

5th FULL TEXT OF



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 (hereinafter referred to as the "Extraordinary Measures") 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) 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).
- (3) Physical presence of students in instruction (hereinafter referred to as "**face-to-face instruction**") is possible only if the conditions stipulated in the Extraordinary Measures and this Order are met; if these conditions are not met, instruction will be conducted remotely (hereinafter referred to as "contactless instruction").

- (4) In connection with the Extraordinary Measure of the Ministry of Health¹, with effect from 24 April 2021, **physical presence of students in CTU buildings** (including the university dormitories) is allowed only for students who:
- a) Have no symptoms of COVID-19, and
 - b) Have taken, with the frequency as stipulated in Para 7, a preventative RT-PCR test to determine the presence of the SARS-CoV-2 virus or a preventative antigen test to determine the presence of the antigen SARS-CoV-2 virus performed in accordance with Para 6, and the result is negative, unless stipulated otherwise below.
- (5) The condition under Para 4 (b) is considered fulfilled provided the **student can prove** in the manner stipulated in Para 9 that
- a) They have already had COVID-19, which was confirmed by laboratory tests, the period of isolation in accordance with the extraordinary 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 to determine the presence of the SARS-CoV-2 virus, or a POC antigen test for to determine the presence of the antigen of SARS-CoV-2 virus,
or
 - b) 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,
or
 - c) They have a negative POC antigen test to determine the presence of the antigen of SARS-CoV-2 virus or a PCR test to determine the presence of the SARS-CoV-2 virus that is not older than 48 hours and was performed by a health care provider in accordance with the extraordinary measure of the Ministry of Health on performance of tests currently in effect.
- (6) Students are allowed to **take tests in accordance with Para 4 (b) in the following manner**:
- a) Self-testing. i.e. testing using a preventative antigen test to determine the antigen of SARS-CoV-2 virus intended for self-testing, which will be made available for students at individual constituent parts of CTU,
or
 - b) Testing (using a POC antigen test to determine the presence of the antigen of SARS-CoV-2 virus or a PCR test to determine the presence of the SARS-CoV-2 virus) at the Test Centre at the Student House in the Dejvice Campus.
- (7) Testing in accordance with Para 6 must be performed every 7 days, always before the start of an educational activity (i.e., face-to-face instruction, physical presence at an examination, etc.). In case of a first test it is recommended that the form in accordance with Para 6 (b) should be used. In case a student stays in the CTU Service Facilities Administration dormitories and they will be physically present there before the start of an educational activity, they must

¹ Extraordinary Measure of the Ministry of Health, ref. no. MZDR 16640/2021-1/MIN/KAN.

take a test or prove that they have complied with the condition in accordance with Para 4 (b) before they arrive at the dormitory.

- (8) In case a student tests positive in accordance with Para 6 (a), they must take a confirmation RT-PCR test to determine the presence of the SARS-CoV-2 virus. The student must also inform the respective Hygiene Station and immediately leave the CTU premises, including the dormitories. If it is absolutely necessary, the student can stay at the dormitory provided they comply with quarantine measures.
- (9) **Students must prove compliance with the condition for face-to-face presence of students on CTU premises in accordance with Para 4 by filling in the application** that has been developed for this purpose and is available on the CTU website, which is considered a statutory declaration of the student. In case the student 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.
- (10) Applicants to study at CTU will be **allowed to be physically present at entrance examinations only provided that**
 - a) They comply with Para 6 (a) and
 - b) They present a certificate issued by a health care provider proving that they have taken a POC antigen test to detect the presence of the antigen of SARS-CoV-2 virus or a RT-PCR test to detect the presence of the SARS-CoV-2 virus in the last 7 days preceding the date of the entrance examination and they have tested negative, unless stipulated otherwise below.
- (11) The condition under Para 10 (b) is considered fulfilled provided the applicant can prove that they meet the conditions under Para 5 (a) or (b).
- (12) **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.

- (13) Persons (students or CTU employees) who are infected with the coronavirus and persons who are placed in quarantine and students who tested positive under Para 6 (b) 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.
- (14) The responsible 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.
- (15) All elements of CTU are required without delay to provide information for their students about the contents of this Order.
- (16) 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.
- (17) Students and study applicants are required to wear respiratory protective equipment in accordance with the Extraordinary Measures in place, and when entering CTU buildings disinfect their hands. A disinfectant will be provided for this purpose by the constituent part of CTU that uses the facility.
- (18) Students that have stayed for more than 12 hours on a territory of a state that is not included on the list of countries with low risk of COVID-19 transmission in the last 14 days must submit to protective measures set out by the Ministry of Health of the Czech Republic².
- (19) The following recommendations are made:
- a) **Do not gather in places** where there is a high concentration of people.
 - b) Pay special attention 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

² Extraordinary Measure of the Ministry of Health ref. no. MZDR 20599/2020-69/MIN/KAN of 3 April 2021.

- (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 Republic³ and the Ministry of Health of the Czech Republic⁴ starting from **9 March 2021**, which shall apply at all constituents parts of CTU

³ 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.

⁴ Extraordinary Measure of the Ministry of Health Ref. No.: MZDR 9364/2021-1/MIN/KAN of 5 March 2021.

- (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**,

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 website⁵.

- d) **They have already had** COVID-19, which was confirmed by laboratory tests, the period of isolation in accordance with the extraordinary 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 website⁶, 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.

⁵ <https://www.cvut.cz/>

⁶ <https://www.cvut.cz/>

- (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 obligations⁷ 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**,
 - 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

⁷ Extraordinary Measure of the Ministry of Health of 5 March 2021 Ref. No.: MZDR 9364/2021-1/MIN/KAN (effective from 9 March 2021).

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.
- (7) 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.

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

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).

The changes made by Amendment No. 5 enter into force on April 27th, 2021.