

Ensuring the conditions of study and work performance at CZU as of 25th November 2020

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. Resolution of the Government of the Czech Republic No. 957, by which the state of emergency was declared with effect from 5th October 2020, 00:00;
 - b. Resolution of the Government of the Czech Republic No. 1108, on the extension of the state of emergency;
 - c. Resolution of the Government of the Czech Republic No. 1195, on the extension of the state of emergency;
 - d. Protective measure No.: MZDR 20599/020-37/MIN/KAN of 16th November 2020 - "protection of the state border";
 - e. Emergency measure No.: MZDR 15757/2020-40/MIN/KAN of 20th November 2020 - "wearing respiratory protective equipment with exceptions with effect from 21st October 0:00 till further notice;
 - f. Resolution of the Government of the Czech Republic No. 1198, crisis measure to limit the operation of schools and school facilities with effect from 25th November 2020, 00:00 till 29th November 2020, 23:59;
 - g. Resolution of the Government of the Czech Republic No. 1199, a crisis measure on restricting the operation of schools and school facilities with effect from 30th November 2020, 00.00 till 12th December 2020, 23:59;
 - h. Resolution of the Government of the Czech Republic No. 1200, extension of the crisis measure banning the free movement of persons.

Article 2

Ensuring the conditions of study at CZU

- (1) With regard to the government resolution prohibiting the free movement of persons, it is necessary to limit contacts with other persons within the framework of teaching, to the extent strictly necessary.
- (2) With regard to the Resolution of the Government of the Czech Republic, which prohibits the personal presence of students in university studies and exams if more than 10 persons take

part in the exam at the same time, in university studies and in participating in lifelong learning courses, all teaching takes place remotely - via LMS Moodle and MS Teams - till the end of the semester, i.e. 18th December 2020.

- (3) It is therefore possible in exceptional situations to carry out examinations in the presence of a maximum of 10 persons. However, it is not possible to carry out clinical or practical teaching at CZU. It is also possible to carry out laboratory, experimental or artistic teaching in the last year of the bachelor's or master's study programme intended for the preparation of the final thesis, in the presence of a maximum of 20 students. It is possible to study in a doctoral study programme. The entry of students into CZU buildings must be arranged in advance with the relevant CZU employee (examiner, supervisor, head of department, etc.). Deans are advised to allow entry using student cards (ISIC).
- (4) Furthermore, it is possible to implement practical teaching and practice, which takes place with external entities, individual consultations and individual visits to the library in order to receive or submit study literature.
- (5) The method and form of the verification of study results (credits and exams) in the examination period, i.e. after 19th December 2020, will be specified by an order of the Dean / Director.
- (6) In the case of the presence of students at CZU (in line with the exceptions - exams, laboratory classes, etc.), it is necessary to ensure that the capacity of the room is at least three times the number of persons present.
- (7) Students are obliged to use preferentially such available tools for handling their study matters, which do not require a personal visit to the study administration office (e-mail, telephone).
- (8) The course of teaching is regulated in more detail in the methodological guideline, which is Annex No. 1 to 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 a superior employee and at the same time in compliance with the conditions (similarly) specified in Article 4 of this Decision. The Deans of the Faculties or the relevant heads of CZU units are obliged to consider current conditions and, if necessary, order work from home. Moreover, according to the government resolution, it is also recommended to support holidays and paid leave for employees and similar instruments or to limit the performance of work which is not important for maintaining the activities of CZU
- (2) In accordance with the Resolution of the Government, I also request all employees to limit personal contact to the necessary extent (including holding meetings or conferences).
- (3) Except for the above-mentioned, an employee or a person in a similar position may enter and move at CZU premises if the following conditions are met, i.e. he or she:

- a. is without acute health problems corresponding to a viral infectious disease (e.g. fever, cough, shortness of breath, sudden loss of taste and smell, etc.),
- b. disinfects hands with disinfectants,
- c. has not been ordered at the time a quarantine measure or isolation in the sense of § 2 paragraph 6 of Act No. 258/2000 Coll.
- d. fulfils the other obligations laid down in this Decision

