DEAN´S ORDER

No. 3/2020

on Reducing the Risk of Infection by Coronavirus

I.
Introductory provisions

(1) This Order is issued in connection with measures taken by the Government of the Czech Republic, by relevant ministries and other authorities in relation to **reducing the risk of infection** by coronavirus and based on current information about the epidemiological situation; the provisions in this Order are not valid in cases where stricter conditions, regulations and approaches are laid down in legal rulings or in other binding measures taken by a higher legal power.

(2) A guideline is issued with this order.

II.
Entering and Leaving FEE Premises

(1) Entering FEE premises is only allowed for students, teachers, employees of FEE CTU in Prague, the police, the fire brigade, medics, workers transporting packages for FEE, employees of subjects tenanted in FEE premises, visitors announced ahead of time, and persons providing necessary repairs, checking and the like in the FEE building.

(2) Upon entering FEE buildings, students and other persons, with the exception of FEE employees are obligated to submit a signed written affirmation of the non-existence of viral infection symptoms in accordance with Attachment No. 1 of this Order.

(3) All persons in the circulating area of FEE are required to:
- Wear protective equipment for air passages (surgical masks);
- Follow the rules of hygiene;
- keep a 2 m distance between persons, unless these persons are in a closer relationship.

(4) After the instruction, exam, or consultation has been finished, students are obligated to leave the FEE building without delay.

III.
Holding Classes, Exams and Consultations in Rooms at FEE

(1) Classes and exams will be replaced by distant teaching as much as possible (i. e. utilizing online teaching and telepresence).

(2) Face-to-face (classroom) instruction may be held on condition that the requirement of a maximum of 15 persons, in case of written part at most 100 persons present in a room is met (depending on the room capacity).

(3) The teacher will put the information about a planned class, exam[1] or consultation in the registration chart. The room indicated in the registration chart will be disinfected after each teaching unit.

(4) The FEE employee responsible for the class, exam or consultation will ensure that a list of people participating in the respective group activity is made. The list will be stored in the department for 60 days after the observation of epidemiological measures and recommendations in accordance with provisions of the Goverment of the Czech Republic, relevant ministries and other authorities.

(5) During instruction or exam, FEE teachers and students are required to wear protective respiratory equipment while keeping a 1,5 m distance. Exceptions are stated in the guideline.

IV.
Provisions for Reducing the Risk of Infection

(1) Meetings can be held face-to-face in FEE buildings as long as the number of attendees does not exceed 100 persons (depending on the room capacity). The FEE employee responsible for assembling such a meeting will ensure that a list of people participating in the respective meeting is made; the list will be stored for 60 days after finishing.

(2) Business trips of FEE employees and student travel organized by CTU are permitted in accordance with the regulations of the Government of the Czech Republic.

(3) Accepting foreing guests and FEE students is permitted in accordance with the regulations of the Government of the Czech Republic.

(4) No person showing respiratory tract infection symptoms that might match known COVID-19 symptoms (body temperature above normal, coughing, sudden loss of taste and smell, or another sign of an acute respiratory tract infection) may enter the FEE premises.

(5) Persons (FEE student or employees) in a compulsory **quarantine** or who have tested positive for coronavirus, are obligated to report this fact without delay to this e-mail address: **sekretariat@fel.cvut.cz**, The information regarding whether they have been to the CTU premises (and where exactly) within the last 14 days and the people they possibly met there, will be included in the report.

V.
Final provision

(1) All FEE workplaces are obligated to inform their incoming students about the contents of this Order without delay.

(2) This Order takes effect as of 18th May, 2020.

prof. Mgr. Petr Páta, Ph.D.
Dean

Changes made by Amendment No. 1 take effect as of 25th May, 2020.
Changes made by Amendment No. 2 take effect as of 2nd June, 2020.
Changes made by Amendment No. 3 take effect as of 8th June, 2020.

[1] Exams set in KOS are put into the registration chart automatically.

Attachment No. 1

to Dean's order No. 3/2020

AFFIRMATION

OF NON-EXISTENCE OF VIRAL INFECTION SYMPTOMS

AND QUARANTINE MEASURES

I, ……,

(name, surname)

a student/visitor of the Czech Technical University in Prague (CTU),

Date of birth: .....

affirm that I have shown no signs of viral infection within the last 14 days and that I have had no acute health problems corresponding to a viral infection (e.g. fever, coughing, breathlessness, sudden loss of taste and smell, or similar)

and that I am not currently subject to quarantine measures.

I give my consent to the processing of personal data included in this Affirmation and I acknowledge that the data will be processed by CTU for a period of time no longer than 60 days after the end of the state of emergency.

I am aware of the legal consequences in the event that this affirmation were to be untruthful.

In .....

Date: .....

……

Signature