

Ensuring the conditions of study and work performance at CZU as of 10th August 2021

Article 1

Subject of the Decision

- (1) This Decision is issued in order to prevent the spread of the disease caused by the coronavirus and in accordance with generally binding legal regulations, in particular, the emergency and protective measures of the Ministry of Health:
- a. Protective measure No.: MZDR 20599/2020-104/MIN/KAN of 30th July 2021 - "restrictions on crossing the state border";
 - b. by the Resolution of the Government of the Czech Republic No. 604 to the Emergency Measures of the Ministry of Health of 28th June 2021;
 - c. by the Resolution of the Government of the Czech Republic No. 705 on Emergency Measures of the Ministry of Health of 30th July 2021;
 - d. Emergency measure No.: 15757/2020-53/MIN/KAN of 7th June 2021, respiratory protection.

Article 2

Ensuring the conditions of study at CZU

- (1) The personal presence of students in education and exams at CZU is possible only if he or she has no symptoms of COVID-19 and meets the conditions laid down in Article 4 (1) of this Decision.
- (2) Students are obliged to use distance communication exclusively (e-mail, telephone, postal services) to handle their administrative study matters.
- (3) Participation in lifelong learning courses (hereinafter "lifelong learning") may not exceed 1,000 persons provided that all persons participating in lifelong learning demonstrate that they do not show clinical signs of COVID-19 and meet the conditions laid down in Article 4 (1) of this Decision.

Article 3

Work performance of employees and persons in a similar position at CZU

- (1) The performance of work at CZU is carried out as standard according to the instructions of the superior employee. Deans of the Faculties, relevant heads of CZU units, or superior employees shall consider the extent of work outside the CZU workplace (work from home or another place); in case of further use of work outside the CZU workplace, senior employees contact DHRM to negotiate an agreement on the performance of work from home.
- (2) An employee or a person in a similar position may enter and move at CZU premises if he or she has no symptoms of COVID-19.

Article 4

Testing at CZU

- (1) If required by this Decision, or the emergency measures of the Ministry of Health, individual persons present at CZU (except for children under 6 years of age) are obliged to prove that:
 - a. the person underwent a negative RT-PCR test for the presence of SARS-CoV-2 virus no later than 7 days ago, or
 - b. the person underwent a negative POC test for SARS-CoV-2 antigen no later than 72 hours ago, or
 - c. the person has been vaccinated against covid-19 and proves by the national certificate of vaccination or the national certificate of completed vaccination that:
 - i. at least 14 days have elapsed from the administration of the second dose of vaccine in the case of a two-dose schedule according to the Summary of Product Characteristics (SPC), or
 - ii. at least 14 days have elapsed from the administration of a dose of vaccine in the case of a single dose schedule according to SPC;a national certificate of vaccination is considered to be a written certificate issued in an official language of a Member State of the European Union or in English by an authorized entity operating in the Czech Republic or another Member State of the European Union, the model of which is published in the list of recognized national certificates on the Ministry of Health of the Czech Republic website, which contains data on the vaccinated person, the type of vaccine administered, the date of administration of the vaccine and the identification of the subject who issued the certificate; a national vaccination certificate is also considered to be a vaccination certificate issued in accordance with the European Union Regulation on the EU digital certificate COVID; a national certificate of completed vaccination is considered to be a written confirmation issued at least in English by an authorized entity operating in a third country to a Czech citizen or a European Union citizen with a temporary residence permit or permanent residence permit issued by the Czech Republic that vaccination with a substance approved by the European Medicines Agency has been fully completed, and its model is published in the list of recognized national certificates on the website of the Ministry of Health of the Czech Republic; the written certificate must contain details of the person to be vaccinated, the type of vaccine administered, the date of administration of the vaccine, the identification of the subject who issued

the certificate and these data must be verifiable by remote access directly from the written certificate;

