

Date: June 1, 2020  
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Groups concerned: students, academic staff, technical and administrative personnel,  
management, blue-collar workers  
Distribution list: faculty management  
Annuls: Decision no. 7/2020

## **DEAN'S DECISION NO. 8/2020**

### **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. Based on the extraordinary measures taken by the Ministry of Health of the Czech Republic from May 19, 2020 and Act No. 258/2000 Coll, on the protection of public health, and further on the basis of BUT Rector's Decision No. 2/2020 in the context and development of crisis situation of the spread of coronavirus it comes to adjusting the forms of teaching, operation of FA BUT and working hours of employees. The aim is to protect the students and employees and, at the same time, but in emergency mode, enable the proper completion of studies for final years students and fulfillment of all study obligations for other students.

#### **Article II**

##### **Obligation**

1. All employees and students of the faculty follow this decision. However, personal presence on the premises of the faculty is not recommended for employees and students from the so-called risk groups, even in the cases that this decision allows.

2. The risk group are employees and students who are at risk of serious course of COVID-19. These are mainly employees or students:

a) over the age of 65 with associated chronic diseases

b) with chronic lung disease (including moderate and severe bronchial asthma) with long-term systemic pharmacological treatment

c) with heart and/or large vessel disease with long-term systemic pharmacological treatment, eg. hypertension

d) with a disorder of the immune system, eg during immunosuppressive treatment (steroids, HIV, etc.), or during anti-tumor treatment

- e) after transplantation of solid organs and/or bone marrow
  - f) with severe obesity (BMI over 40kg/m<sup>2</sup>)
  - g) with pharmacologically treated diabetes mellitus
  - h) with chronic kidney disease requiring temporary or permanent support/replacement of kidney function (dialysis)
  - g) With liver disease (primary or secondary)
3. Employees from risk group are advised to notify their supervisor or the Dean. Students from risk groups are advised to notify the teacher or vice dean for studies.

### **Article III**

#### **Academic, research and professional staff**

1. Academic staff shall be permitted to be present at the workplace throughout their working hours under the following conditions:
- a. it is necessary to keep a distance of 1.5 meters from the members of academic community
  - b. the use of respiratory protective equipment is recommended
  - c. as far as possible the movement is restricted to the premises of workplace and adjacent roads
  - d. the employee must not show signs of acute viral illness and is not ordered quarantine
2. In justified cases, a homeoffice may be arranged with academics. During working hours, in homeoffice mode a response to email and telephone communication comparable to normal operation is expected. The basic means of communication, to which teachers and students are obliged to respond in a reasonably long time comparable to normal operation, is faculty email. In case of complications, they are obliged to contact immediately the head of the department and the vice-dean for teaching Ing. arch. Jan Foretník, Ph.D.
3. Depending on the development of the situation, further instructions may be given to academic, research and professional staff by the faculty email. In this sense, employees are obliged to check the faculty email and respond to management requests without undue delay.

### **Article IV**

#### **Teaching and students**

1. The participation of students in full-time teaching is limited by extraordinary measures taken by the Ministry of Health of the Czech Republic from May 19, 2020 and possible only under the conditions which are further regulated by Annex. No. 1 to this decision.
2. The course of the semester is governed by the updated schedule of the academic year

(Annex no. 1 of the Dean's Decision 7/2019)

3. The course of the examination period is governed by Annex no. 4 of the Dean's decision 7/2019 Extraordinary regulation for examinations in SS2019/2020
4. The administration related to study will be handled exclusively electronically or by post (eg confirmation of study, etc. Will be sent by post or BUT IS at the students request).
5. Students are obliged to read and respond school emails, follow the teacher's instructions and respect the chosen means of long-distance communication. In the case the communication with the teacher will not be functional, or the student will not receive instructions from his/her teacher, he/she must notify by email the vice dean for study matters Ing. arch. Jan Foretník, Ph.D. ([foretnik@fa.vutbr.cz](mailto:foretnik@fa.vutbr.cz)) and the head of study department Mgr. Dita Havlová ([havlovad@fa.vutbr.cz](mailto:havlovad@fa.vutbr.cz)).
6. International students on study stay (Erasmus, etc) are recommended to return home and, in terms of participation in teaching by means of distance electronic communication, they will be treated analogously as full-time students. The aim of the FA BUT is to enable international students to complete the semester in this way and the instruction given above apply to them.
7. Ordinary students who are currently abroad for study stays (Erasmus, etc.) and are considering returning to the Czech Republic, contact the head of study department, Mgr. Dita Havlová ([havlovad@fa.vutbr.cz](mailto:havlovad@fa.vutbr.cz)) regarding further steps.
8. Regardless of the emergency régime, teaching is governed by superior standards and study regulations of BUT.

#### **ARTICLE V**

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

1. Employees are allowed to be present at the work place for the full working hours under the following conditions:
  - a) keeping 2 metres distance
  - b) use of respiratory protective equipment is recommended
  - c) when keeping 2 metres distance is not possible use of respiratory protective equipment is necessary
  - d) movement is restricted only in the workplace and adjacent places
  - e) the employee does not show the signs of acute viral disease and has not been ordered a quarantine
- a) In justified cases, a homeoffice can be arranged with employee. During working hours in the homeoffice mode, a response to email and telephone communication comparable to normal operation is expected.

2. Registry

The function of the registry office is performed only by the reception on working days from 8:00 to 15:00

3. Office hours of workplaces are listed on the BUT FA website.

4. Other hygienical recommendations:

- a) regular hand disinfection
- b) frequent room ventilation
- c) limitation of the stay of more persons in the room for the time strictly necessary

## ARTICLE VI

### Institutional measures

The faculty bodies will act as needed and in accordance with the current instructions of the BUT management and the government of the Czech Republic.

1. 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 VII

### Final provisions

1. This decision annuls the Dean's decision no 7/2020
2. Others are governed by the Rector's decision no. 2/2020
3. The measures herein are effective until further notice.

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