

# BRNO UNIVERSITY OF TECHNOLOGY

Release Date: 24.02.2020  
Effect: 24.02.2020  
Responsibility: Rector's office  
Obligatory effect: all BUT departments  
Cancels: Decision No. 6/2021  
Supplements: -  
Number of pages: 7  
Number of Annexes: 2  
Number of Tables: 3

## DECISION NO. 7/2021 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.

### 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.

### 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 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, except for the halls of residence and canteens, that they do not have symptoms of viral infectious disease and that they have not been imposed a quarantine or isolation. In case the student has already suffered from COVID-19, he/she declares that he/she has been without symptoms of the disease for at least 3 days and that his/her isolation according to valid regulations ended before today. The declaration on honour is filled in

electronically in the BUT information system (hereinafter "BUT IS"); declarations on honour are archived.

3. If employees have symptoms of a viral infectious disease, they are obliged to contact their superior employee immediately, who, in agreement with the employee, will determine appropriate preventive measures to protect the health of employees and other persons.
4. In the common areas of BUT buildings and classrooms, employees, students and other persons are obliged to keep a maximally possible distance from other people, if it is not possible to maintain a permanently safe distance of min. 2 m from other persons, it is necessary to permanently wear respiratory protective equipment according to the following paragraph.
5. In the common areas of BUT buildings, in classrooms and other BUT premises outside the employee's usual place of work and in BUT premises where the employee comes into contact with other employees, students and other persons (e.g. registries, secretariats, study departments, etc.) the stay and movement of employees, students and other persons without respiratory protective equipment (nose, mouth), which is a respirator or similar device (always without exhalation valve) meeting at least all technical conditions and requirements (for the product), including filtration efficiency of at least 95 % according to relevant standards (e.g. FFP2/KN95) or two overlapping medical face masks or similar devices meeting at least all technical conditions and requirements (for the product) of the ČSN EN 14683+AC standard, which prevent the spread of droplets, is prohibited.

#### **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](mailto: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 university institute that they have been imposed a quarantine or isolation in connection with the COVID-19 disease. The study department of the faculty or university institute will immediately request a solution from the crisis staff at [karantena@vutbr.cz](mailto:karantena@vutbr.cz). The application for a solution does not state 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. Students accommodated in BUT halls of residence are obliged to report quarantine or isolation in connection with COVID-19 disease according to Article 10, Paragraph 5 of this decision.
3. Preventive measures are proposed by the BUT Crisis Staff pursuant to Article 1, Paragraph 2 (c) of this Decision. Their implementation will be ensured by the senior employee of the relevant department.

## **Article 6**

### **Organization of teaching in the degree programs and the selection procedure**

1. The personal presence of students at classes during BUT is forbidden.
2. The prohibition set out in Article 6, Paragraph 1 shall not apply to
  - a) the personal presence of students at examinations attended by a maximum of 10 persons;
  - b) the participation in practical and clinical teaching and practice of the students in the medical degree programs
  - c) the personal presence at individual consultations (only one student and one academic worker)
3. Other than full-time teaching in degree programs is organized so that the targets of the accredited degree program are met as much as possible.
4. Students are informed about the method and organization of full-time and non-full-time teaching through the IS BUT and the IS of individual faculties/departments.
5. It is possible for applicants to study to participate in university entrance exams with the participation of a maximum of 10 people.
6. The departments of the BUT are recommended to carry out exams, especially in the distance form. In this area, a supporting methodology is prepared in Methodological Sheet No. 8/2020.

