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RECTOR'S ORDER

No. 21/2020

On reducing the risk of coronavirus infection

I.
Introductory provisions

(1) This order is issued in connection with measures taken by the Government of the Czech Republic, the relevant ministries and other organs in connection with reducing the risk of infection with the coronavirus (an infectious viral illness) and on the basis of current information on the development of the situation with regard to the coronavirus; the guidelines set out within this Order are not valid in cases when stricter conditions, rules and approaches are imposed by legal regulations or by other binding measures issued by a higher legal instance.

(2) In order to contribute to reducing the risk of infection by the coronavirus, I am issuing these guidelines, which are to be adhered to by all persons at the Czech Technical University in Prague (CTU) and the implementation of which is to be ensured by persons heading the constituent parts of CTU, and at the CTU rectorate by the registrar in collaboration with the relevant vice-rectors.

(3) The constituent parts of CTU may establish stricter conditions in order to carry out the guidelines within this Order.

II.
Measures for reducing the risk of infection

(1) It is the aim of CTU to maintain the highest quality of instruction in bachelor, master's and doctoral studies.

(2) In order to reduce the risk of infection by the coronavirus, the operations of CTU will derive from the rules set out in the levels of the anti-epidemic system of the Czech Republic (PES in Czech) according to the current epidemiological situtation. Each constituent part or dislocated workplace of the university will act in accordance with the level of alertness applicable in the place where it is located. Workplaces in Prague will act in accordance with the conditions set for Prague, the Faculty of Biomedical Englineering will act in accordance with the level of alertness valid for the Central Bohemian Region, the dislocated workplace in Děčín will act in accordance with the conditions set for the Ústí nad Labem Region, etcetera. The current situation is set out in information sources – see https://onemocneni-aktualne.mzcr.cz/

(3) The level of alertness for each constituent part of the university will be updated every week, as will the level of alertness issued by the Ministry of Health of the Czech Republic.

(4) All CTU employees and students are required on a daily basis to check the current information published on the CTU web pages (www.cvut.cz/en).

(5) The levels of alertness are as follows:

Level 1 – State of caution

a) University buildings in the given region are closed to the public. However, individual visits arranged in advance for the number of people as stipulated in the current hygienic restrictions, under the condition that the visitors wear masks and adhere to other hygienic measures, are allowed. Each constituent part of CTU keeps a register of the visitors and the visited persons. It is recommended that the employee receiving the visitors should pick them up and accompany them to the reception. A requirement to wear a mask in all common areas of the university (all instructional spaces and communication spaces).

b) A requirement for students to wear masks also during classes.

c) The maximum number of students present in places of instruction is 100. In cases where the number of students registered for a course (for a lecture, for a practical, etc.) is greater than the permitted number of persons, instruction passes over into distance form, with a preference for keeping to the timetable that is valid for contact instruction. The responsible person for a course, or a teacher of the course delegated by him/her, is required without delay to inform by e-mail all registered students, the vice-dean for education, the responsible person for the course and the head of department, including details about instruction for the course; the situation when an instructor for whom a replacement is not available has been placed in quarantine will be handled in an analogous manner.

d) d) **Examinations** can take place in-person, **with no restrictions**, in compliance with hygienic measures in place.

e) Employees and doctoral students are not required to wear a mask if they are in a separate office; in a shared office, there is no requirement provided that distancing of at least 2 metres is maintained.

f) A requirement to disinfect the hands at the entrance to university buildings, placement of a disinfectant or disinfectant soap in all places of instruction.

g) Dining facilities are accessible for members of the public. A requirement to wear a mask in the spaces of the dining facilities, except while eating and drinking, a requirement to disinfect the hands at the entrance to dining facilities, and to maintain distancing. Application of measures for the organization of waiting for meals to be served, serving the meals in accordance with the PES system.

h) A requirement to wear a mask in communal spaces in the student dormitories.

i) Accommodation facilities set aside quarantine spaces; separate spaces for infected persons, separate spaces for students in quarantine.

j) Face-to-face meetings of academic organs involving many participants are not affected provided the maximum number of people is **100** and provided that all health and safety regulations are adhered to.