Article 4

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) such as a respirator, facemask, mouthpiece, scarf, shawl or other means that prevent the spread of droplets in all common (internal) 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, if such a person works at a distance of at least 2 metres from another person).
- (2) During the duration of this Decision, access to all CZU buildings shall be possible only with an employee card (excluding CZU dormitory buildings) or according to the Dean's decision also with student cards, see Article 2, paragraph 3 of this Decision. Any other persons - visits (including students) must therefore arrange their visits in advance and the CZU employee or a person in a similar position must collect these visits at the entrance to the building.
- (3) 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 not on the list of countries with a low 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.prijezdovymformular.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 own 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 a foreign student) of the relevant faculty or IEC or his or her superior (in the case of an employee or similar person). Until the person submits a negative RT-PCR test for the presence of SARS CoV-2, he or she may not enter and move in any of the CZU premises, except for possible accommodation in dormitories in areas designated for persons in quarantine measures.
- (4) In the event that a person has resided abroad in accordance with paragraph 2 of this Article, he or she is obliged to wear respiratory protective equipment during his or her stay and movement in the indoor and outdoor areas of CZU, for at least 14 days upon entering the territory of the Czech Republic.
- (5) Due to the obligation of CZU as an entity receiving foreigners who entered the Czech Republic after 1st July 2020 to supervise the provision of accommodation, health care and return to the country of origin, foreigners are obliged to register and provide all required information using the form available at <https://aktualne.czu.cz/>.

- (6) Within the accommodation facilities the following rules must be observed:
- a. it is prohibited to provide accommodation to students who have other place of residence in the Czech Republic (with the exception of students who have been imposed work duties by the government pursuant to Act No. 240/2000 Coll., on Crisis Management and on Amendments to Certain Acts (Crisis Act), as amended, and students who cannot return home, are in quarantine or isolation at the campus)
 - b. customers are encouraged by information materials to keep a distance of 2 meters and to use cards as the best way of payment,
 - c. at the entrance to the accommodation facility and in the lavatories, the possibility of hand disinfection for customers is provided,
 - d. areas in contact with hands are disinfected regularly,
 - e. customer information materials are available explaining the anti-epidemic measures in place,
 - f. before accommodating a new customer, all contact areas, objects used by guests in the room (e.g. telephone, TV remote control), bathrooms and toilets are disinfected.
- (7) All operations within indoor sports grounds and related indoor areas of outdoor sports grounds (i.e. especially gyms, fitness, and swimming pools) are prohibited.
- (8) All catering facilities at CZU premises (i.e. canteen, snack bars, cafés, restaurants, etc.) are prohibited from the presence of the public in these establishments; this prohibition does not apply to sales outside the catering service establishment (i.e. it is possible to ensure operation in the form of a so-called dispensing window).
- (9) Drinking alcoholic beverages is prohibited in the entire CZU campus in publicly accessible places and in all areas of the CZU dormitories.

Article 5

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 - Methodological guideline for the course of teaching in the academic year 2020/2021
- 3) This Decision annuls the Rector's Decision 27/2020.

This Decision shall enter into force upon publication and shall take effect on 25th November 2020.

In Prague, 24th November 2020

Prof. Ing. Petr Sklenička, CSc.
Rector

Annex to the Rector's Decision No. 29/2020

Methodological guideline for the course of teaching in the academic year 2020/2021