- d. the person has undergone laboratory-confirmed covid-19 disease, the isolation period has elapsed according to the valid emergency measure of the Ministry of Health and from the first positive POC antigen test for SARS-CoV-2 virus or RT-PCR test for SARS-CoV- 2 have not elapsed more than 180 days, or
 - e. the person undergoes a preventive antigen test on the spot to determine the presence of SARS-CoV-2 virus antigen, which is intended for self-testing or authorized by the Ministry of Health for use by a layperson, with a negative result, or
 - f. the person in a school or school facility underwent a test to determine the presence of SARS-CoV-2 virus antigen, which is intended for self-testing or authorized by the Ministry of Health for use by a layperson, with a negative result no later than before 72 hours; the fact is evidenced by an affidavit or an affidavit of the person's legal representative or a confirmation from the school.
- (2) The Deans of the Faculties, the relevant heads of CZU units, will ensure that a thorough control of the fulfilment of obligations is continuously carried out pursuant to this Article. A person who fails, or does not prove compliance with these obligations, may not be admitted to the event in question.
- (3) To ensure preventive testing, a testing centre has been set up at the CZU campus (P1 car park), in which all persons can be tested. These persons can register for testing at the website www.staynegative.cz (HERE). Employees can register to use priority testing via the Registration Form located on the intranet in the "Aktuality" section. The procedure for registration and testing is attached as Annex 2 to this Decision.
- (4) If the preventive antigen test result is positive, the test centre located at the CZU campus will hand over the confirmation of the positive result to the person. If the test result is positive, the person is obliged to leave the premises of CZU or another place where education takes place and the premises of the accommodation facility of CZU immediately; unless otherwise specified, he or she does not have to leave the accommodation. The person is obliged to inform the health service provider in the field of general practice medicine about the positive result of the test by telephone or another usual remote method, and CZU, specifically a superior employee or the CZU Security Department via e-mail bezpecnost@czu.cz.
- (5) Individual CZU components may, at their own expense, provide their employees, students or other persons with another testing method (e.g. self-testing). In such a case, the Deans, the relevant CZU heads are responsible for ensuring appropriate tests, providing suitable premises (for meeting the conditions given by the emergency measure of the Ministry of Health), as well as proper records of tests performed and compliance with other conditions set by the emergency measure of the Ministry of Health, government resolution, etc. The relevant CZU unit must inform the CZU Security Department at least once a week about such testing, including sending records of the performed tests. If the unit decides to use this option, it lays down the rules for self-testing by the unit's internal regulations.

Article 5

Obligations of all persons present at CZU (i.e. students, employees and others)

- (1) All persons are prohibited from moving and staying without respiratory protective equipment (nose, mouth), which is a respirator or similar device (always without exhalation valve) meeting at least all technical conditions and requirements (for the product), including filtration efficiency of at least 94% according to relevant standards (e.g. FFP2/KN 95) in all inner areas of CZU, with the exceptions provided for in an emergency measure by the Ministry of Health of the Czech Republic (in particular employees and persons in a similar position while performing work at one place without the presence of another person than co-workers, students and academics, if they are seated, examinees and examiners during the examination, if all persons maintain a distance of at least 1.5 metres, etc.).
- (2) To meet the condition under Paragraph 1 of this Article, a sufficient respirator capacity is ensured, which shall be distributed to individual employees through the heads of individual parts of CZU.
- (3) Participation in academic ceremonies (i.e. especially graduation ceremonies) and holding entrance examinations (if more than 20 persons take part at a time) is allowed provided that the maximum number of persons present does not exceed 1,000 (indoors) and, at the same time:
 - a. all persons present demonstrate that they fulfil the conditions laid down in Article 4 (1) of this Decision,
 - b. the organizer of the event is obliged to keep records of participants for the needs of a possible epidemiological investigation, in the scope of identification of participants (name, surname), their contact details (preferably phone number) and information related to the event, etc. (from when, till when); the organizer keeps these records for a period of 30 days from the date of the event; and
 - c. all participants are seated and, if possible, seated so that the distance between the individual participants is at least 1.5 m.
- (4) If so determined by the Dean or the head of the relevant unit, entry to the buildings of individual CZU units may be restricted to the use of an employee card only (except for CZU dormitory buildings) – i.e. to employees of the given unit or according to the Decision of the Dean. Students see Article 2, Paragraph 2 of this Decision.
- (5) Provided the student (also an applicant for study) or an employee or a person in a similar position has stayed for more than 12 hours during the last 14 days on the territory of countries that are on the list of countries with a low, medium, high, very high and extreme risk of COVID-19, he or she is obliged to immediately announce this fact before entering the territory of the Czech Republic, by filling in the electronic Arrival Form of the Ministry of Foreign Affairs available at www.prijezdovyformular.cz by remote access and at the same time undergo the RT-PCR test for the presence of SARS CoV-2 at his or her expenses and submit the result of this test to the study administration office (in the case of a student), the international relations department (in the case of an international student) of the relevant faculty or IEC or his or her superior (in the case of an employee or similar person).