k) Face-to-face instruction in LLL courses (but not in U3A courses) follows the same rules as for face-to-face instruction in accredited study programmes.

l) Instruction in LLL courses can be carried out only in the form of non-contact instruction.

m) Large-scale events are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **100** people indoors and a maximum of **500** people outdoors, whereby the event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).

n) Cultural events, including academic ceremonies are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **1000** seated viewers indoors and a maximum of **2000** seated viewers outdoors. In case viewers are standing, or some are sitting and some standing, the rules stipulated by the PES system shall apply. The event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).

o) The CTU bookshop is open, the number of people is limited to **4 per 15 m2** and the 2m social distancing rule must be adhered to. Queue management inside and outside.

p) The CTU Central Library' rules of operation that stipulate organizational and systemic measures. The library is open, with the number of people limited to **4 per 15 m2** of operating area and the 2m social distancing rule in place. Further measures are in line with the regulations in place for the NTK building and current measures announced by deans of faculties.

q) Sports facilities and gyms are open also to the public, provided all hygienic regulations are adhered to and the measures of the Government, responsible ministries and other executive bodies of the Czech Republic in effect are complied with.

Level 2 – State of alertness

The measures are as for Level I, plus:

a) Face-to-face instruction – the number of students present in halls of instruction is **50**. In cases where the number of students registered for a course (for a lecture, for a practical, etc.) is greater than the permitted number of persons, the classes will be re-organized (for instance, split into groups), or instruction passes over into distance form, with a preference for keeping to the timetable that is valid for contact instruction. The responsible person for a course, or a teacher of the course delegated by him/her, is required without delay to inform by e-mail all registered students, the vice-dean for education, the responsible person for the course and the head of department, including details about instruction for the course; the situation when an instructor for whom a replacement is not available has been placed in quarantine will be handled in an analogous manner.

b) Teachers are required to wear masks during face-to-face classes (with the recommendation to wear FFP2 respirators). In exceptional cases protective shields can be used, provided a minimum distance of 2m between the teacher and the students is maintained.

c) Face-to-face meetings of academic organs involving many participants are not affected provided the maximum number of people is **50** and provided that all health and safety regulations are adhered to.

d) Large-scale events are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **50**

people indoors and a maximum of **100** people outdoors, whereby the event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).

e) Cultural events, including academic ceremonies are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **500** seated viewers indoors and a maximum of **1000** seated viewers outdoors. In case viewers are standing, or some are sitting and some standing, the rules stipulated by the PES system shall apply. The event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).

f) The CTU bookshop is open, the number of people is limited per m2 and social distancing rules must be adhered to. Queue management inside and outside.

g) The CTU Central Library' rules of operation that stipulate organizational and systemic measures. The library is open, the number of people is limited per 15 m2 and social distancing rules are in place. Further measures are in line with the regulations in place for the NTK building and current measures announced by deans of faculties.

h) Sports facilities and gyms are open also to the public, provided all hygienic regulations are adhered to and the measures of the Government, responsible ministries and other executive bodies of the Czech Republic in effect are complied with.

i) The leadership of CTU and the leadership of the constituent parts of CTU will be divided into groups, whereby changeovers and replacements will be ensured. The groups communicate with each other via electronic means.

j)

The dining facilities are accessible to the public. There is a requirement to wear a mask on the premises of the dining facilities, except while eating and drinking. There is a requirement to disinfect the hands at the entrance to the dining facilities and to maintain distancing. A maximum of **6 people at one** table. Application of measures for the organization of waiting for meals to be served, serving the meals in accordance with government measures.

