# RECTOR'S ORDER

# No. 18/2020

# 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 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) In order to reduce the risk of infection by the coronavirus, the operations of CTU will derive from the rules set out in the levels of alertness according to the current epidemiological situtation. Each constituent part or dislocated workplace of the university will act in accordance with the level of alertness applicable in the place where it is located. Workplaces in Prague will act in accordance with the conditions set for Prague, the Faculty of Biomedical Englineering will act in accordance with the level of alertness valid for the Kladno district, the dislocated workplace in Děčín will act in accordance with the conditions set for the Děčín district, etcetera. The current situation is set out in information sources – i.e.: https://onemocneni-aktualne.mzcr.cz/covid-19/stupne-pohotovosti or https://koronavirus.mzcr.cz/en

(3) The level of alertness for each constituent part of the university will be updated every week, as will the level of alertness issued by the Ministry of Health of the Czech Republic.

(4) 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).

(5) The levels of alertness are as follows:

**Level 0 – Zero or negligible risk**

a) A requirement to wear a mask in the corridors of the university buildings.

b) A requirement to disinfect the hands at the entrance to a university building.

c) There are no limitations on face-to-face instruction, or the number of students present in places of instruction is in accordance with the current instructions of the public health office that are valid for the given level of alertness and for the given region of the country. In cases where the number of students registered for a course (for a lecture, for an exercise, etc.) is greater than the permitted number of persons for enclosed spaces, instruction passes over into online form, with a preference for synchronic instruction keeping to the timetable that is valid for contact instruction. The responsible person for a course, or a teacher of the course delegated by him/her, is required without delay to inform by e-mail all registered students, the vice-dean for education and the responsible person for the course, including details about non-contact instruction for the course; the situation when an instructor for whom a replacement is not available has been placed in quarantine will be handled in an analogous manner.

d) In cases where students during instruction will be seated in such a way that there are not at least two free seats between them, or in such a way that the distance between them is less than 1.5 metres, where the distance cannot be calculated in terms of seats, they are required to ask their neighbours to provide an e-mail address and to keep this information for a period of 14 days for the purposes of subsequent tracing by the public health office at the moment when there is an infection.

e) Dining facilities and all physical education facilities are accessible, also for members of the public.

f) The CTU Central Library – is in unlimited operation, or takes into account the measures valid for the National Technical Library building and the current measures of the deans of the faculties.

g) Instruction in lifelong learning (LLL) courses, including the University of the Third Age (U3A), can be given in face-to-face form, though for U3A it is recommended to pass over to a non-contact form, especially for cases where instruction takes place in enclosed spaces of the university.

**Level I – Spread of the disease without transmission in the community**

The measures are as for Level 0, plus:

a) A requirement to wear a mask in all enclosed communal spaces of the university (in all places of instruction, corridors). **A requirement for students also to wear a mask during classes.**

b) Employees and doctoral students are not required to wear a mask if they are in a separate office; in a shared office, there is no requirement provided that distancing of at least 2 metres is maintained.

c) A requirement to disinfect the hands at the entrance to university buildings, placement of a disinfectant or disinfectant soap in all places of instruction.

d) Dining facilities are accessible, also for members of the public. A requirement to wear a mask in the spaces of the dining facilities, except while eating and drinking, a requirement to disinfect the hands at the entrance to dining facilities, and to maintain distancing.

e) A requirement to wear a mask in communal spaces in the student dormitories.

f) Accommodation facilities set aside quarantine spaces; separate spaces for infected persons, separate spaces for students in quarantine.

g) Face-to-face meetings of academic organs involving many participants are not affected, provided that all health and safety regulations are adhered to and provided that all measures enforced by the government, by the relevant ministries and by other empowered organs of the Czech Republic are adhered to.

h) Face-to-face instruction in LLL courses (but not in U3A courses) follow the same rules as for face-to-face instutction in accredited study programmes.

i) Contact instruction in the Univeristy of the Third Age will be replaced to the greatest extent possible by non-contact instruction, (i.e. with the use of online instruction and with electronic means of distance communication. Exceptions are made for courses that are not delivered in enclosed CTU classrooms and spaces (e.g. Walks in Prague).

j) Large-scale events, including academic ceremonies, are limited in accordance with the valid legislation, with the requirement to wear a mask, whereby the event will be held according to the level of alert for the place where the event is taking place (not the place where the headquarters of the constituent part of CTU is located).

