



Rector's order

no. 7/2020

On reducing the risk of infection by coronavirus

I.

Introductory specifications

- (1) This order is issued in connection with the recommendation of the Ministry of Health of the Czech Republic based on an announcement by the Government of the Czech Republic in connection with information about the spread of coronavirus disease (a viral infection) in the territory of the People's Republic of China in 2020 and on the basis of current information about the development of the situation concerning coronavirus.
- (2) In order to contribute to a reduction in the risk of infection by coronavirus, I am publishing these measures which all persons at the Czech Technical University in Prague (CTU) are required to carry out and which persons heading constituent parts of CTU in Prague, the registrar at the rectorate, in collaboration with the relevant vice-rectors, are required to ensure are implemented.

II.

Measures for reducing the risk of infection

- (1) No student arriving from the People's Republic of China, or from abroad, or from regions that are under quarantine, shall be registered for the summer semester of 2020, or for any other semesters; if such a student has already been registered, her/his studies shall be interrupted until 26.6.2020, or in the case of need for a longer period of time, if required due the development of the situation regarding the spread of coronavirus infection. The restriction laid out in this section is not valid if a student arriving from the People's Republic of China demonstrates that she/he arrived on the territory of the Czech Republic not later than on January 25th, 2020. It is possible to register, and the restrictions laid out in this section will be lifted, if registration can be done without contact (using electronic means of distance communication, or through an intermediary who is a person not under quarantine, etc.)
- (2) Persons who since **February 11th, 2020** have been in the People's Republic of China, Hongkong, Iran, Japan, Singapore, South Korea or Italy, or who have passed through these countries (hereafter referred to as the high-risk regions) are at risk of having been exposed to coronavirus infection. These persons are forbidden for a period of 14 days after their return to the Czech Republic to spend time

on the premises of CTU, and especially are forbidden to take part in classes, to visit the canteens, the libraries, the workshops and other social facilities, and are required to keep to the following rules

- a) To announce their personal information (name, telephone, e-mail, the place from which they have come, their date of return, and their place of residence in the Czech Republic) to their line manager, who will pass the details on to the CTU contact point, to Mrs Kinkalová, e-mail Ivana.Kinkalova@cvut.cz, tel. +420-22435-3673 (until 8.3.2020 represented by Mrs Růckerová, e-mail Jana.Ruckerova@cvut.cz, tel. +420-22435-3493)
- b) For a period of 14 days after returning from a high-risk region they will self-isolate themselves from contact with other persons.
- c) Those employees who do a type of work that makes it possible will be told to **work from home for a period of 14 calendar days from the day of the return of the employee from the high-risk region.**
- d) If due to the type of work that the employee does it is not possible to work from home (e.g. administrative work, or manual work) the employer will not give work to the employee according to her/his work agreement for a period of **14 calendar days** after her/his return from the high-risk region; in this case the employer is deemed to have obstructed the work of the employee, **and the employee is entitled to be paid at the rate of her/his average remuneration.**
- e) Students will be excused from their studies for 14 days after returning from a high-risk region. The student must provide proof or provide an affirmation that she/he was in, or passed through, a high-risk region; distance study will be facilitated as far as possible, or self-study materials will be provided.
- f) If these persons show signs of an influenza-type illness or a respiratory disease, they must without delay inform the CTU contact point and get in touch with the National Institute of Public Health (tel: +420 733 673 949, at night: +420 733 673 900)

- (3) All students and third parties who have arrived from a high-risk region are forbidden for a period of 14 days after their entry into the territory of the Czech Republic to visit the following premises of CTU,
- a. CTU canteens
 - b. CTU study rooms
 - c. CTU libraries

Information about these restrictions is to be posted at the entrance to the premises listed here.

(4) With immediate effect, all working visits by employees and all student travel organized by the university to the high-risk regions shall be cancelled.

(5) All constituent parts of CTU are required without delay to ensure that their students arriving from the high-risk regions are informed about the content of this order.

(6) CTU students and staff are required to acquaint themselves every day with current information about the situation as regards CTU's approach to the coronavirus situation, as published on the CTU web pages (<https://www.cvut.cz/>) and to keep to guidelines given there; employees who do not have access to the web must be provided with this information by their immediate line manager. Students can access this information through the CTU information system (KOS)

7) With effect from 23 March 2020 until 5 April 2020

a) All face-to-face teaching is curtailed, including sports activities, the University of the Third Age and Lifelong Learning (lectures, exercises, seminars, consultations, etc.)

