

Code:	RR/11/2021
Category:	RECTOR'S DECREE
Title:	Temporary Restrictions and Measures Adopted at Tomas Bata University in Zlín in Connection with the Outbreak of COVID-19 Disease
Liability:	Tomas Bata University in Zlín
Issue date:	23 April 2021
Effective:	24 April 2021
Issued by:	TBU Rector
Prepared by:	Vice-Rector for Pedagogical Activities Vice-Rector for Internal and External Relations Legal Services
In cooperation with:	Director of TBU Halls of Residence and Refectory
Pages:	8
Appendices:	2
Distribution list:	TBU Employees, TBU Students, External Employees
Signature of authorized person:	Prof. Ing. Vladimír Sedlařík, Ph.D. m.p.

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. 393 on the Adoption of Extraordinary Measure in Connection with the SARS CoV-2 Epidemic and its Appendices No. 1 and No. 2 – Adoption of Extraordinary Measure – issued by the Ministry of Health of the Czech Republic on 19 April 2021, 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 and in the same exam room 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 26 April 2021; the ban does not apply to:

- a) final students attending clinical and practical classes and final students participating in practical training,
 - b) students of all years attending clinical and practical classes and students of all years participating in practical training in degree programmes in general medicine, stomatology, pharmacy and 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,
 - c) students attending individual tutorials or counselling services (one student and one academic/other person 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) Entrance examination may be held with the presence of no more than 20 persons in the same room and under the conditions of compliance with all required hygiene measures.
- (5) A person who has submitted an application for study at a higher education institution (hereinafter referred to as the “applicant”), will be allowed by the higher education institution to personally attend the entrance examination, unless the entrance examination is held using remote communication tools, only provided that:
- a) the person shows no symptoms of the COVID-19 disease, and
 - b) the person submits a confirmation issued by a provider of medical services evidencing the fact that he/she underwent a POC test for the presence of SARS-

CoV-2 virus antigen or an RT-PCR test for SARS-CoV-2, during the last 7 days prior to the date of the entrance examination, unless stated otherwise in Paragraph 5, and the result of such a test was negative.

In the event that the person is entitled to the presence of a supporting person/other person in the exam room, this person must meet the requirements specified in this Paragraph or specified in Paragraph 6, otherwise the person will not be allowed to be present in the exam room by the higher education institution.

- (6) The requirement specified under Paragraph 5 Letter b) is considered as fulfilled if the applicant provides evidence of the fact that
 - a) he/she 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, and no more than 90 days have passed since the first positive POC test for the presence of SARS-CoV-2 virus antigen or since the RT-PCR test for the presence of SARS-CoV-2 virus, or
 - b) he/she 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.
- (7) 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.
- (8) 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 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 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;

- c) enters the TBU premises only for the purpose of collecting his/her 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.
- (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 Paragraph 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 **Visits to TBU**

- (1) The arrival of international guests is allowed for strategic and project purposes, if granted exemption by the Rector of TBU.
- (2) Visits of third parties to TBU premises will be carried out only in necessary cases and under the conditions of meeting the conditions specified in Article 2, Paragraph 3 and appropriately in Article 5, Paragraphs 1 and 2. The scope and manner of control of this provision shall be determined by the Rector/Bursar/Dean/Director of the relevant component part.

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 26 April 2021 onwards, only allowed if the student shows no symptoms of the COVID-19 disease and he/she underwent a preventive RT-PCR test for SARS-CoV-2 or a preventive 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 or an internal certificate issued by TBU and evidencing that the given person underwent a test for the presence of SARS-CoV-2 virus antigen. The certificate shall be presented at the reception upon entry to the relevant TBU building. The Testing Methodology Applicable to TBU Students forms Appendix No. 2 to this Decree. 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 presenting the certificate (confirmation issued by a provider of medical services, Public Health Authority, certificate issued by the Ministry of Health of the Czech Republic, etc.) at the reception upon entry to the building of TBU,
- c) enters the TBU premises only for the purpose of collecting/returning books from/to the TBU Library.
- (2) 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.
- (3) 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.

- (4) 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.
- (5) 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.
- (6) 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.
- (7) Arrivals of new short-term international students for the purpose of participating in a traineeship at TBU within exchange programmes are allowed, if granted exemption by the Rector of TBU.

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 not allowed to stay at TBU Halls of Residence or the MSI Accommodation Facility. This obligation does not apply to TBU students:
 - 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 is obliged to undergo a test for the presence of COVID-19 in accordance with Appendix No.2, and that on the first day of his/her arrival in the accommodation facility, if he/she is present there before participating in educational activities at TBU, or to submit a relevant certificate specified in Article 7 Paragraph 1 of this Decree. If the person has a positive COVID-19 test result, he/she 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) A student who is planning to use accommodation in the Halls of Residence of TBU in Zlín or the MSI Accommodation Facility is obliged to register for and undergo test for the presence of COVID-19 in accordance with the Appendix No. 2 during the given testing hours and at the given testing site or submit a relevant certificate specified in Article 7 Paragraph 1 of this Decree.
- (4) Entry to TBU catering facilities is allowed only for the purpose of collecting the packed meals.
- (5) 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 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/9/2021 and is valid until further notice.