- (6) CZU is obliged to prevent the entry of persons according to the previous Paragraph to all CZU workplaces unless these persons submit the result of the SARS-CoV-2 virus test to CZU or if they do not prove that they are covered by the exemption from the obligation to undergo a test in accordance with this protection measure. The Deans of the Faculties, the relevant heads of CZU, will ensure that a thorough control of the fulfilment of obligations under this Paragraph is carried out continuously.
- (7) The operation of sports grounds is limited so that in the interiors of buildings (e.g. gyms, playgrounds, courts, rings) and dance studios, gyms and fitness centres, in the case of group lessons it is necessary to maintain a distance of at least 2 metres between persons, CZU is obliged to ensure maximum possible air circulation with freshly sucked in outside air with presence only those persons who:
 - a. have no symptoms of COVID-19, and
 - b. meet the conditions laid down in Article 4 (1) of this Decision.

Article 6

Final Provisions

- (1) The list of countries with a low risk of COVID-19 disease is continuously issued by the Ministry of Health of the Czech Republic.
- (2) Annex is an integral part of this Decision:
Annex No. 1 - Methodical guideline for the organization and course of the study results verification at CZU
Annex No. 2 - Description of CZU employees' registration for COVID-19 testing
- 3) This Decision annuls the Rector's Decision 15/2021.
- 4) This Decision shall enter into force upon publication and shall take effect on 10th June 2021.

In Prague, 9th August 2021

Prof. Ing. Petr Sklenička, CSc.
Rector

Annex No. 1 to Rector's Decision No. 16/2021

Methodical guideline for the organization and course of the study results verification at CZU in the academic year 2020/2021

With regard to the current epidemic situation and measures taken by the Government of the Czech Republic, it is necessary to accept the fact that it shall not be possible for examinations (exams, credits) in the academic year (AY) 2020/2021 to take place in a standard manner corresponding to the accredited form of study programmes.

It is evident that the main factors that will affect the course of the examination period are:

- a) existing anti-epidemic measures at the state level,
- b) a valid decision of the MEYS on special authorizations of public and private universities in an emergency situation for CZU,
- c) adjustment at the university level.

However, it is necessary to add the National Accreditation Office's stance with regard to the Methodical guideline of the NAO on the use of distance education tools in the present-day and combined form of study in the academic year 2020/2021.

In terms of legal certainty for the academic staff and students, it is already vital to lay down rules concerning the examination (exams and credits) in AY 2020/2021, regardless of the anti-epidemic measures in force at the time of the verification of study results.

In connection with the above, the following rules are laid down for the organization of study results verification (exams and credits) in AY 2020/2021:

1. Forms of study results verification

a) Contact forms

Contact examination is a standard method for the present-day and combined study. The exam can be oral, written, practical or combined. The written exam can also be passed in the form of an electronic test.

The test's contact form is possible only if the adopted anti-epidemic measures allow it; it is always necessary to respect the conditions defined in these measures.

In addition, the following precautions are recommended:

- During the oral contact examination, a maximum of two students should be examined by the examiner simultaneously in the room.
- Contact oral examination should occur in sufficiently large and regularly ventilated rooms so that the appropriate distance between individuals (min. 2m) can be maintained.
- Examiners and students must follow the so-called triple hygiene rule (facemasks, hands, distancing) during the examination. Hygienic means are provided by the faculty if necessary.

b) Distance forms

Distance forms of examination are only possible if the conditions of § 95c of the Higher Education Act are met, i.e. due to a crisis or emergency measure, students' personal presence in education or examinations or participants in a state final examination is not possible or is limited. The second condition for using the provisions on special authorizations by a university is the issuance of a valid decision of the relevant ministry, i.e. the Ministry of Education, Youth and Sports.

Distance examining can be performed mainly with tools that the university supports. Those are:

- Microsoft Teams,
 - LMS Moodle (for tests, written verification of study results).
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In justified cases, other tools can be used, such as GOOGLE MEET, ZOOM.

Distance forms of the verification of study results are full-fledged, although they differ in their nature. By changing the contact to distance verification of study results, students' burden should neither be disproportionately reduced nor significantly increased.