**Level II – Early stages of community transmission**

The measures are as for Level I, plus:

a) The priority is to enable contact instruction to take place, especially in cases where instruction can least satisfactorily be replaced by non-contact forms of instruction (laboratory exercises, studios, internships, instruction in the field, clinical instruction, etc.) The elements of CTU are required to take all necessary steps to ensure that this instruction can take place even when limitations are imposed by legislation, when the number of students for this instruction exceeds the permitted numbers of students (e.g. by dividing up groups, by obtaining larger spaces, etc.).

b) To ensure maximum protection for the health of students and employees, it is recommended that all theoretical instruction should pass over into a non-contact form. Decisions for individual study programmes, or for individual courses, are left to the leadership of the given constituent part of CTU, in collaboration with the responsible person for the study programme/field of study, or for the course. It is preferable to keep to the timetable valid for contact teaching. If, for some programmes/courses a decision is taken to use contact instruction, then in the event of a change of any kind (e.g. if an instructor for whom there is no replacement goes into quarantine) the instruction passes into a non-contact form. The responsible person, or a teacher put in charge of the course by him/her, is required without delay to inform all registered students, the vice-dean for education and the responsible person for the study programme/field of

study by an e-mail sent from IS KOS, including details concerning non-contact delivery of the course.

c) Instruction in U3A courses can take place only in non-contact forms

d) Instruction in LLL courses (this does not concern U3A and instruction in courses in accredited study programmes) is carried out in accordance with measures set by empowered organs of the Czech Republic; a transfer to non-contact forms is recommended.

e) It is recommended not to allow large-scale events, including academic ceremonies. Note that the holding of events is regulated by the level of alertness valid for the place in which the event is to take place (not by the place where the headquarters of the constituent part of CTU is located). If an constituent part of CTU decides that such events will nevertheless be held, the requirement to wear a mask is valid for all participants; the maximum number of participants is based on the valid legislation.

f) The leadership of CTU and the leadership of the individual elements of CTU will be divided into groups, whereby changeovers and replacements will be ensured. The groups communicate with each other via electronic means.

g) Face-to-face meetings of academic organs involving many participants are not affected, provided that all health and safety regulations of the relevant ministries and other empowered organs of the Czech Republic are respected. If these measures can restrict the ability of the organ to make decisions, it is possible to adopt a distance or hybrid form, in accordance with a decision of the dean or of the rector (depending on whether it is a faculty meeting or an all-university meeting).

h) Employees belonging to at-risk groups (persons who are pregnant, ill, more than 55 years of age, and employees who are not able to limit their contact with a family member with a high risk factor (who suffers from a serious illness, or whose body is weakened by a serious illness, etc.) should be enabled to work from home (home office), or should be allowed to be exchanged in such a way that they are alone in the office during their time at work.

i) The dining facilities are accessible to the public, unless the relevant public health office decides otherwise. There is a requirement to wear a mask on the premises of the dining facilities, except while eating and drinking. There is a requirement to disinfect the hands at the entrance to the dining facilities and to maintain distancing. There is a possibility to limit the access of members of the public, or to limit the operations (by dividing the employees of the canteens into two halves, so that they do not come into contact with each other, by limiting the maximum numbers of diners in the canteen, by reducing the table capacity, by limiting the number of meals that are on offer, etc.).

j) The library is accessible while ensuring maximum protection for staff and students. Instructions and measures of the National Technical Library and the deans of the faculties are complied with. The CTU study room in the National Technical Library building will be in operation on a self-service basis only.

**Level III – Growing or persistent community transmission**

The measures are as for Level II, plus:

a) The university buildings in a given locality are closed down for the public. However, individual pre-arranged visits by up to 5 persons are allowed on condition that the visitors wear masks, keep a mutal distance of at least 2 metres, and keep to further health and safety measures. Each constituent part of CTU keeps a record of visits and visitors. It is recommended that the hosting worker meets visitors and accompanies them back to the reception.

b) The university buildings in a given locality are closed down for contact instruction in theoretical courses for students in bachelor and master's study programmes.

c) Students in bachelor and master's study programmes have access to university buildings for the following purposes:

- Individual consultations (only in agreement with an instructor)
- To carry out adminstrative requirements (after negotiation with the Study Office administrator or with other relevant workers)
- For laboratory, experimental, artistic, clinical, practical instruction and practical work (in agreement with an instructor; or in training workplaces in the case of practical work, on condition that measures enforced by the health and safety centre of the given district are not infringed on)
- Examinations (in agreement with the instructor, on condition that meassures enforced by the health and safety centre of the relevant district are not infringed on

d) It is recommended for university employees in the at-risk group to pass over to home office working.