Level 3 – State of emergency

The measures are as for Level 2, plus:

a) Face-to-face instruction (including **theoretical classes**) of **students in the 1st year of bachelor and follow-up master study programmes** and of **students in all years of doctoral study programmes** – the number of students present in halls of instruction is **20**. In cases where the number of students registered for a course (for a lecture, for a practical, etc.) is greater than the permitted number of persons, the classes will be re-organized (for instance, split into groups), or instruction passes over into distance form, with a preference for keeping to the timetable that is valid for contact instruction. The responsible person for a course, or a teacher of the course delegated by him/her, is required without delay to inform by e-mail all registered students, the vice-dean for education, the responsible person for the course and the head of department, including details about instruction for the course; the situation when an instructor for whom a replacement is not available has been placed in quarantine will be handled in an analogous manner.

b) **Face-to-face practical**/laboratory, experimental/artistic instruction for **students in all years of study** is possible for groups of a maximum of **20** students.

c) One-on-one in-person consultations for students in all types of programmes (subject to prior arrangement with teacher).

d) Clinical instruction, internships and trainee programmes are regulated by rules and regulations in effect at the establishment and place where the instruction takes place.

e) Face-to-face examinations, including entrance examinations are possible with a maximum of **10 people** present.

f) Employees belonging to at-risk groups (persons who are pregnant, ill, over 55 years of age, and employees who are not able to limit their contact with a family member with a high risk factor (who suffers from a serious illness, or whose body is weakened by a serious illness, etc.) should be enabled to work from home (home office), or should be allowed to be exchanged in such a way that they are alone in the office during their time at work.

g) Cultural events, including academic ceremonies, **are not allowed**.

h) The dining facilities are accessible to the public. There is a requirement to wear a mask on the premises of the dining facilities, except while eating and drinking. There is a requirement to disinfect the hands at the entrance to the dining facilities and to maintain distancing. A maximum of **4 people at one table** with **maximum 50% occupancy**. Application of measures for the organization of waiting for meals to be served, serving the meals in accordance with the PES system.

i) The accommodation facilities function with limited capacity. The accommodation facilties assign quarantine areas with sufficient capacity. There will be separated areas for infected students and for students in quarantine.

j) Cultural events, including academic ceremonies are **banned**. Events will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).

k) Sports facilities and gyms are open also to the public, provided all hygienic regulations are adhered to and the measures of the Government, responsible ministries and other executive bodies of the Czech Republic in effect are complied with. PE classes are **banned** with the exception of programmes for which PE classes are part of the study plan.

l) Face-to-face meetings of academic organs involving many participants are not affected provided the maximum number of people is **10** and provided that all health and safety regulations are adhered to.

m) Large-scale events are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **10** people indoors and a maximum of **50** people outdoors, whereby the event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).

Level 4 – Serious state

The measures are as for Level 3, plus:

a) Face-to-face **theoretical instruction** of students in all years of study is **banned** – instruction passes over into **distance** form, with a preference for keeping to the

timetable that is valid for contact instruction. The responsible person for a course, or a teacher of the course delegated by him/her, is required without delay to inform by e-mail all registered students, the vice-dean for education, the responsible person for the course and the head of department, including details about instruction for the course; the situation when an instructor for whom a replacement is not available has been placed in quarantine will be handled in an analogous manner.

b) **Face-to-face practical**/laboratory, experimental/artistic instruction for **students in the last year of study of bachelor and master study programmes** is possible for groups of a maximum of **20** students.

c) Face-to-face examinations, including entrance examinations are possible with a maximum of **10 people** present.

d) The CTU bookshop is **closed**. Study literature can be obtained through **e-shop**.

e) The CTU Central Library, including the study rooms, is **closed**. Pre-ordered books can be collected and loans can be returned in a limited scope following an arrangement via e-mail or phone.

f) The dining facilities are closed to the public. There is a requirement to wear a mask on the premises of the dining facilities, except while eating and drinking. There is a requirement to disinfect the hands at the entrance to the dining facilities and to maintain distancing. A maximum of **4 people at one table** with **maximum 50% occupancy**. Application of measures for the organization of waiting for meals to be served, serving the meals in accordance with the government measures.

g) Face-to-face meetings of academic organs involving many participants are not affected provided the maximum number of people is **6** and provided that all health and safety regulations are adhered to.

h) Large-scale events are limited in accordance with the valid legislation, with the requirement to wear a mask and provided the event is attended by a maximum of **6** people indoors and outdoors, whereby the event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).

