

BRNO UNIVERSITY OF TECHNOLOGY

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DECISION NO. 6/2020 IN RELATION TO THE DEVELOPMENT OF THE CRISIS SITUATION IN THE SPREAD OF COVID-19 DISEASE CAUSED BY THE NEW CORONAVIRUS SARS-COV-2

Article 1 BUT Crisis Staff

1. The BUT Crisis Staff remains operational.
2. Members of the BUT Crisis Staff:
 - a) Will be operationally available and ready to participate in the convened meetings of the crisis staff.
 - b) Ensure reliable and verified transmission of information (especially according to Article 2) and decisions of the crisis staff to other senior employees of faculties and departments.
 - c) Propose appropriate technical and organizational measures in detecting the occurrence of COVID-19 disease caused by the new coronavirus SARS-CoV-2 (hereinafter referred to as COVID-19 disease) at BUT
 - d) Accept component inquiries at krizovystab@vutbr.cz, or through its individual members

Article 2 Special legal regulations and measures of public administration bodies

BUT is governed by legal regulations and measures of the Ministry of Health or other public administration bodies taken in connection with the spread of COVID-19 disease, as amended. It also takes into account the current epidemiological situation in the district of Brno City, i.e. the so-called "traffic light".

Article 3 Rules for entering BUT buildings and for staying in common areas of BUT buildings

1. It is forbidden for employees, students and other persons with symptoms of a viral infectious disease (e.g. fever, cough, shortness of breath, sudden loss of taste and smell, etc.) to enter BUT buildings.
2. Students are obliged to provide BUT with a written declaration on honour every day before entering the BUT buildings that they do not have symptoms of a viral infectious disease and that they have not been imposed a quarantine or isolation. The declaration on honour is filled in electronically in the BUT information system (hereinafter "BUT IS"); declarations on honour are archived.

3. If a student has symptoms of viral infectious disease and if for this reason he/she cannot provide BUT with a declaration on honour according to Article 3 point 2 of this decision, he/she is obliged to immediately excuse his/her non-participation in studies in the manner determined by the faculty/department of BUT; details will be provided on the faculty/department website.
4. If employees have symptoms of a viral infectious disease, they are obliged to immediately contact their superior manager, who, in agreement with the employee, will determine appropriate preventive measures to protect the health of employees and other persons.
5. In the common areas of BUT buildings, employees, students and other persons are obliged to keep a distance of at least 2 meters from another person.
6. The BUT department senior employee may set additional (and stricter) conditions for entering the component facilities and for staying in the common areas of the department buildings (e.g. the obligation to wear respiratory protective equipment) depending on the department conditions and the current epidemiological situation of the department.

Article 4

Disinfection

The employees, students and other persons on the BUT premises are obliged to perform hand disinfection when entering buildings, after using toilets and before entering classrooms and libraries. The necessary and suitable means for hand disinfection will be provided by the relevant department of BUT.

Article 5

Notification obligation and preventive measures in case of detection of COVID-19 disease

1. Employees shall immediately notify their superiors that they have been imposed a quarantine or isolation in connection with COVID-19 disease. The senior employee will communicate this information to the personnel department of the relevant department, which will immediately request a resolution from the crisis staff at karantena@vutbr.cz. In the application for a solution, the name and surname of the employee are not given, only the name of the department and the organizational unit of the department, where it is necessary to address the situation in connection with the possible occurrence of COVID-19.
2. Students are obliged to immediately notify the study department of the faculty or higher education institution that they have been imposed a quarantine or isolation in connection with the COVID-19 disease. The study department of the faculty or higher education institution will immediately request a solution from the crisis staff at karantena@vutbr.cz. The application for a solution does not have the name and surname of the student, only the name of the faculty or university department, where it is necessary to address the situation in connection with the possible occurrence of COVID-19.
3. Preventive measures are proposed by the BUT Crisis Staff pursuant to Article 1, paragraph 2, letter (c) of this Decision. Their implementation will be ensured by the senior employee of the relevant department.

Article 6

Teaching organization

1. If, due to a crisis measure announced pursuant to the Crisis Act or due to an emergency measure pursuant to a Special Act, or due to an isolation or quarantine order pursuant to the Public Health

Protection Act, the personal presence of several students from at least one study program, study group or subject in teaching is not possible, students of a particular study program, study group or subject may be provided with education in a manner other than day-time. This method of education is decided by the dean or a senior employee authorized by him / her for an organizational unit of the faculty or higher education institution.

2. The education referred to in Article 6 (1) of this Decision may also be decided by the Dean or an authorized senior employee of a faculty or higher education institution in the event that day-time teaching under standard conditions is provided by an employee at risk of a very serious course of COVID- 19 and who cannot be permanently represented during day-time teaching.
3. Education according to Article 6, paragraph 1 is carried out by the faculty or higher education institution in such a way that the goals of the accredited study program or taught subject are met to the extent appropriate to the circumstances, taking into account the Methodological Instruction of the National Accreditation Office to use of the tools of distance education in day-time and combined form of study in the academic year 2020/2021.
4. Students are informed about changes in the method of education through the IS BUT and the IS of individual faculties/departments.

Article 7

Solving student issues

1. Students solve their issues with the study and other departments of faculties or higher education institutions in person exclusively by the telephone appointment, in other cases by telephone or by e-mail communication.
2. Ordinary study administration will be handled exclusively electronically or by post (e.g. confirmation of study, etc. will be sent by post or via the BUT IS at the student's request).