e) If the university buildings in a given locality are closed for students and for the public, the dining facilities in these buildings will not be accessible for diners. Other state dining facilities are open for CTU diners and for the public, unless the relevant public health office decides otherwise (possibly due to limited access for the public, or due to some restrictions or due to closing down of operations). There is a requirement to wear a mask in the spaces of the dining facilities, except when eating and drinking. There is a requirement to disinfect the hands at the entrance to the dining facilities and to maintain distancing.

f) The accommodation facilities function with limited capacity. The accommodation facilties assign quarantine areas with sufficient capacity. There will be separated areas for infected students and for students in quarantine.

g) The library operates on a limited basis, providing only loan services. There is raised emphasis on publicizing and raising knowledge about access to the e-fund and to the e-services of the library. Online reference and consultation services are provided, there are non-contact seminars and instruction. The study rooms are closed.

h) Study rooms are accessible for individual visits, in accordance with the measures relevant for each building and for the relevant library services.

(6) Students on quarantine are excused for the period of their quarantine from presence at contact instruction classes (the student is required without delay to present evidence that he/she is required to be in quarantine); non-contact 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 Regulations. 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.

(7) Persons (students or CTU employees) who are infected with the coronavirus and persons who are placed in quarantine 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:

a) To report the fact to their line manager,

b) To give the name of other persons from CTU with whom they have met.

(8) The reponsible 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.

(9) All elements of CTU are required without delay to provide information for their students about the contents of this Order.

(10) CTU employees and students are required at the beginning of each week to inform themselves about the current level of alert that is valid for the relevent constituent part of CTU. Information will be posted not only on the web pages of each constituent part of CTU but also on the CTU web pages (https://www.cvut.cz/en).

(11) E-mail correspondence will be used to keep students informed about unexpected changes in the organization of courses.

(12) When entering CTU buildings, students are required to disinfect their hands. A disinfectant will be provided for this purpose by the constituent part of CTU that uses the facility.

(13) The following recommendations are made:

a) **Do not gather in places** where there is a high concentration of people.

b) Pay special attenton 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

(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 MS-Teams. 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 which communication media will be used for which courses/study programmes. Other platforms, e.g. SKYPE, can be used for the purposes of Lifelong Learnng.

(3) For automatic formation of Teams within the MS-Teams programme, a delegated worker of an constituent part of CTU, not later than 5 working days before the beginning of the semester, sets up an exercise on the https://helpdesk.cvut.cz pages within the VIC_IT support project (VIC_IT). The list of requirements will consist of the course code and behind a semi-colon any required division into lower parallel groups, and for each requirement there is a new row, in the following way:

| | |
|---|---|
| 519U3B | only the course code – one group will be established for the course |
| 519U3B;P | course code and a lecture – all parallel lecture groups will be established |
| 519U3B;C | course code and an exercise – all parallel exercise groups will be established |
| 519U3B;L | course code and a laboratory – all parallel laboratory groups will be established |
| 519U3B;S | course code and a study group – all study groups for a given course will be established |
| 519U3B;P1 | course code and a specific lecture – a specific lecture will be established |
| 519U3B;C102 | course code and a specific exercise – a specific exercise will be established |
| 519U3B;L236 | course code and a specific laboratory – a specific laboratory will be established |
| 519U3B;S23 | course code and a specific study group – a specific study group for a given course will be established |

+ 519U3B;P1 + 519U3B;C102 + 519U3B;L23 a number of instruction groups one after the other, divided by „ + „ - a team will be establish which will consist of the sum of all members of the sub-groups.

The format of the name of the instruction group in MS-Teams will be, e.g., **Course-B201-519U3B-C102**

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. **Course-B201-StudioLeader'sfamilyname.**

Requests to establish Teams that are submitted in the course of the semester will be handled by VIC as quickly as possible.

(4) VIC handles the opening up of Teams and will set currently registered students and assigned teachers up in the KOS system for the beginning of the semester.

(5) 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.

(6) 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.

(7) 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.
## Final provisions

(1) Rector's Order number 16/2020 on Reducing the Risk of Coronavirus Infection is annulled.
(2) This Order enters into force on October 12th, 2020.

doc. RNDr. Vojtěch Petráček, CSc.,
rector