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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](http://www.utb.cz/koronavirus).
- (2) In compliance with the Resolution No. 196 on the Adoption of Emergency Measures and the Announcement of the State of Emergency in Connection with the SARS CoV-2 Epidemic issued by the Government of the Czech Republic on 26 February 2021, and the Resolution No. 200 on the Adoption of Emergency Measures issued by the Government of the Czech Republic on 26 February 2021, 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 (hereinafter collectively referred to as “TBU students”), and that with effect from 00:00 on 1 March 2021; the ban does not apply to:

- a) 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,
  - b) students participating in entrance examinations organized by higher education institutions – where the number of persons present at the examination at the same time is not higher than 10,
  - c) students attending individual tutorials (one student and one academic only).
- (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 wears respiratory protective equipment (covering nose and mouth), namely a medical face mask, a respirator, or similar protective equipment (without an exhalation valve).
  - The person wears respiratory protective equipment (covering nose and mouth), namely a respirator or similar protective equipment (without an exhalation valve) complying minimally with all technical conditions and requirements (for the product), including the filtration efficiency of at least 95 % in accordance with the relevant standards (e.g. FFP2/KN 95) complying minimally with all technical conditions and requirements (for the product) of the Czech Technical Standard EN 14683+AC, which prevent the transmission of droplets in the following cases:
    - o Individual tutorials and work activities, when the persons keep a distance of less than 2 metres between each other,
    - o Employees in charge of dispensing of meals in the HRR,
  - In exceptional cases (in healthcare degree programmes at the Faculty of Humanities), when it is necessary that the students see the mouth of the teacher during classes, the teacher is allowed to use a protective shield as respiratory protective equipment, and that provided that the teacher keeps a distance of at least 2 metres from the students,
  - At the entrance to a TBU building, the person sanitizes his/her hands.
  - The person is not in quarantine at the given time.

Moreover, TBU employees, TBU external employees and TBU students are obliged to meet other requirements set for their physical presence at TBU, as described below in this Decree.

- (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, examinations, entrance examinations and individual tutorials, 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 the period during which work is performed at the workplace or the period during which a similar type of activity is performed, when this activity is performed at one place without the presence of another person.
- (2) A TBU employee or a TBU external employee who performs his/her work at the workplace at TBU is obliged to repeatedly undergo antigen testing in accordance with the Extraordinary Measure No. 249 adopted by the Government of the Czech Republic on 5 March 2021.
- (3) 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.
- (4) 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.
- (5) 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).

- (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 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**

#### **Antigen testing of TBU employees and TBU external employees**

- (1) The physical presence of TBU employees and external employees (hereinafter referred to as "TBU employee") at the workplace is, from 17 March 2021 onwards, only allowed if the employee underwent an RT-PCR test for SARS-CoV-2 or a POC test for the presence of SARS-CoV-2 virus antigen or a screening test for the presence of SARS-CoV-2 virus antigen on prescribed dates and TBU premises during the last 7 days, unless stated otherwise in Paragraph 2 and Paragraph 3, and the result of such a test was negative.
- (2) The provision of Paragraph 1 Article 5 shall not apply to a TBU employee who
  - a) has already had the COVID-19 disease which has been confirmed by a laboratory and his/her isolation period has expired in accordance with the extraordinary measure issued by the Ministry of Health and currently in force, shows no symptoms of COVID-19, and no more than 90 days have passed since the first positive RT-PCR test for the presence of SARS-CoV-2 virus or since the POC test for the presence of SARS-CoV-2 virus antigen, or
  - b) has received a certificate issued by the Ministry of Health of the Czech Republic on the vaccination against COVID-19, and no less than 14 days have elapsed since the second dose of vaccine was administered in the case of a two-dose regimen according to the Summary of Medicinal Product Characteristics (hereinafter referred to as "SPC"), or no less than 14 days have elapsed since the first dose of vaccine was administered in the case of a single-dose regimen according to the SPC, and the vaccinated person shows no symptoms of COVID-19, and evidences this fact by submitting a relevant certificate (confirmation issued by a provider of medical services, Public Health Authority, certificate issued by the Ministry of Health of the Czech Republic, etc.).  
The confirmation shall be submitted by email to [personalni@utb.cz](mailto:personalni@utb.cz);
  - c) enters the TBU premises only for the purpose of collecting their takeaway orders or collecting/returning books from/to the TBU Library.