Level 5 – Critical state

The measures are as for Level 4, plus:

a) All forms of **face-to-face instruction** are **banned** – instruction passes over into **distance** form, with a preference for keeping to the timetable that is valid for contact instruction. The responsible person for a course, or a teacher of the course delegated by him/her, is required without delay to inform by e-mail all registered students, the vice-dean for education, the responsible person for the course and the head of department, including details about instruction for the course; the situation when an instructor for whom a replacement is not available has been placed in quarantine will be handled in an analogous manner.

b) One **exception is clinical and practical** instruction and trainee programmes for students in **health care** study programmes and **teacher training** programmes, which is possible for groups of a maximum of **15** students.

c) PE courses are **banned**.

d) **Face-to-face examinations, including entrance examinations** are possible with a maximum of **10 people** present.

e) Face-to-face meetings of academic organs are **banned**.

f) Large scale events are **banned**.

g) The CTU Central Library, including the study rooms, is **closed**. Loans can be returned in a contactless manner (through a bibliobox).

(6) Students in quarantine are excused for the period of their quarantine from presence at face-to-face instruction classes (the student is required without delay to present evidence that he/she is required to be in quarantine); distance study and self-study materials will be made available for students as much as possible.
Example: The head of a department (or of an institute) sets a limit of two absences – see article 7 para. 5 of the Study and Examination Rules If the 10-day quarantine measures cause absences from two exercises, this non-participation is not counted, and the student is allowed two further absences.

(7) Persons (students or CTU employees) who are infected with the coronavirus and persons who are placed in quarantine are required to report this fact without delay by e-mail to the appropriate responsible person at the faculty/institute (https://www.cvut.cz/en/ctu-coronavirus-information). Students are required to supply further supplementary information:

a) With which other persons from CTU they have met,

b) Which CTU faculties their contacts are studying at

c) If they are accommodated in a university dormitory, in which dormitory, block and room

d) Any requirements for obtaining quarantine accommodation (also in the case of students not currently accommodated in a dormitory).

Employees are required:

e) To report the fact to their line manager,

f) To give the name of other persons from CTU with whom they have met.

(8) The reponsible person at the constituent part of CTU distributes an e-mail with information to the heads of the study departments of all affected constituent parts of CTU and, if they are accommodated in a university dormitory, to the head of the relevant dormitory. Only information about a positive test should be sent by e-mail to: koronavirus.cvut.cz.

(9) All elements of CTU are required without delay to provide information for their students about the contents of this Order.

(10) E-mail correspondence will be used to keep students informed about unexpected changes in the organization of courses. The e-mail addresses given in the "usermap.cvut.cz" app shall be used.

(11) When entering CTU buildings, students are required to disinfect their hands. A disinfectant will be provided for this purpose by the constituent part of CTU that uses the facility.

(12) The following recommendations are made:

a) **Do not gather in places** where there is a high concentration of people.

b) Pay special attenton to the **protection of at-risk groups**; the constituent parts of CTU will adopt suitable measures to protect CTU employees over the age of 55, pregnant and ill persons, and employees who are unable to limit their contact with a family member with a high risk factor (a person suffering from a serious illness, whose body is weakened after a serious illness, etc.).

c) Comply with distancing measures as far as possible.

d) Wash your hands with special care.

e) Take heightened care and act with heightened responsibility if you are infected with some other illness, especially in the case of airborne infections.

III.
Preparedness of CTU for non-contact instruction

(1) Non-contact instruction will be carried out with the help of two systems, which will be fully supported by the Computing and Information Centre (VIC): Moodle and MSTeams. If these systems or other systems are administered by the faculties, they can also be used.

(2) For the purposes of uniformity, only the following instruments will be supported – e-mail communication, MS-Teams, and Moodle. If this is not the case, students must be demonstrably informed before the beginning of the semester about which communication media will be used for which courses/study programmes. Other platforms, e.g. SKYPE, can be used for the purposes of Lifelong Learning.

