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Distribution list:	TBU Employees, TBU Students, External Employees
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PART ONE

Article 1 Basic provisions

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. 1373 on the Extension of the State of Emergency in Connection with the SARS CoV-2 Epidemic issued by the Government of the Czech Republic on 23 December 2020 and the Resolutions No. 1374 and No. 1378 and on the Adoption of Emergency Measures issued by the Government of the Czech Republic on 23 December 2020 and other Resolutions issued by the Government of the Czech Republic, a ban has been imposed on physical presence of students in classes and examinations – where the number of persons present at the examination at the same time

is higher than 10 – during studies at Tomas Bata University in Zlín (hereinafter referred to as “TBU”), and on physical presence of attendees in Lifelong Learning courses, and that with effect from 00:00 on 24 December 2020; the ban does not apply to students attending clinical and practical classes and students participating in practical training in degree programmes in healthcare and students participating in pedagogical practical teaching and training in nursery, primary and secondary schools or in school facilities providing institutional or protective education.

- (3) Physical presence of persons not specified in the preceding 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, except for those students and members of the academic staff within their educational activity whose nature does not allow the use of protective equipment (physical training, singing or playing wind and brass instruments, in particular).
 - 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 the classes specified in Paragraph 2, 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/Directors 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 and persons in a similar position sharing a common office (space) provided that they keep a distance of at least 2 metres between each other.
- (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) Business trips have been suspended, and they may only be permitted in exceptional cases by the relevant employee authorized to act in employment affairs (Rector/Bursar/Dean/Director of the relevant component part).
- (5) 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 of the relevant component part) for an adjustment of work in order to minimize the risk of transmission of the disease.
- (6) 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

TBU Rector suspends the arrival of international guests.

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 only 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 new international students at TBU shall be suspended, unless decided otherwise by TBU Rector.

Article 7 Events organized by TBU

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.).

Article 8 Halls of Residence and Refectory

- (1) TBU students who have another place of residence in the territory of the Czech Republic are obliged to leave TBU Halls of Residence or the MSI Accommodation Facility. This obligation does not apply to TBU students:
 - on whom labour obligation was imposed by the Government of the Czech Republic in accordance with Act No. 240/2000 Coll. on Crisis Management,
 - who are at the same time employed at TBU,
 - who participate – on a voluntary basis – in tracing of contact persons of those who have a positive COVID-19 test result within the activities carried out by the Regional Public Health Authority in Zlín,

- who participate in the fight against COVID-19 in healthcare facilities in the territory of the Zlín Region on a voluntary basis and present written documents certifying this fact and issued by the relevant healthcare facility,
 - who are currently quarantined or who present documents certifying that they share living area with a person who has a positive COVID-19 test result or who has been quarantined,
 - who are able to participate in the educational process in accordance with Article 2 Paragraph 2.
- (2) 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).
- (3) Entry to TBU catering facilities is not allowed to diners from among the general public.
- (4) 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

- (1) TBU Library and TBU University Press are closed to 3 January 2021.
- (2) TBU Library is closed to students and to the general public until further notice. Individual users may send their requirements by means of email address knihovna@utb.cz. When returning books, it is advisable to preferably use the self-service book return machine situated on the ground floor of the U13 building. Individual users may send their orders placed with the Textbook and Souvenir Shop of the Library by means of email address prodejna@utb.cz. Updated information regarding particular services provided by the Library is available at <https://knihovna.utb.cz/en/>.
- (3) The services provided by TBU University Press are available during limited opening hours (Tuesday - Thursday). Online orders are preferred. Updated information regarding the services provided by TBU University Press is available at: <https://nakladatelstvi.utb.cz/>.

Article 10 University of the Third Age (U3A)

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/45/2020 and is valid until 23.59 on 10 January 2021.