

Methodical instruction for the implementation of teaching at FEE valid for the level of readiness II according to the Rector's Order No. 16/2020

This instruction is issued in connection with the Rector's Order No. 16/2020 To reduce the risk of coronavirus infection and describes the procedure for disrupting standard contact teaching during the winter semester of the academic year 2020/2021 in connection with a coronavirus pandemic. It is binding for teachers and students of the Faculty of Electrical Engineering CTU in Prague.

- Teaching is implemented primarily in contact form (lectures, exercises, laboratories). Possible exceptions for serious reasons are proposed by the head of the department by listing them in the table *Subjects taught online*, in which the exception will be approved.
- Lectures in faculty rooms managed by SVTI (List of faculty classrooms equipped with AV technology) in other rooms managed by the departments according to the possibilities of the department, are recorded and will be available to students outside the schedule.
- In the case of switching to the online teaching mode, lectures and exercises are given based on the schedule.
- Information on the form and implementation of teaching is always given in the study materials in the Moodle or CourseWare system.
- Teachers must use a face mask or respirator, or and other protective equipment such as gloves and a protective shield. The reason for using these protective devices is that in the event of a subsequent detection of coronavirus in a student who was in the classroom and had a face mask, the teacher would probably not have to quarantine. Equipment with protective aids is paid for by the department, the requirements for protective aids are inserted by the head of the department in the table *Requirements for protective aids* and the dean's office ensures their purchase.
- If the number of students allows it, the students will be placed at intervals in the classroom, the first rows will not be occupied in the lecture hall. Teachers pay attention to the ventilation of the room in which the lessons take place.
- Teaching will switch to online mode with an increased number of infected students per year. The whole year always goes online. The Dean decides on the transition of teaching to the online mode.
- Students and staff enter the faculty building after authorization with a CTU chip or card. Visits to the gatehouse will submit an affidavit, which the host will pick up.
- Students limit their movement around the faculty interior to the minimum necessary, keep intervals, wear face masks and disinfect their hands before entering classrooms.
- The coronavirus pandemic situation is regularly evaluated. We follow the instructions of the Ministry of Health of the Czech Republic and the Rector of CTU. The information is updated on the website of the Faculty and CTU.

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