To perform distance testing, students must have the necessary technical equipment. Depending on the selected platform and environment, students will need: a functional computer, stable internet connection, speakers, microphone, and webcam. Students must also have the appropriate software installed and a quiet environment where they shall not be disturbed during the examination.

During the distance examining, it is first necessary to verify the identity of the student:

- In the case of a written distance examination, the student's identity at the elementary level is ensured by the fact that the written examination occurs in an environment in which students log in using the login name and password assigned by CZU (Moodle).
- When verifying the study results orally, it is necessary to verify the identity using a webcam, so the students must have their own webcam with sufficient resolution. The students prove their identity by showing their student ID cards to the camera. If the examiner has doubts about the student's identity proven based on the student ID card, the student is obliged to prove himself/herself with an identity document (ID card, passport) at the examiner's request.

The following measures can increase the objectivity of written verification of learning outcomes in the form of tests:

- Selection of a suitable type of test tasks. Particularly suitable are the multiple-choice type tasks with several options, with one correct answer and a short creative answer.
- Ask questions in such a way that verifies understanding, not only knowledge (so-called Open book tests).
- Use the task bank to generate tasks of the same difficulty randomly.
- Access to the test should be the same for all test participants (day and hour).
- It is necessary to set a time limit for passing the test. The student must be notified of the existence of a time limit before starting the test.

Recommendations for oral verification of study results by distance learning methods:

- Examine in the presence of at least two students (or teachers) as in the contact verification of study results so that the student is not alone with the examiner or examiners (in the case of a commission exam) in the virtual room.
 - Recording the oral form of the verification of study results of a standard study subject (does not apply to the state final examination) is not required or recommended by law. If the guarantor of the course or the examiner considers it necessary to record the examination for the verification of the study results, this step is possible only if all participants (including the student) agree with it. The student's consent to the recording of the exam should be in writing. Given the need to keep the record according to the GDPR, it is necessary to discuss the precise procedure in advance with the Security Department.
 - The examiner should have a functional webcam. The webcam on the student's side is mandatory and, in addition to the student's identification, allows monitoring of the student's surroundings.
 - Oral verification of study results, to which the student registers via UIS, is preceded by sending a link to an online meeting by e-mail to the registered student's address listed in UIS. Optimally immediately after the deadline for students to register for the exam, but at least 24 hours before the exam.
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- After participants' registration to the virtual room, it is recommended to check the settings and operation of all tools needed for the exam. It is also recommended to introduce students to the exam's rules, its intended course and the rules of communication.
- The examiner is entitled to invite the examined student to use the student's video camera to show his/her surroundings (encircling the room with a camera to make sure that no one else is in the room, that he/she does not have a textbook or other equipment behind the computer or on the desk, etc.) The examiner can also ask the student to share a desktop to verify what the student is doing during the computer exam.
- If students refuse to comply with these examiner requirements, they are excluded from verifying the study results within the given deadline (without the expiration of the deadline).
- Given the specifics of distance examining, it is recommended not to give students time to prepare answers to the questions asked.
- In case of the loss of connection with the student, it is first necessary to restore the connection. If this fails, the examiner may decide on the classification if the course of the study verification has already enabled him or her to draw conclusions about the student's knowledge. Otherwise, the exam is seen as an unsuccessful attempt (without the expiration of the deadline). The student is not entitled to special exam date. The examiner and the student can agree in advance on a backup communication channel (e-mail, telephone) for a connection failure's operative solution.
- At the end of the examination, the examiner will ensure that the study verification result is entered into the UIS without undue delay.

2. Announcing the dates of the study results verification

- a) According to the Study and Examination Regulations for studies in Bachelor's and Master's study programmes, a sufficient, if a possible equal number of examination dates with the required capacity, including the usual share of retakes in individual subjects, must be announced and opened for enrolment no later than 2 weeks before the beginning of the examination period (i.e. no later than 21st December 2020). This deadline must be met.
- b) The student must apply for the date with the knowledge of what form the exam will take, in what environment it will take place and what technical equipment he/she shall need.
- c) When announcing the date, it should be stated in what form and in what environment the verification of study results shall be performed (contact - oral, written, practical, combined; distance - oral online transmission in MS Teams or in writing in the form of a test in LMS Moodle, or a combination of both). The form of the verification of study results is determined by the study subject's guarantor or by the examiner with the consent of the guarantor of the study subject.
- d) This form should then be complied with, except in situations where it shall not be possible to carry out the contact form of examining at the time of the examination due to the anti-epidemic measures taken.
- e) It is recommended that those guarantors of study subjects who have decided to announce only distance exam dates also announce several contact exam dates, especially for students who cannot or do not want to participate in distance verification of study results or do not meet the specified conditions (e.g. connection quality, webcam, etc.).

