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In cooperation with:	Director of TBU Halls of Residence and Refectory Vice-Rector for Internationalization
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Distribution list:	TBU Employees, TBU Students, External Employees
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PART ONE

Article 1 Basic provisions

- (1) Rector of Tomas Bata University in Zlín (hereinafter referred to as "TBU Rector") has issued this internal regulation with regard to the outbreak of the COVID-19 disease and following the normative acts issued by the relevant public sector administration authorities of the Czech Republic.

PART TWO TEMPORARY RESTRICTIONS AT TBU

Article 2 Extraordinary measures

- (1) The normative acts currently in force and issued by the relevant public sector administration authorities of the Czech Republic are listed on the website www.utb.cz/koronavirus.
- (2) In compliance with the Resolution No. 997 on the Adoption of Emergency Measures issued by the Government of the Czech Republic on 8 October 2020, a ban has been imposed on physical presence of students in classes and of attendees in Lifelong Learning courses, and that with effect from 00:00 on 12 October 2020; the ban does not apply to students attending clinical and practical classes and to students participating in practical training in degree programmes in healthcare.
- (3) Physical presence of persons not listed in the previous Paragraph in TBU premises is allowed only upon fulfilment of the following conditions:

- The person is free of acute health problems indicating a viral infectious disease (e.g. fever, cough, shortness of breath, sudden loss of taste and sense of smell, etc.) and in the event that he/she has undergone a test for COVID-19, the test has proved negative.
 - The person has respiratory protective equipment (face mask, scarf, headscarf, respirator, mouthpiece), which he/she wears in all TBU premises.
 - At the entrance to a TBU building, the person sanitizes his/her hands.
 - The person is not in quarantine at the given time.
- (4) All classes shall be, except for clinical and practical classes and practical training of students in degree programmes in healthcare, held in the form of distance learning - online classes using Microsoft Teams, in compliance with Rector's Decree No. RR/26/2020.
- (5) It is recommended to hold meetings of TBU employees and sessions of self-governing bodies of TBU online using Microsoft Teams.

Article 3

Obligations of TBU and its component parts

- (1) Rector/Bursar/Deans of Faculties/Heads of component parts are obliged to designate a contact person in charge of communicating (hereinafter referred to as "contact person") with students and staff at the relevant component part about practical instructions and current measures imposed by TBU and report the name of the person to the Head of TBU Crisis Management Team, Vice-Rector for Internal and External Relations.
- (2) In order to ensure a safe and healthy working and learning environment for staff and for students, an obligation to register persons attending timetable events which are scheduled to be attended in person has been imposed, and that in the form of an attendance list, whose template forms Appendix No. 1 to this Decree. Attendance lists shall be filed in the Offices of Assistants to relevant constituent parts (departments/cabinets/studios) that provide the classes.

PART THREE

MEASURES ADOPTED AT TBU

Article 4

TBU employees and TBU external employees

- (1) The obligation to wear respiratory protective equipment does not apply to employees sharing a common office (space) provided that they keep a distance of at least 2 metres between each other and that regular ventilation is ensured.
- (2) A TBU employee or a TBU external employee who develops acute health problems indicating a viral infectious disease, is obliged to contact his/her general practitioner, consult his/her health condition with the GP, follow the recommendation thereof and inform his/her superior.

- (3) If a TBU employee or a TBU external employee has been quarantined, he/she is obliged to report this fact to his/her superior, who shall inform the contact person at the given TBU component part. The contact person shall report this information to the Head of TBU Crisis Management Team, Vice-Rector for Internal and External Relations, without delay.
- (4) International business travels of TBU employees and TBU external employees are permitted to countries which are classified as countries with a **low risk** (coloured in green) **of transmission of the COVID-19 infection** as of the scheduled departure date in accordance with the current list issued by the Ministry of Health of the Czech Republic and available on the webpage www.utb.cz/koronavirus, and that on conditions specified in relevant legal regulations.

In the event that an international business travel has been permitted and the situation in the transit and/or destination country deteriorates as of the date of the scheduled departure (i.e. the country will be newly classified as a country with a high risk of transmission of infection – marked in red), the superior is obliged to cancel the business travel. Expenses related to such a business travel shall be charged to the account of the component part which the relevant TBU employee or TBU external employee is affiliated with.