## **Article 7**

### **Arrival of BUT students and employees from abroad to the Czech Republic**

1. BUT students and employees are obliged to comply with the rules for crossing the state border of the Czech Republic set by the currently valid protective measure of the Ministry of Health of the Czech Republic when arriving from abroad to the Czech Republic<sup>1</sup>. An overview of the measures is given in Table 1.
2. The obligations of BUT students upon arrival from abroad, which BUT must require on the basis of a valid protective measure of the Ministry of Health, are set out in Table 2.
3. The obligations set out in Article 7 Paragraph 1 and 2 do not apply to students who provide a written confirmation in Czech, Slovak or English from a doctor working in the Czech Republic or another Member State of the European Union that they do not have clinical signs of COVID-19, demonstrably suffered from COVID-19, underwent isolation in accordance with the applicable emergency measures of the Ministry of Health or another Member State of the European Union to the specified extent due to a positive RT-PCR test result and the fact that no more than 90 days have passed since the first positive result of the RT-PCR test. A sample of the medical certificate is given in Annex 2 to this Decision. The confirmation is submitted to the study department of the faculty or university institute at which the student is studying.
4. Until a student coming from abroad fulfils all the obligations under Articles 1 and 2 of this Decision or submits a certificate under Article 7 Paragraph 3, the student is prohibited from attending full-time teaching, examinations and individual consultations, any entrance to BUT facilities, with the exception of the place of their accommodation in the halls of Residence is prohibited.
5. Students who, for the purpose of education, regularly cross the state border with the Czech Republic to or from a neighbouring state at least once a week, shall submit this fact to the study department of the faculty/department where they study by a declaration on honour stating on which days they will regularly cross the state border with the Czech Republic at least once a week. This provision can be applied only exceptionally and only if the student participates in full-time teaching in a medical study program; it cannot be used for a one-time arrival of a student for an exam or individual consultation and due to the trip to the

---

<sup>1</sup> <https://www.mzcr.cz/category/uredni-deska/rozhodnuti-ministerstva-zdravotnictvi/aktualni-mimoradna-a-ochrana-opatreni-ke-covid-19/>

place of accommodation at BUT halls of residence when the personal presence of students during the university studies is prohibited.

6. Students accommodated in BUT Halls of Residence are obliged to inform Halls of Residence and Canteens at [ubytovatelky@skm.vutbr.cz](mailto:ubytovatelky@skm.vutbr.cz) about trips exceeding 12 hours to countries with a medium, high and very high risk of COVID-19.
7. When arriving from abroad to the Czech Republic, BUT employees are obliged to comply with the rules for crossing the state border of the Czech Republic set by the currently valid protective measures of the Ministry of Health of the Czech Republic<sup>2</sup> according to Table No. 1 and other measures set by BUT based on it. An overview of the measures is given in Table 3, which is annexed to this Decision. Until the fulfilment of these obligations, employees are prohibited from entering the BUT facilities, with the exception of the place of accommodation, if this accommodation is provided by BUT Halls of Residence and Canteens.
8. The obligations referred to in Article 7 Paragraph 1 and 7 shall not apply to staff members who provide written confirmation in Czech, Slovak or English from a doctor working in the Czech Republic or in another Member State of the European Union stating that they do not have clinical signs of COVID-19, have demonstrably suffered from COVID-19, underwent isolation according to the emergency measures of the Ministry of Health or another Member State European Union to the specified extent due to a positive RT-PCR test result and the fact that no more than 90 days have passed since the first positive RT-PCR test result. A sample medical certificate is given in Annex 2 to this Decision. The confirmation is submitted to the personnel department of the BUT department at which the employee is working.
9. BUT employees are obliged to inform the personnel department of the BUT department at which they work on all trips exceeding 12 hours to countries with a medium, high and very high risk of COVID-19.

#### **Article 8**

##### **University of the Third Age, lifelong learning, courses for employees and the public, trainings and conferences**

1. The personal presence of participants in training courses for employees and the public and in lifelong learning, including the University of the Third Age, is prohibited. The personal presence of employees, students and other persons at trainings, conferences and other educational events at BUT is prohibited.
2. Participants in education shall be informed in an appropriate form of the organization of training in courses for the public and staff, including the University of the Third Age.

#### **Article 9**

##### **Solving the issues of applicants and students**

1. Applicants and students solve their issues with study and other departments of faculties or institutes in person exclusively by telephone appointment, in other cases by telephone or e-mail communication, while the personal presence of applicants and students in BUT buildings except for the halls of residence and canteens can only be agreed in cases where no other solution is possible.
2. Ordinary study administration will be handled exclusively electronically or by post (e.g. the confirmation of study, etc. will be sent by post or via the BUT IS at the student's request).