3. Rules for the implementation of state final exams

If the conditions allow, the final state examinations should take place in a standard full-time manner, i.e. in the personal presence of the student and the examination committee with the admission of public participation under § 53 of the HE Act.

If it is expedient, justified and if the conditions defined in § 95c of the HE Act are met, it is possible to take the state exam or its part entirely remotely or in a hybrid form (partly remotely), provided that it is possible to verify the student's identity, ensure compliance with rules established for this state examination or part thereof and to ensure that the public's request is maintained.

The hybrid form of the state final examination means the situation when

- a) the student is present remotely, the committee is present in person,
- b) the student is present remotely, part of the committee is present remotely, and part of the committee is present in person,
- c) the student is present in person, part of the committee is present remotely, and part of the committee is present in person.

The distance presence of a student is possible if the student has been ordered to quarantine or cannot attend due to other epidemiological measures - such as staying abroad and the inability to arrive in the Czech Republic.

At least one member of the committee, usually the chairperson, must always be present in person; other committee members may be present remotely only if their presence is not allowed by current anti-epidemic measures (e.g. by quarantine regulation) and if approved alternates cannot represent them.

The absent committee member or members shall not sign the examination report; the report of such member or members of the committee shall be indicated as "present at a distance".

In the case of the hybrid form of the state examination, public participation is ensured by the possibility for the public to participate in person (participation in the room where the member or members of the committee are present). In case of impossibility of the public to participate in this way due to current epidemiological measures, it is possible to conduct a state examination without the presence of the public, provided that an audiovisual recording is made of its course, which is kept for 5 years (§ 95c of the HE Act).

To take part in the state final examinations in person, the person concerned must comply with the hygienic regulations and requirements defined by the CZU internal regulations in force at that time.

Annex NO. 2 to Rector's Decision No. 16/2021

CZU employee registration procedure for Covid-19 testing

In connection with the testing of employees, which is given by the national legislation and in connection with further development and efforts to set up the most suitable process of testing CZU employees, I would like to inform you about the set procedure for registration and testing of CZU employees.

- To ensure fast check-in/testing of CZU employees, an ONLINE system is newly prepared; see “intranet / Aktuality / **Registrace na testování COVID-19**”, where every employee who uses the CZU testing centre must be registered.

Priority testing:

- **Employees will always be approved with a weekly schedule a priority testing option**, either by the secretary (in the case of faculties) or by a superior (in the case of CZU components). Priority approval **for the following week will always end on Wednesday by 23:59**.
- Selected employees will receive an automatic request by e-mail to **specify the time of arrival for the testing itself and will be able to choose from the available fifteen-minute time intervals** with a specified consumption capacity till Thursday 00:01. Employees will make reservations for a given time through the ONLINE system; see “intranet / Aktuality / Registrace na testování COVID-19”.
- **After selecting the date, notification information will be sent to a CZU employee by e-mail**. On the specified day and time interval, the employee arrives **at the test centre and submits a document for verification of identity and an electronically completed and pre-printed Entry Form**; see “intranet / Aktuality / Registrace na testování COVID-19 / Tisk potvrzení”.
- **For priority testing, the time from 7:00 to 10:00 is limited to each test day**. At this time, the testing centre will test only CZU employees registered in advance and authorized by a superior employee.

Routine testing:

- For routine testing, the time is set from 10:00 to 12:00 each test day.
- All CZU employees and students must always present an identity document and an electronically completed and pre-printed Entry Form upon arrival at the test centre; see intranet / Aktuality / Registrace na testování COVID-19 / Tisk potvrzení.

In the following week, from 22nd March 2021, the test centre's operation is scheduled for Monday - Friday from 7:00 - 18:00.

On this occasion, also allow me to provide you with information on the current state of vaccination of academic staff, which is described in the document published on the intranet in the “Aktuality” section.