Classes will be replaced to the greatest possible extent by contactless classes (i.e. with the use of online teaching and electronic means of distance communication). Unoccupied hours for classes that cannot be held without contact (e.g. laboratory classes) can be covered by cumulating other courses for which contactless teaching is possible, so that the framework of the semester can be preserved as far as possible.

b) All taking of examinations, state final examinations, presentations of theses, and promotion examinations is halted; end-of-year presentations will to the greatest possible extent take place contactlessly (with the use of online learning, or with the use of electronic means of distance communication).

c) Meetings, consultations, conferences, work negotiations, etc. held on the grounds of CTU in Prague are curtailed; CTU employees will to the greatest possible extent limit their participation in such activities held off the premises of CTU.

d) Cultural events and sports events taking place on the premises of CTU and also events organized by CTU away from the CTU premises are curtailed.

e) If they cannot be postponed, meetings of organs of CTU will take place in the form of videoconferences or teleconferences, or with the use of voting in written form.

f) No working visits by CTU employees and no student travel abroad organized by CTU are allowed.

g) Visits to student dormitories, contact between accommodated persons in communal places, and in rooms in which they are not accommodated, are prohibited. New guests and new students must not be accommodated in the dormitories, including the hostel rooms (this ban does not refer to guests and students accommodated at the dormitories before 19.3.2020); exceptions (e.g. for accommodated students participating in state measures aimed at limiting the spread of coronavirus infection), will be allowed by the university registrar. The Novoměstský hotel comes under a special regime.

h) No students from abroad are to be accepted.

(8) Persons (students or CTU employees) who are required to quarantine themselves, or who are infected by coronavirus, are required to report this fact without delay by e-mail to: koronavirus@cvut.cz, and must provide information as to whether they have been on the premises of CTU within the last 14 days, and where, and which persons from CTU they met with.

(9) With effect from 10 March 2020 until 5 April 2020, I issue the following recommendations:

a) Do not congregate in places where there is a high concentration of people, and do not travel by public transport in the peak hours.

b) Give special care to the protection of people in high-risk groups; the faculties and other parts of CTU will take suitable measures to protect CTU employees over the age of 55 years, pregnant and ill

employees, and employees who are not able to limit their contact with a family member with a high risk factor (suffering from a serious disease, physically weakened after a serious illness, etc.)

(10) All faculties and parts of CTU will ensure that operations at CTU are carried out contactlessly, to the greatest possible extent, with the use of electronic means of distance communication. Those employees whose type of work makes it possible will be enabled to work from home (home office) so that employees will not have to be physically in the workplace; at the Rectorate of CTU, ordering work from home is within the competency of the head of department. If the physical presence of employees in the workplace is essential, work will be organized using the following rules:

a) In the course of the week, employees will take turns in the office in such a way that on a given day ideally only one employee is in the office.

b) Employees will meet as infrequently as possible.

c) Employees will travel to work by public transport as little as possible.

d) The necessity of the presence of employees in the workplace will be assessed according to the following criteria:

i. ensuring the security of CTU (safety of persons - security, protection of property, protection of information – operation of the IT system, etc.),

ii. ensuring that individual agendas are fulfilled and ensuring that the mailroom is in operation,

iii. ensuring the operation of technical equipment,

iv. eliminating damage to the health of persons, to the property of CTU and to third persons.

(11) With the exception of persons who present a valid CTU employee card, or who gain entry with a key (a chip, a card, etc.), organs of the police of the Czech Republic, the health services, the fire service, and persons dealing with an accident or carrying out checks, access to the building at Jugoslávských partyzánů 1580/3, Praha 6 will not be granted to any other persons (justified exceptions may be made by the security staff of the building /porters /receptionists, who will register any access that is given); this does not concern access of third persons to the mailroom. Throughout the time when any person is present in this building, she/he is required use protective measures for the airways (a mask); any person not equipped with such protection will not be admitted to the building (including the mailroom) or will be order out of the building. Faculties and other parts of the university that administer property entrusted to them will make rules for the entry of persons into buildings and premises owned by CTU in a similar manner, taking into account the type of operation, the purposes for which the property is used (rented), taking into account the use of this property by employees of CTU.

III.

Final specifications

- (1) Rector's Order no. 5/2020 on limiting the risk of coronavirus infection is cancelled.
- (2) This Order enters into force on March 6th, 2020.

Changes introduced into Supplement no. 1 of 9 March 2020 enter into force on 10 March 2020.

Changes introduced into Supplement no. 2 of 20 March 2020 enter into force on 20 March 2020.

doc. RNDr. Vojtěch Petráček, CSc., v. r.

rector