Article 8

Protection of risk groups of students and employees

1. The students who, due to their health condition, are at risk of a very serious course of COVID-19 disease (Annex 1 to this Decision), inform the study department of the faculty or university institute where they study, about their health condition in the first week of study via the BUT information system and provide the appropriate confirmation from the doctor. The solution to this situation is in the competence of the faculty university institute.
2. Employees who, due to their health condition, are at risk of a very serious course of COVID-19 disease (Annex 1 to this Decision) are obliged to inform their superior employee about their health condition. Taking into account the situation at the workplace, these employees will be set individual conditions for the performance of their job duties, including the possible negotiation of an agreement with the employer on the performance of work outside the place of permanent performance of work.

Article 9

Halls of Residence and Canteens

1. It is expressly forbidden for persons with symptoms of viral infectious disease to enter the catering facilities of the BUT Halls of Residence and Canteens. All persons may stay in areas intended for food consumption in the BUT Halls of Residence and Canteens only with respiratory protective

- equipment (nose, mouth) such as respirator, mask, mouthpiece assembly, scarf, shawl or other means that prevent the spread of droplets, except while food consumption.
2. When entering the BUT Halls of Residence and Canteens, persons are obliged to disinfect their hands with the help of a disinfectant located at the entrance to the catering facility.
 3. Persons who are not employees of the BUT Halls of Residence and Canteens are obliged to keep a distance of at least 2 m from another person except for the BUT Halls of Residence and Canteens employees when moving in areas intended for food consumption in the BUT Halls of Residence and Canteens catering facilities.
 4. Persons accommodated in BUT Halls of Residence or requesting the accommodation on the basis of a future agreement or previous registration and other persons are obliged to wear respiratory protective equipment (nose, mouth) such as respirator, mask, mouthpiece assembly, scarf, shawl or other means to prevent the spread of droplets, when moving and staying in common areas of Halls of Residence. These persons are not affected by the prohibition set out in Article 3 (1) of this decision or the obligation to provide BUT with a declaration on honour in accordance with Article 3 (2) of this decision.
 5. Persons accommodated in the BUT Halls of Residence are obliged to immediately report to the email address karantena@vutbr.cz that they have been imposed a quarantine or isolation in connection with the COVID-19 disease.
 6. Persons accommodated in the BUT Halls of Residence or requesting accommodation in the BUT Halls of Residence on the basis of a future agreement or previous registration who do not have the Czech citizenship are obliged to inform the employee present at the halls of residence reception of the country they come from. If the valid measure of the Ministry of Health of the Czech Republic imposes an obligation to report their arrival to the Regional Hygiene Station of the South Moravian Region based in Brno, they must prove the fulfilment of this obligation at the reception of the halls of residence. If these persons do not prove the fulfilment of the stated obligation, they can be ordered to leave the BUT halls of residence until the fulfilment of the obligation.
 7. It is forbidden to visit accommodated persons who have been imposed an isolation or quarantine in connection with the COVID-19 disease at the BUT halls of residence. This prohibition applies to all persons (including persons staying at the same halls of residence) and to all premises of the building concerned.
 8. The reception at the BUT halls of residence records the following personal data for visits not affected by the prohibition according to Article 7, paragraph 6: name and surname of the visitor, name and surname and room number of the visited person, the start and end of the visit. The records are kept in writing in a paper form, for a period of 2 months from the date of the visit, after which the documents with personal data will be shredded.

Article 10

Libraries and study rooms

The operation of libraries and study rooms is governed by restrictions applicable in accordance with the legal regulations, measures of the Ministry of Health or other public administration bodies, which are issued in connection with the spread of COVID-19 disease, as amended.

Article 11

University of the Third Age, lifelong learning, courses for employees and the public

1. Education within the University of the Third Age, lifelong learning and in courses for employees and the public shall be governed by the restrictions applicable under the legal regulations, measures of the Ministry of Health or other public administration bodies, which are issued in connection with the spread of COVID-19 disease, as amended.
2. The head of the institution that ensures the education or course may decide to provide the education remotely. The provisions of Article 6 shall apply appropriately to education within the University of the Third Age, lifelong learning and courses for employees and the public.
3. Participants in education at the University of the Third Age, lifelong learning, courses for employees and the public shall be informed of decisions on distance learning in an appropriate manner.

Article 12

Institutional arrangements and responsibilities of senior employees

1. Premises and areas where the public may enter may be made accessible with regard to the measures in force pursuant to Article 2 of this Decision. Tenants will be advised to adapt their operation to the BUT operation, including compliance with safety measures.
2. The negotiations of BUT bodies, advisory bodies and BUT working groups are governed only by restrictions valid in accordance with legal regulations, measures of the Ministry of Health or other public administration bodies, which are issued in connection with the spread of COVID-19 disease, as amended.
3. The senior employees of BUT departments will ensure their operational availability on telecommunication equipment and will be ready to act operatively and fulfil the measures and instructions of BUT management, BUT departments management and crisis staff.
4. Business trips of employees in the Czech Republic and abroad are ordered only in urgent and necessary cases.

Article 13

Final Provisions

This internal standard shall take effect on the date specified in its title.

prof. RNDr. Ing. Petr Štěpánek, CSc., dr. h. c.
Rector

Risk factors that can lead to a very serious course of COVID-19 even the death of patients

1. Age 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) in 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).

With regard to the above, the risk group includes a student or employee who personally fulfils at least one of the points listed above or if any of the points is fulfilled by any person living in the same household with him/her.