Course of teaching in the academic year 2020/2021

- (1) Teaching shall always be governed by the conditions that shall be set by the state administration. The basic requirement remains to ensure pedagogical activities in their entirety and in the required quality.
- (2) The primary objective and priority of CZU is to maintain, as far as possible, standard teaching, in accordance with the accredited forms of the study programmes.
- (3) If the personal presence of students in teaching is reduced (excluded) by the state power, or the epidemiological situation at CZU is fundamentally unfavourable, it shall be necessary to switch to a fully distance form of teaching. Comprehensive distance education for the CZU is ordered by the Rector on the basis of the measure issued by the Czech government, the Ministry of Health, or on the basis of a specific legally binding anti-epidemic measure imposed on the university by the locally competent hygienic station.
- (4) Distance teaching is to be understood as active teaching, which takes place in accordance with the schedule and where teaching in the personal presence of students is replaced by online teaching. For this purpose, all relevant e-learning methods are used.
- (5) For distance teaching, teachers shall give priority to the LMS Moodle and MS Teams platforms, due to the unification of technical requirements for teachers and especially for students, and also thanks to the support of DICT and CAVS. User manuals have already been created for these platforms and further training shall be organized.
- (6) The LMS Moodle application shall be used by guarantors and teachers of subjects mainly to make study materials available to students online, or test students' knowledge through online tests. The provision of study materials (often reduced to pdf lectures or scripts) in the LMS Moodle environment must be considered in this respect as a minimum, which is not an adequate substitute for contact teaching by means of e-learning.
- (7) Teachers shall use the MS Teams application to organize, record and broadcast lectures online, and if necessary and possible, even to share seminars and tutorials, or for online consultations with students.
- (8) DICT shall prepare teams in the MS Teams environment for all currently taught subjects and shall provide other necessary technical support.
- (9) Unless the personal presence of students in teaching and university examinations is limited, yet the epidemiological situation does not allow for full contact teaching, a hybrid form of teaching shall need to be introduced.
- (10) The hybrid form of teaching means that direct contact teaching is combined with the transmission of teaching online (or at the same time with its recording) and with the use of other e-learning methods. Thus it is possible to optimize the course of teaching so that

contact teaching is maintained in those subjects, or parts of the subjects which, by their nature, require it.

- (11) A variant of hybrid teaching is, for example, the combination of a distance form of online transmission of lectures with full-time (contact) practical teaching within tutorials and seminars. This shall make it possible to meet a possible condition for a limited number of students present in class.
- (12) A variant of hybrid teaching is also the online transmission of contact full-time teaching and its recording, which shall make teaching available to students who cannot attend classes in person due to quarantine or students with more serious health problems who are forced to avoid larger groups and foreign students who shall not be enabled to arrive in the Czech Republic.
- (13) Depending on the current situation, the Dean of the Faculty or the Director of the IEC decides on the introduction of hybrid teaching.
- (14) In the case of the introduction of hybrid teaching, teachers must define the conditions for fulfilling credits at the beginning of the semester so that those can be met even by students who shall complete at least part of teaching in the semester remotely (e.g. optional participation in direct teaching, emphasis on semester work, projects, or block teaching in laboratories at the end of the semester, etc.).
- (15) The scope of the distance form of teaching in individual study programmes shall be registered due to the information obligation to the National Accreditation Office for Higher Education.
- (16) The distance elements of teaching shall be used in accordance with the methodological guidelines of the National Accreditation Office for Higher Education, i.e. only in those cases where objective external circumstances do not allow to implement the study programme in accordance with the granted accreditation or in accordance with the authorization to carry out the study programme on the basis of institutional accreditation.
- (17) In study subjects where it is not possible to implement some part of the distance learning, this teaching will be provided in blocks and will take place depending on the anti-epidemic measures in the examination period or during the summer semester.
- (18) The implementation of study subjects in a hybrid or distance way shall be monitored and evaluated, both from the point of view of students and teachers. This feedback shall provide reflection in order to improve the teaching process or eliminate shortcomings.
- (19) In order to ensure suitable conditions for the implementation of hybrid and distance teaching, it is necessary to equip lecture halls and classrooms with appropriate technology.
- (20) All necessary information, including ordered hygienic preventive measures and recommended methodological procedures, are continuously published at CZU websites in the section "Aktuálně COVID-19".
- (21) The conditions of teaching at the Faculties/Institute are set by the Order of the Dean/Director.