For automatic formation of Teams within the MS-Teams programme, form "84010 – Rules for Creating Teams in MS Teams" in KOS that is accessible to persons that create the schedule and for KOS administrators shall be used. The form allows to set and change, also during teaching, whether a one-off or regular synchronization of teachers and/or students should be carried out according to how they are registered in KOS. After the request in the form is no longer valid, the team will be deleted. A teaching team in MS Teams shall be called for example **Course-B201-519U3B-C102.**

(3) If it is not possible to apply any of the rules given above (e.g. for a Studio-type course), the leader of the studio, or the responsible person for the studio, is responsible for organizing and gathering together the Team. It is recommended that the name of the Team should follow on from the logic of the names of other courses, e.g. **CourseB201StudioLeader'sfamilyname.**

(4) The MS-Teams administrators for a course are the responsible persons for the course. The responsible persons for the course consider whether to delete the Teams for the course from previous semesters, if it can be done and if it is useful to do it. When there is a request to

establish a Team through VIC, the instructors wait for the Team to be established and do not take action themselves.

(5) Throughout the semester, at intervals of at least once per week, VIC automatically updates the participants in each Team, in accordance with parameters agreed at all-university level.

(6) The MS-Teams programme is primarily intended for video-instruction. The Moodle system serves primarily for saving documentation and materials for individual courses. If teaching materials are saved in MS-Teams, the documents are not managed (e.g. are not deposited) by VIC; the placing of these materials is the decision and the responsibility of each instructor.

IV.
Extraordinary provisions

In connection with the introduction of a stricter extraordinary regime with regards to the current regulations of the Government of the Czech Republic[1] and the Ministry of Health of the Czech Republic[2] starting from **9 March 2021**, which shall apply at all constituents parts of CTU

(1) All employees whose physical presence is not absolutely essential for the operation of CTU and for the fulfilment of its purpose will be allowed to work from home (home office) to the maximum extent possible.

(2) **From 17 March 2021**, employees will be allowed to be personally (physically) present at their workplace **only on condition** that

a) They will be able to prove that they have taken an **RT-PCR test in the last 7 days** for the presence of the SARS-CoV-2 virus, or

b) They will be able to prove that they have taken a **POC antigen test in the last 7 days** for the presence of the SARS-CoV-2 virus, or

c) They have taken a **preventative test** to determine the presence of the SARS-CoV-2 virus **provided to them by the employer,**

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And that they test negative; more information on the conditions for taking the tests at the workplace will be provided to employees by the constituent parts of CTU and the information will also be published on the CTU website[3].

d) **They have already had** COVID-19, which was confirmed by laboratory tests, the period of isolation in accordance with the extraordinary

[1] Resolution of the Government No. 113/2021 Coll., Resolution of the Government No. 115/2021 Coll., Resolution of the Government No. 196/2021 Coll., Extraordinary Measures of the Ministry of Health, Ref. No..: MZDR 47828/2020-16/MIN/KAN of 1 March 2021.

[2] Extraordinary Measure of the Ministry of Health Ref. No..: MZDR 9364/2021-1/MIN/KAN of 5 March 2021.

[3] https://www.cvut.cz/

measure of the Ministry of Health in place has ended, they have no symptoms of COVID-19, and no more than 90 days have passed since the first positive RT-PCR test for the presence of the SARS-CoV-2 virus, or a POC antigen test for the presence of the SARS-CoV-2 virus, or

e) **They have a certificate issued** by the Ministry of Health of the Czech Republic proving that they have received a COVID-19 vaccine, and at least 14 days have passed since the application of the 2nd dose of the vaccine in the case of a two-dose vaccine in accordance with the Summary of Product Characteristics (hereinafter referred to as the "SPC"), or at least 14 days have passed since the application of the 1st dose of the vaccine in the case of a single-dose vaccine in accordance with the SPC, and the vaccinated person has no symptoms of COVID-19.

Employees must provide proof of the facts referred to in this paragraph **in an app** developed for this purpose and available on the CTU website[4], which is considered a statutory declaration.
In case the employee has already had COVID or has been vaccinated, they will fill out the test database in the following way – they will set the test result to negative and in the description they will state the date of recovery from COVID or the date when the vaccination cycle was completed.