- (5) Business travels of TBU employees and TBU external employees in the Czech Republic are permitted by the relevant superior (Rector/Bursar/Dean of the Faculty/Director of the component part) taking into consideration the risk of transmission of the COVID-19 disease in the given district depending on the current alert level set by the Ministry of Health of the Czech Republic and available on the website: onemocneni-aktualne.mzcr.cz/covid-19/stupne-pohotovosti.
- (6) Persons aged 60 and over as well as persons suffering from chronic illnesses or an immune deficiency (confirmed by a medical certificate issued by a physician) may ask their superior (Rector/Bursar/Dean/Director/Head of the relevant component part) for an adjustment of work in order to minimize the risk of transmission of the disease.
- (7) In compliance with this Rector's Decree, TBU Rector announces, at the same time, special arrangements to be followed in TBU constituent parts (hereinafter referred to "special arrangements") in order to ensure the operation at TBU. Those TBU employees who perform a type of work whose nature enables working from home - provided that the operating conditions at TBU enable it as well - may perform their work from home, the so-called home office, and that upon fulfilling the requirements specified in the Rector's Directive "Rules Governing the Working from Home Policy" (the so-called home office) at Tomas Bata University in Zlín.

Article 5

Guests from abroad

Arrivals of guests are permitted from countries that are classified as countries with a **low risk** (coloured in green) **of transmission of the COVID-19 infection** as of the scheduled arrival date in accordance with the current list issued by the Ministry of Health of the Czech Republic and available on the webpage www.utb.cz/koronavirus.

In the event that the situation in the country of departure and/or transit country deteriorates as of the date of the scheduled arrival of the guest (i.e. the country will be newly classified as a country with a high risk of transmission of infection – marked in red), the superior (Rector/Bursar/Dean/Director/Head of the relevant component part) to whose component part the arrival has been permitted, is obliged to cancel the arrival.

Article 6 TBU students

- (1) A TBU student who develops acute health problems indicating a viral infectious disease, is obliged to contact his/her general practitioner, consult his/her health condition with the GP and follow his/her recommendation. If a student has been quarantined, he/she is obliged to report this fact to the Student Affairs Office of the relevant Faculty, whose staff shall inform the contact person at the given TBU component part. The contact person shall report this information to the Head of TBU Crisis Management Team, Vice-Rector for Internal and External Relations, without delay.
- (2) A TBU student who provides evidence (in the form of a medical certificate issued by a physician) of the fact that he/she falls into a vulnerable group or that he/she has been quarantined or put into isolation will be allowed not to attend classes scheduled to be attended in person.
- (3) In accordance with Paragraph 1) and Paragraph 2) TBU students will be provided with study-related materials and other forms of support upon request in order to ensure a smooth process of studies, including, for example, on-line tutorials, on-line streaming of lectures or practical classes, recorded lectures, alternative dates for laboratory practical classes, etc., according to options and requirements of the given course unit.
- (4) TBU students are permitted to participate in mobility periods abroad on condition that the outgoing TBU students comply with all measures currently in force which have been imposed by the competent public sector administration authorities in the Czech Republic and abroad.
- (5) Arrivals of international students to TBU are permitted on condition that the incoming students comply with all measures currently in force which have been imposed by the competent public sector administration authorities in the Czech Republic.

Article 7 Events organized by TBU

- (1) TBU Rector cancels all events planned to be held and organized by TBU in interior areas (e.g. conferences, cultural, sporting, popular science and educational, social events, etc.).
- (2) Academic ceremonies are allowed to be organized provided that a hygiene plan has been prepared and approved by the the Regional Public Health Authority of the Zlín Region. In case that the event is held outdoors, it has to adhere to the normative acts currently in force.

Article 8
Halls of Residence and Refectory

- (1) A TBU student/employee accommodated in the Halls of Residence of TBU in Zlín or in the MSI Accommodation Facility who has a positive COVID-19 test result is obliged to inform the Halls of Residence and Refectory in Zlín about this fact (for details please see Card of Instructions to Be Followed When Experiencing COVID-19 Symptoms).
- (2) Entry to TBU catering facilities is not allowed to diners from among the general public.
- (3) Employees of TBU are recommended to order a delivery of packed meals according to the instructions given by the Director of the Halls of Residence and Refectory (<https://kmz.utb.cz/aktuality-akce/objednavkovy-system/>)

Article 9
Library

TBU Library is open solely to individual users loaning and returning study-related documents, and that to the extent stipulated by the Director of the Library. When returning books, it is advisable to preferably use the self-service book return machine situated on the ground floor of the U13 building.

Article 10
University of the Third Age (UA)

Rector of TBU cancels all courses held within the U3A and scheduled to be attended in person.

PART FOUR
Final provisions

- (1) The presence of TBU academics and researchers at the workplace, the performance of their independent scientific, research, development and innovation, artistic or other creative activities shall not be affected by this Decree. Academics and researchers are obliged to be present at a constituent part of TBU (hereinafter also referred to as “employer”) or at any other place agreed upon in cases stipulated by the employer in compliance with the Labour Code. This regulation similarly applies to the non-academic staff of TBU.
- (2) This Rector’s Decree abrogates the Rector’s Decree No. RR/33/2020 and is valid until 23:59 on 25 October 2020.