---

<sup>2</sup> Also at <https://www.mzcr.cz/category/uredni-deska/rozhodnuti-ministerstva-zdravotnictvi/aktualni-mimoradna-a-ochranna-opatreni-ke-covid-19/>

## **Article 10**

### **Protection of risk groups of employees**

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 11**

### **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) pursuant to Article 3 (5) of this Decision; the only exception is the time strictly necessary during which the food is consumed.
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) pursuant to Article 3 (5) of this Decision. These persons are not affected by the prohibition set out in Article 3, Paragraph 1 of this decision or the obligation to provide BUT with a declaration on honour in accordance with Article 3, Paragraph 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](mailto:karantena@vutbr.cz) that they have been imposed a quarantine or isolation in connection with the COVID-19 disease.
6. Persons accommodated in BUT Halls of Residence or requesting accommodation in BUT Halls of Residence on the basis of a future agreement or previous registration who have stayed for more than 12 hours in the last 14 days in the territory of countries not on the list of countries with low risk of COVID-19 are obliged upon their arrival at the BUT Halls of Residence to inform the employee present at the Halls of Residence reception of the country which they came from. If a 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 by filling in the electronic Arrival Form at <https://plf.uzis.cz/>, they must prove their fulfilment at the Halls of Residence reception. If these persons do not prove the fulfilment of the stated obligation, they can be made to leave the BUT Halls of Residence until the fulfilment of the obligation. The procedure is carried on in accordance with the provisions of Article 7 of this decision, while the rules apply to all persons arriving from abroad accommodated in BUT Halls of Residence.
7. The employees of BUT Halls of Residence and Canteens also have the right to request the accommodated foreign student to submit a report on the result of the test for the presence of SAS-CoV-19 according to Tables 1, 2, and 3., the physician's certificate of the suffered COVID-19 disease according to Annex 2 or a declaration on honour according to Article 7, Paragraph 9 of this Decision.

8. It is forbidden to visit accommodated persons at the BUT halls of residence (in all buildings). Within one building, it is forbidden to visit accommodated persons who have been imposed isolation or quarantine in connection with the COVID-19 disease.
9. It is forbidden to provide accommodation to BUT students in accommodation facilities of BUT Halls of Residence and Canteens who have another accommodation in the territory of the Czech Republic
10. The prohibition on providing accommodation to students does not apply to students who are allowed a personal presence at classes according to Article 6, Paragraph 2 (a), (b) of this Decision.
11. The prohibition of providing accommodation in accommodation facilities of BUT Halls of Residence and Canteens also does not apply to BUT students who, for reasons worthy of special attention (especially due to the family situation supported by the doctor's certificate), cannot be considered as students who have another residence in the Czech Republic

## **Article 12**

### **Libraries and study rooms**

It is forbidden for students and staff to enter libraries and study rooms, the access to libraries will be allowed only for the purpose of returning or borrowing the ordered literature. When handing over the ordered literature, the library staff will have gloves and respiratory protective equipment pursuant to Article 3 (5) of this Decision.

## **Article 13**

### **Institutional measures and obligations of senior employees**

1. It is forbidden for the public to enter the BUT premises and buildings. Long-term tenants will be advised to adjust their operation to the BUT operation, including compliance with safety measures. Short-term renting can only be allowed in exceptional and justified cases where the contact between tenants and participants in their events with BUT students is excluded and contact with BUT employees is minimized.
2. The negotiations of BUT bodies and faculties 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 and regulations governing the activities of these bodies. Meetings of advisory bodies, working groups and departments of BUT and institutes of BUT are held, except for the exceptions, in a form other than personal presence.
3. Negotiations between BUT employees and non-BUT employees are, with some exceptions, in a form other than personal presence.
4. 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.
5. The senior employees of BUT will take appropriate organizational measures at the departments managed by them so that their employees use home-office work as much as possible. At the same time, however, the fulfilment of the tasks of the workplaces controlled by them must be ensured. The priority is the implementation of full-time and non-full-time teaching and the provision of administrative services for students and other key tasks of BUT, especially research, including the functioning of the university as a whole, both externally and internally. In the event that the personal presence of certain employees at workplaces is necessary, the senior managers of these employees are obliged to take other appropriate organizational and regime measures, e.g. to minimize the number of employees working in

one office or laboratory. The aim is to limit the contacts of employees with each other as much as possible.

6. Business trips of employees in the Czech Republic and abroad are ordered only in urgent and necessary cases taking into account the current epidemiological situation in the Czech Republic and abroad.
7. Students may not be sent to countries that are not included in the current list of countries or parts of countries with a low risk of COVID-19 disease. This does not apply in the case of students returning to their country of origin or the seat of their home university.

#### **Article 14**

#### **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