as in the standard operation, but with more stringent measures in place arising from the emergency.

c) The mail room will resume the standard mode of operation. The mail will be received and released at the reception on workdays between 8 a.m. and 3 p.m.

3. Study department

a) The department will address only the matters communicated by e-mail or mail or by phone (in working hours).

b) The working hours are established on Wednesday and Thursday, from 9 to 11 a.m. During those hours, the individual employees will be physically present at their workplace.

- c) In order to maintain the operation of the faculty, the individual employees of the study department will be allowed to enter the premises on Monday or Tuesday, according to separate Annex of this Decision. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary
- d) In the “home office” mode of operation, the personnel of the study department is expected to react to the e-mail communication in reasonable time as in the standard mode of operation.
4. Economic department
- a) The department will address only the matters communicated by e-mail or mail or by phone (in working hours).
- b) The working hours of the economic department are established on Wednesday and Thursday, from 9 to 11 a.m. During those hours, the individual employees will be physically present at their workplace.
- c) In order to maintain the operation of the faculty, the individual employees of the department will be allowed to enter the premises on Monday or Tuesday according to separate Annex of this Decision. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary
- d) In the “home office” mode of operation, the employees of the economic department are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.
5. HR department
- a) The department will address only the matters communicated by e-mail or mail or by phone (in working hours).
- b) The working hours are established on Thursday, from 9 to 11 a.m. During those hours, the individual employees will be physically present at their workplace.
- c) In order to maintain the operation of the faculty, the employees of the department will be allowed to enter the premises on Monday or Tuesday according to separate Annex of this Decision. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary
- d) In the “home office” mode of operation, the employees of the HR department are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.
6. Dean's office and faculty management
- a) The department will address only the matters communicated by e-mail or mail or by phone (in working hours).
- b) The working hours are established on Wednesday and Thursday, from 9 to 11 a.m. During those hours, the individual employees will be physically present at their workplace.
- c) In order to maintain the operation of the faculty, the individual employees of the department will be allowed to enter the premises on Monday or Tuesday according to separate Annex of this Decision. The duty to be in the workplace these days is governed

by the instructions of the Dean or Secretary

d) In the “home office” mode of operation, the employees are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.

7. Computer centre

a) In order to maintain the operation of the faculty, the individual employees will be allowed to enter the premises from Monday until Thursday according to separate Annex of this Decision. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary.

b) In the “home office” mode of operation, the employees of the computer centre are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.

8. Production and marketing specialist

a) In order to maintain the operation of the faculty, the employee will be allowed to enter the premises every Monday and Wednesday. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary.

b) In the “home office” mode of operation, the production and marketing specialist is expected to react to the e-mail communication in reasonable time comparable to the standard mode of operation.

9. Model centre

a) The department will address only the matters communicated by e-mail or mail or by phone (in working hours).

b) The working hours are established on Tuesday and Thursday, from 8:30 to 15:00. In order to maintain the operation of the faculty, the individual employees will be allowed to enter the premises in working days.

c) The model centre will communicate solely using electronic means, which also applies to the submission of projects to manufacture. The completed models will be available for pick-up at the reception of FA, BUT.

d) Prior to the order, it is necessary to consult the material requirements of the order and adapt it to MC's possibilities and material available.

e) The student/requestor will send the order to the model centre (MC) by e-mail to kralik@fa.vutbr.cz and they will include their invoicing details: Name, surname, requestor's address, identification number (for entrepreneurs and legal entities), e-mail address and phone number for potential order adjustments. After the completion of the order, the FA will issue an invoice and will send it to the requestor by e-mail. The requestor will pay by a bank transfer in accordance with the invoicing details. Upon receiving the payment, the requestor will receive an e-mail with the instruction to pick up the order. The order will be then available for pick-up at the reception on workdays from 8 a.m. to 3 p.m. The requestor will prove their identity with a student card or ID, then they will receive the order and sign the confirmation of receipt.

10. Facilities maintenance and cleaning

- a) In order to maintain the operation of the faculty, the individual maintenance personnel will be allowed to enter the premises from Monday until Thursday according to separate Annex of this Decision.
- b) In order to maintain normal operation of the faculty, the cleaning personnel will be allowed to enter the premises on workdays. The cleaning service will be divided into pairs that will be in this composition until further notice and each pair will work on a different day.

11. Library

- a) The library will address only the matters communicated by e-mail or mail or by phone (in working hours).
- b) The working hours are established on Wednesday and Thursday, from 9 to 11 a.m. During those hours, the individual employees will be physically present at their workplace.
- c) In order to maintain the operation of the faculty, the individual employees of the department will be allowed to enter the premises on Monday or Tuesday according to separate Annex of this Decision. The duty to be in the workplace these days is governed by the instructions of the Dean or Secretary
- d) In the “home office” mode of operation, the employees are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.