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(3) Employees must inform their employer about their inability to work on CTU premises; this information will be kept with the employee's primary constituent part and in justified cases provided to other constituent parts. Each constituent part is responsible for complying with the obligations[5] of the employer to keep records of tests taken by employees to determine the presence of the SARS CoV-2 virus that can be performed by non-medical staff.

(4) Employees or students who are present at CTU workplaces, or who are in personal contact with other people, must wear respiratory protective equipment (a respirator, a nanotech face mask, etc.) of the FFP2 (or KN 95) category or higher which they must wear properly fitted to their face in all common areas; this shall not apply if they are alone all day in a room surrounded by four walls and have no contact with other persons, and when eating or drinking.

(5) With the exception of persons

a) Who present a valid **CTU employee ID**,

b) **Open the door** with a key (a chip, a card, etc.),

c) Members of the **Police of the Czech Republic** or the **Municipal Police**,

d) **Health care services**,

[4] **https://www.cvut.cz/**

[5] Extraordinary Measure of the Ministry of Health of 5 March 2021 Ref. No..: MZDR 9364/2021-1/MIN/KAN (effective from 9 March 2021).

e) **Fire fighters**,

f) Who deal with **accidents** or carry out **inspections**,

g) Who present an authorization issued by a public administration body (e.g., the Ministry of Finance, the Ministry of Education, Youth and Sports, the City of Prague Administration) **to carry out inspections**,

h) **Students** who are able to prove they have a reason to enter the premises,

i) Who are able to prove the need to enter the **registry office**,

j) Persons who are allowed entry based on other provisions in this Order,

Other persons will be not allowed to enter the building on Jugoslávských partyzánů 1580/3, Prague 6 (in justified cases, an exception will be granted by the building's security officers/porters/receptionists, who will make a record of such entry).

Persons who are not employees of CTU must **limit** their presence in the building **to the maximum extent possible**.

(5) For the duration of the time any third person is present in the building on Jugoslávských partyzánů 1580/3, Prague 6, this person **must wear respiratory protective equipment** (a respirator, a nanotech face mask, etc.) **of the FFP2 (or KN 95) category or higher**; this shall not apply when eating or drinking. **A person not wearing this protective equipment will not be allowed to enter the building (this applies also to the registry office), or will be ordered to leave the building.**

(6) Constituent parts that have property entrusted to them will issue similar rules for entry of people to buildings and land owned by CTU, based on the nature of the operation, or the purpose for which the property is used (rentals) and taking into account the use of such property by CTU employees.

(1) All CTU employees must **acquaint themselves on a daily basis with the latest information** on the situation regarding CTU actions in connection with the coronavirus situation published on the CTU website **(https://www.cvut.cz/)** and follow the rules announced on the website; employees that have no access to the web portal must be provided with this information by their direct superiors.

A form – an *employer's certificate for travel to the place of work* – is annexed to this Order (Annex no. 1); constituent parts can adapt the form according to their needs, or use another appropriate form.

V.
Final provisions

(1) Rector's Order number 18/2020 on Reducing the Risk of Coronavirus Infection is annulled.
(2) This Order enters into force on November 23rd, 2020.

doc. RNDr. Vojtěch Petráček, CSc., m. p.
rector

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The changes made by Amendment No. 1 enter into force on January 15th, 2021.
The changes made by Amendment No. 2 enter into force on March 3rd, 2021.
The changes made by Amendment No. 3 enter into force on March 9th, 2021 (one part on March, 17th, 2021).
The changes made by Amendment No. 4 enter into force on March 9th, 2021 (one part on March, 17th, 2021).

Annex No. 1 to RO No. 21/2020

EMPLOYER'S CERTIFICATE FOR TRAVEL TO THE PLACE OF WORK

In accordance with point IV. 1 of Resolution of the Government No. 216 of 26 February 2021

For:

Name, Surname: …….

ID no., or passport no.: ……...

Certifying the need to travel to work

Between the place of residence:

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And the place of work:

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Valid from …… to …….. 2021.

Issued on ……

Signature and stamp of employer

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