

GUIDELINES FOR THE DEAN'S ORDER No. 3/2020

to reduce the risk of coronavirus infection in the week from 18 May 2020

From 18 May 2020, Dean's Order No. 3/2020 enters into force (**simultaneous presence of a maximum of 15 people in the room during contact teaching / consultation / examination**, we assume that if a distance of 2 meters is maintained, up to 100 people will be allowed to be present at one time from 25 May 2020).

Duties of teacher

1. Contact classes
 - a. In the current situation, contact classes are voluntary for students.
 - b. The teacher, in agreement with the students, will determine the place and time of a class or measurement in the laboratory and will note the data in [this table](#). The teacher must provide a room large enough to maintain a distance of at least 2 meters between the participants. He / she informs the head of the department about the planned consultation.
 - c. The teacher informs the student about his / her duties.
 - d. The teacher is obliged to keep a list of persons who participated in contact teaching (consultations) in the group; the list shall be kept for 60 days from the end of the state of emergency.
 - e. Classes will take place for the necessary time in the specified room.
 - f. The teacher is responsible for ensuring that other safety rules in the laboratories are followed and that the student is not unattended.
2. Contact exam
 - a. The contact exam will take the form of a written test. Students will leave the faculty without delay after taking a written test. They will not wait for the tests to be corrected, the teacher will enter the results in the KOS system.
 - b. The examiner writes the date in the KOS system and in case of a request for a faculty room [reserves](#) it (the schedule of faculty rooms will be controlled, the department rooms are managed by the department itself).
 - c. The examiner makes sure that the students are placed in the room so that there is a minimum distance of 2 meters between them. He or she also makes sure that other hygienic rules are observed, such as the use of mask/face coverings, etc.
 - d. After writing the test, the examiner will ask the students to leave the building without undue delay (possible oral examinations and consultations can take place by videoconference). We consider the entry in the KOS system to be the communication of the test result. If the student does not agree with the result of the exam, he or she must inform the examiner no later than one day after the exam that he or she is interested in inspecting the test. The examiner will allow the student to consult by teleconference (e.g. via MS Teams at a pre-arranged / announced date) or will allow continuation by oral exam.
 - e. If all are examined in one room, the examiner does not have to keep a list of participants. The record of examined students in the KOS system will be used to serve this purpose. If the participants of the examination are divided into several rooms, the examiner is obliged to keep a list of persons who participated in the contact class (consultation) in the group; the list shall be kept for 60 days from the end of the emergency state.
3. Consultation

- a. The consultant, in agreement with the students, will determine the place and time of the consultation and [state the data in this table](#) (attention, the faculty rooms will have a given schedule). The teacher must provide a room large enough to maintain a distance of at least 2 meters between the participants. He / she informs the head of the department about the planned consultation.
 - b. The teacher informs the student about his / her duties.
 - c. The teacher is obliged to keep a list of persons who participated in contact classes (consultations) in the group; the list shall be kept for 60 days from the end of the emergency state.
 - d. Classes will take place for the necessary time in the specified room.
4. The teacher is obliged to use respiratory protective equipment (masks) for the entire period during which the employee is in contact with students.

Duties of a student

1. The student arrives at the agreed time.
2. Upon entering the building, he or she disinfects his or her hands and submits a written affidavit (printing and filling it in advance is recommended) about the absence of symptoms of viral infectious disease in the previous two weeks (without acute health problems corresponding to viral infectious disease – e.g. fever, cough, difficult or laboured breathing, sudden loss of taste and smell, etc.) at the security guard / reception desk. Each visit requires a new statement.
3. The student goes to the place of teaching, examination or consultation, where he / she meets the teacher. If the room is still closed, he or she waits in the hallway and keeps distance from other students.
4. After the consultation / measurement in the laboratory / exam, the student leaves the building without delay and checks the result in the KOS system at the agreed time - the registered evaluation / mark. The student has the right to disagree with the assessment. In this case, he or she contacts the examiner no later than the day following the registration of the evaluation in the KOS system and arranges an online consultation, e.g. via MS Teams.
5. The students are obliged to use respiratory protective equipment (masks) for the entire period that they are in the FEE building.

Reception

1. The security guard / reception desk collects affidavits and can verify the identity of a student.
2. It records visits in the arrival book.
3. To ensure the operation of the security guard / reception desk, the workplace is equipped with disinfectants, masks and respirators FFP2 (providing two-way protection), disposable gloves and protective shields.
4. The affidavit form can also be picked up at the FEE security guard / reception desk.

Office for buildings (TPO)

1. At the end of the exam or class, the TPO disinfects the room and marks this action in the [table](#) (the TPO is responsible for faculty rooms)

Employees

1. Employees may come to the workplace, the head of the workplace may call workers if necessary.
2. The heads of departments of the faculty, vice-deans and the dean decide on the continuation of home office of their subordinates.
3. If possible, a supervisor may, by request, allow an FEE member belonging to a risk group (see separate paragraph below) who comes into direct contact with a large number of other people to carry out his or her duties in a special mode, for example by providing more effective protective equipment or otherwise.

Visits

1. Upon arrival, the visitor shall be entered in the guest book at the reception, disinfect his or her hands and submit a written affidavit.
2. The visitor goes to the place of the meeting and shall leave the building without delay after the meeting.
3. The visitor is obliged to use respiratory protective equipment (masks) at all times.

Disinfection

1. Containers with hand sanitizer are located on the FEE premises.
2. Regular disinfection of surfaces or objects (e.g. door handles, elevator buttons, light switches, etc.) used by a particularly large number of people is performed as required, even several times a day.
3. Disinfection is performed several times a day as needed. The TPO disinfects in the common areas of buildings and faculty classrooms. Inside the rooms belonging to the administration of the departments, disinfection is provided by the respective department.
4. Rooms in which instruction, examination or consultation takes place must be equipped with a hand disinfectant (provided by the TPO). Immediately upon entering the room, each person must use this disinfectant.
5. Frequent ventilation (at least once an hour for 5 minutes) is necessary in each room where teaching, examination or consultations take place.

Persons with risk factors - The Ministry of Health has determined the following risk factors:

1. Aged 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) during anticancer treatment, c) after transplantation of solid organs and / or bone marrow
5. Severe obesity (BMI over 40 kg / m²)
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)