12. Other technical, economic and non-academic personnel

- a) Other personnel must work in the “home office” mode, i.e. from home. In justified cases, the dean or the secretary can grant an exception to allow other personnel to enter and proceed their work at the faculty.
- b) In the “home office” mode of operation, the employees are expected to react to the e-mail communication in reasonable time as in the standard mode of operation.

ARTICLE V

Institutional measures

- 1. On Friday, employees will not be present at the faculty and there will be a sanitary day, exceptions are the staff in charge of cleaning.
- 2. The members of the management of FA BUT will be present at the workplace according to the special annex of this Decision at their discretion and for the time needed.
- 3. The governing bodies of the faculty will take action as needed and in accordance with current instruction led by BUT and the Government of the Czech Republic
- 4. Tenants (Legia)
 - a) The FA will provide access and will allow operation of the Legia printing centre.
 - b) The FA will facilitate the regular cleaning of the corridor and the toilet on the ground floor of the building B.

c) As specified in BUT rector's decision no. 1/2020, it is advised to adapt the operation at all workplaces reasonably and adhere to hygienic and safety measures. It is advised to award contracts electronically.

ARTICLE VI

Final provisions

1. This decision annuls the Dean's decision no 3/2020
2. For everything else, the rector's decision 1/2020 applies.
3. The measures herein are effective until further notice.

Ing. arch. MArch Jan Kristek, Ph.D.
Dean

ANNEX NO. 1 TO THE DEAN'S DECISION NO. 4/2020

Layout of the workplace presence for the THP, blue collar professions and other non-academic staff

In order to protect the health and maintain the operation of the FA BUT in order of quarantine of one of employees, the non-academic staff will be divided into 2 groups with regard to mutual substitutability and in order to minimize the stay of more people in one space:

Group 1:

Permitted presence in the workplace on Monday and Wednesday:

Barák Martin, DiS
Galeová Nicol, Ing. Arch.
Girethová Marie
Havlová Dita, Mgr.
Jandová Lucie, DiS
Kilnarová Pavla, Ing. arch.
Košťál Rostislav, Ing.
Kristek Jan, Ing. arch. MArch
Pátková Jana
Pavlíková Jitka
Pospíchal Lubomír
Sládeček Svatopluk, Ing. arch.
Toman Radek, Ing. arch.
Tomášková Romana
Zámečnicková Petra

Group 2:

Permitted presence in the workplace on Tuesday and Thursday:

Bárta Benjamin
Bednářová Alena, Ing.
Blümel Miroslav
Doubravová Ladislava, Mgr.
Foretník Jan, Ing. arch., Ph.D.
Hasala Petr
Hošťálková Anna
Karásková Kristýna, Bc.
Králík Martin
Sedlák Petr, Ing.
Palacký Jiří, doc. Ing. arch., Ph.D.
Presová Radmila, Ing. Bc., Ph.D.
Šrutková Helena, Ing.
Viktorin Jan, doc. Ing., CSc.

Detailed rules and recommendations:

- 1) Members of group 1 shall not meet with members of group 2
- 2) There should be only one employee at a time per office
- 3) The present days are the maximum, the superior rule is the maximum possible home office
- 4) It is recommended to limit face-to-face meetings and meetings to the minimum necessary and to make maximum use of electronic communication tools and telephones
- 5) Hygienic recommendations:
 - a. Wash and disinfect hands

- b. Wear a mask or a respirator during a face-to-face meeting (in case of a respirator with exhalation valve, it is necessary to cover it with a mask, therefore the masks are rather recommended)
- c. Disinfect frequently touched surfaces several times a day: cell phone, telephone, keyboard, mouse, keys, card, handles, etc.
- d. Fabric mask use maximum of 3 hours net time, then wash at 60 degrees and iron.
- e. Ventilate frequently

ANNEX NO. 2 TO DEAN'S DECISION NO. 4/2020

Layout and conditions of presens in the faculty premises for students of final years and supervisors and consultants of final theses

For reasons of health protection and keeping the FA BUT going, the presence of final year's students and supervisors and consultants of final theses at the faculty premises will be allocated. Stay at the faculty premises will be possible only under the following precautions. The aim is to minimize the risk of virus spread and, in the case of infection, to reduce the number of quarantined academics.

1) The final year's students and their supervisors and consultants are allowed to stay in the faculty premises only for the purpose of completing the final thesis and only in the necessary cases. Online teaching is still preferred.

