

Date: October 12, 2020  
Effective date: October 12, 2020  
Groups concerned: students, academic staff, technical and administrative personnel,  
management, blue-collar workers  
Distribution list: faculty management

## **DEAN'S DECISION NO. 15/2020**

### **Conditions for courses and activities at the faculty in relation to the spread of the new coronavirus SARS-CoV-2**

#### **ARTICLE I**

##### **Subject and purpose of the decision**

1. Based on the Decision of the Rector of BUT No. 8/2020 in connection with the spread of the new coronavirus SARS-CoV-2, the conditions of teaching and operation of FA BUT are being adjusted. The goal of FA BUT is to protect students and employees and at the same time enable teaching in accordance with the valid accreditation of study programs.

#### **ARTICLE II**

##### **Notification obligation when COVID-19 disease is detected**

1. Employees are obliged immediately notify to the HR Department of the BUT FA that they have been ordered quarantined or isolated in connection with the COVID-19 disease. The notification obligation is made via the faculty email to the address [bednarova@fa.vutbr.cz](mailto:bednarova@fa.vutbr.cz).
2. Students are obliged immediately notify to the Study Department of the BUT FA that they have been ordered quarantined or isolated in connection with the COVID-19 disease. The notification obligation is made via the faculty email to the address [havlova@fa.vutbr.cz](mailto:havlova@fa.vutbr.cz).

#### **ARTICLE III.**

##### **Rules for entering the FA BUT building and staying indoors**

1. Access to the building will be possible only through the main entrance from Poříčí Street; in case of arrival by car, it will be possible to enter the courtyard of the faculty from Bělidla street., it is necessary to report to the reception immediately after arrival and use the card for entrance

2. Employees, students and other persons with symptoms of a viral infectious disease (eg fever, cough, dyspnoea, sudden loss of taste and smell, etc.) are not allowed to enter the building
3. Students are obliged to provide a declaration every day before entering the BUT FA building that they do not have symptoms of a viral infectious disease and that they have not been ordered quarantine or isolate. The declaration is filled in electronically in the BUT information system, or at the address <http://vut.cz/bezinfekcnost>. All declarations are archived.
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 establish appropriate preventive measures to ensure the training and protection of the health of employees and other persons.
5. In the common areas of the BUT FA building, employees, students and other persons are obliged to keep a mutual distance of at least 2 meters.
6. In all interiors of the BUT FA building, employees, students and other persons are obliged to use respiratory protective equipment (nose, mouth) such as a respirator, mask, mouthpiece, scarf, shawl or other equipment that prevent the spread of droplets.
7. Employees, students and other persons in the premises of the FA BUT building are obliged to perform hand disinfection when entering buildings, classrooms and libraries.

#### **ARTICLE IV**

#### **Solving student issues**

1. Students and candidates for study solve their issues with the Study Department of FA BUT by phone or e-mail. Only in necessary cases and after prior telephone or e-mail agreement, they can come to the study department in person at the specified date.
2. Ordinary study administration will be handled exclusively electronically or by post (eg confirmation of study, etc. will be sent by post or via the BUT IS at the student's request).

#### **ARTICLE V**

#### **Teaching organization**

1. FA BUT carries out education in such a way that the goals of accredited study programs or the subject taught are fulfilled, with the application of distance elements of teaching in accordance with the regulations of superior bodies and to a reasonable extent corresponding to objective external circumstances.
2. Further details and additional rules on the organization of teaching may be further specified in a separate Annex to this Decision according to the current situation.

## ARTICLE VI

### Protection of risk groups of students and employees

1. Students who, due to their health condition, are at risk of a very serious course of COVID-19 (Appendix No. 1 of BUT Rector's Decision No. 8/2020), inform the relevant official of the BUT FA Study Department (for BSP and MSP Doubravová, for DSP DiS Jandová) and vice-dean for studies. He / she proves his / her health condition by an appropriate certificate from a doctor. The method of fulfilling study obligations will be solved in such cases individually, according to the instructions of the vice-dean for studies.
2. Employees who, due to their state of health, are at risk of a very serious course of COVID-19 (Appendix No. 1 of the BUT Rector's Decision No. 8/2020) are obliged to inform the Dean about their state of health. Taking into account the situation at the workplace, individual conditions will be determined for these employees to perform their job duties.

## ARTICLE VII

### Institutional arrangements

1. The faculty bodies will act as needed and in accordance with the current instructions of the BUT management and the government of the Czech Republic.
2. Based on the Decision of the Rector of BUT No. 8/2020, the Lessee and subcontractors for construction and other works are recommended to adequately adapt the operation, including compliance with hygienic and safety measures.
3. Employees at their own workplace are exempted from the obligation to wear respiratory protection if they keep a distance of min. 2 m.

## ARTICLE VIII

### Final provisions

1. This Internal Standard shall enter into force on the date stated in its title.
2. The measure shall be valid until further notice.
3. Others are governed by the BUT Rector's Decision No. 8/2020.

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Dean