- (3) A TBU employee who has undergone testing held outside the TBU premises in accordance with Paragraph 1 is required to deliver the confirmation of the negative test result to the employee in charge of keeping the required records at the relevant component part (see <https://www.utb.cz/koronavirus/>).
- (4) If the result of a screening test for the presence of SARS-CoV-2 virus antigen carried out at a TBU constituent part in compliance with Article 1 is positive, the TBU employee is obliged to follow the extraordinary measure issued by the Ministry of Health and currently in force, regulating the obligations of employees regarding the testing for the presence of SARS-CoV-2 virus antigen carried out by a non-professional using a test provided by the employer.

### **Article 6 Guests from abroad**

TBU Rector suspends the arrival of international guests.

### **Article 7 TBU students**

- (1) The personal presence of a TBU student at an individual consultation, when taking an examination, or in classes in accordance with Article 2 Paragraph 2 of this Decree is, from 17 March 2021 onwards, only allowed if the student underwent an RT-PCR test for SARS-CoV-2 or a POC test for the presence of SARS-CoV-2 virus antigen during the last 7 days, and the result of such a test was negative. The above-mentioned fact shall be evidenced by the TBU student, and that by submitting a certificate issued by the relevant provider of medical services to the Student Affairs Office of the relevant component part. This obligation does not apply to a student who:
  - a) has already had the COVID-19 disease which has been confirmed by a laboratory, and his/her isolation period has expired in accordance with the extraordinary measure issued by the Ministry of Health and currently in force, shows no symptoms of COVID-19, and no more than 90 days have passed since the first positive RT-PCR test for the presence of SARS-CoV-2 virus or since the POC test for the presence of SARS-CoV-2 virus antigen, or
  - b) has received a certificate issued by the Ministry of Health of the Czech Republic on the vaccination against COVID-19, and no less than 14 days have elapsed since the second dose of vaccine was administered in the case of a two-dose regimen according to the Summary of Medicinal Product Characteristics (hereinafter referred to as "SPC"), or no less than 14 days have elapsed since the first dose of vaccine was administered in the case of a single-dose regimen according to the SPC, and the vaccinated person shows no symptoms of the COVID-19 disease,  
  
and evidences this fact by submitting to TBU, i.e. to the relevant Student Affairs Office of the relevant component part, a certificate (confirmation issued by a provider of medical services, Public Health Authority, certificate issued by the Ministry of Health of the Czech Republic, etc.),
  - c) enters the TBU premises only for the purpose of collecting/returning books from/to the TBU Library.

- (2) Special testing arrangements will be available for those students whose physical presence is allowed in TBU premises for the purpose of 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. They will receive detailed information from the Student Affairs Office of the relevant component part.
- (3) 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.
- (4) 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.
- (5) In accordance with Paragraph 1) and Paragraph 3) 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.
- (6) 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.
- (7) Arrivals of new long-term international students (degree study) 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 and abroad.
- (8) Arrivals of new short-term international students to TBU have been suspended.

### **Article 8** **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 9 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 allowed only for the purpose of collecting the packed meals.
- (4) Employees of TBU and TBU students accommodated in the Residence Halls 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 10 Library**

- (1) The TBU Library is open solely for the purpose of dispensing the loans of study-related documents booked in advance. The individual users must submit their requirements for books online by means of the e-mail address [knihovna@utb.cz](mailto:knihovna@utb.cz) in advance. When collecting and returning books, students are required to stay in the U13 building only for the time strictly necessary. Updated information regarding particular services provided by the Library is available at <https://knihovna.utb.cz/en/>.
- (2) The services provided by TBU University Press are available only via online orders. Updated information regarding the services provided by TBU University Press is available at: <https://nakladatelstvi.utb.cz/>.

**Article 11**  
**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/7/2021 and is valid until further notice.