2) The supervisors of the final theses will be assigned rooms, where, at their own discretion, they will allocate a workplace to a maximum of five students per one assigned room. The work groups set by the group leader, must keep the permanent composition so as not to expand the number of people to whom the group meets. As decided by the group leader the workgroups will be allowed to enter the individual rooms only on the following specified days:

Monday and Wednesday:

Ing. arch. Nicol Galeová:	B513
MgA. Svatopluk Sládeček:	B512
B.Arch. Martin Kaftan, MSc, Ph.D.:	B620
Ing. arch. Ing. Jiří Vítek:	B620
Ing. arch. Jan Mléčka, Ph.D.:	A219, A216, A215
doc. Ing. arch. Josef Kiszka:	A214, A209
Ing. Michal Palaščík:	A212, B803
Ing. arch. Radek Toman, Ph.D., MgA.:	A304, A305
Ing. arch. Vojtěch Jemelka:	A304, A305
Ing. arch. Jiří Marek;	A411, A409, A407, A413
Ing. arch. MArch Jan Kristek, Ph.D.:	A177, A311

Tuesday and Thursday:

mgr inž. arch Szymon Rozwalka:	B660
Ing. arch. Petra Žalmanová, Ph.D.:	A218
Ing. arch. Vítězslav Nový:	A215, A211, A301, B804
doc. Ing. arch. Jiří Palacký, Ph.D.:	A206
doc. Ing. arch. Karel Havliš:	A313, A316, A302
Ing. arch. Luboš Františák,:	A313, A316, A302
prof. Ing. arch. Hana Urbášková, Ph.D.:	A306
doc. Ing. arch. Ivo Boháč, Ph.D.:	A417, A419
prof. Ing. arch. Helena Zemánková, CSc.:	A417, A419
Ing. arch. Jan Foretník, Ph.D., Ing. arch.:	A205
Barbora Ponešová, Ph.D.:	A205

2) Consultations are possible in the number of five students + one teacher (specialist, consultant, etc.). Everybody attending the consultation must wear respiratory protective equipment (covering nose and mouth) such as respirator, mask, mouthpiece, scarf or other means to prevent the spread of droplets, for the whole duration of consultation. These protective equipment must be also used when moving in all the common areas of the faculty. Teachers and consultants will pick up a protective mask provided by BUT with the level of protection FFP2 at the reception.

3) Students, teacher or consultants who have acute health problems corresponding to a viral infectious disease (fever, cough, shortness of breath, sudden loss of taste and smell, etc.) or are ordered quarantine must not take part of the consultation.

4) Teachers from a risk group, ie over 65 years of age or younger with a serious illness considered to be at risk of COVID19 (heart disease, lung disease, asthma, diabetes, etc.) may not participate in the consultations. In such a case, the employee should inform the HR department (Ing. Bednářová) or the Dean directly about his/her health condition.

5) The teacher is obliged to report to the reception immediately after arrival and use the employee card at arrival and departure so that his/her presence in the building is recorded in the information system. At the first arrival the teacher will pick up the FFP2 protective mask at the reception. The final thesis supervisor is obliged to ensure that sufficient number of disinfectants are placed in the assigned room and to notify the secretary or the building management in the case of lack of disinfectants.

6) Students are obliged to sign an affidavit on infectiousness electronically at <https://vut.cz/bezinfekcnost> before the beginning of consultation.

Affidavit confirms that he or she has not been ordered a quarantine on the day of beginning of consultation and that he or she is free of acute health problems corresponding to viral infectious diseases (fever, cough, shortness of breath, sudden loss of taste and smell, etc.) and that he or she is aware of legal consequences if the statement would not be true. The affidavit must be signed every day before entering the faculty building. This will be checked at the reception and he or she will not be allowed to enter the faculty building without a signed affidavit.

7) Before entering the faculty building the student must report at the reception and always use his own entrance card so that his arrival is recorded at the information system. Similarly, when leaving the faculty building, the student is obliged to use his own entrance card so that his departure is recorded in the information system.

8) After entering the faculty building, students must stay only in the assigned studio room. Outside the assigned room the students can move only on the floor of the assigned studio and only for the necessary time, eg in the case of using toilet. The aim is to adapt the behaviour so that in the case of possible infection the quarantine and disinfection of the building is limited to a specific studio or floor and the rest of the faculty may remain in operation.

9) Other hygienic recommendation:

- a) Wear the protection mask all time when at the faculty building and disinfect your hand often
- b) Try to keep the distance when in the studio and ventilate often
- c) Try to limit the time spent in one room with more people and do only the most necessary activities in the studio which cannot be done remotely.