



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

number: R 431

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Rector's ordinance on extraordinary measures related to the coronavirus outbreak

Article 1

General provisions

1. The coordination of all measures related to the coronavirus outbreak is entrusted to USB's Safety officer Miroslav Švarc (hereinafter as the "coordinator"), who:
 - a) ensures mutual communication between USB and RPHA;
 - b) distributes information on the arrival of foreign students from areas of crisis to RPHA;
 - c) is entitled to issue methodological instructions for implementation of individual measures at constituent parts of the USB;
 - d) discusses measures on the coronavirus outbreak with the Deans of faculties and Directors of all constituent parts of the USB;
 - e) informs the management of the USB about ordinances adopted from the RPHA and measures taken at the USB;
 - f) is entitled to invite other experts of the USB to cooperate;
2. The Head of the Marketing Department is, hereby, assigned the task of ensuring informing employees, students and the public about measures taken at the USB in cooperation with the coordinator.
3. The outlined measures stem from ordinances and recommendations of relevant national authorities. The specification of decisions at individual facilities/places of work is within the competence of the Deans of faculties and Directors of constituent parts according to relevant conditions.

Article 2

Provisions concerning studies

1. All activities related to studies requiring the presence of students in the premises of the USB are cancelled, with the exception of activities involving groups no larger than 15 students; this restriction does not apply to clinical and practical instruction and internships.
2. Holding admission exams or other mass activities involving more than 15 persons in attendance is limited by the participation of no more than 100 persons at the same time and the following rules must be followed:



- a. The distance of 2 metres between persons at least is preserved with the exception of members of the same household.
 - b. A vessel containing a disinfectant for the disinfection of hands is available.
3. Students, educators, examiners and other persons whose presence is necessary for ensuring the course of studies are required to follow current provisions and recommendations announced by the Ministry of Health of the Czech Republic and other responsible authorities.
4. It is recommended to carry out only such educational activities that may not be appropriately replaced by distance forms of education.
5. Unless the new mode of instruction had been set previously, the educator shall send a bulk email via IS STAG or in another usual way to students enrolled in a subject informing them whether the on-campus instruction shall be carried out and if so on what days and at what times it shall be carried out before the end of the teaching period. In such a case that the teaching plan is different from a previously published schedule, the Vice-Dean for Student Affairs of the corresponding faculty or another person authorised by him/her coordinates the implementation of changes in the schedule in order to ensure the optimal setting of the mode of education and the relevant hygienic conditions are kept.
6. In such a case that a student cannot or does not wish to participate in the new form of on-campus instruction under the newly set conditions due to the Covid-19 epidemics, he/she may request an alternative method of fulfilling his/her study duties in accordance with Article 10 (6) of the Study and Examination Regulations of the USB. In such a case that the educator does not comply with the student's request or in such a case that the student does not agree with the alternative method of fulfilling his/her duties, the student may request a supplementary cancellation of the enrolment in the subject in question in accordance with the Rector's Ordinance no. R423 on extraordinary measures concerning studies in the summer semester 2019/2020.
7. Deans of faculties shall ensure the appropriate conditions for following the relevant provisions and recommendations, in particular, the register of sworn statements regarding the non-existence of symptoms of a viral infectious illness in the period of two preceding weeks and keeping records of the time of presence of individuals (students and other staff) in the faculty building. The model sworn statement constitutes an annex of this decision.
8. Methodological management in the course of implementation of measures concerning studies is provided by the Vice-Rector for Student Affairs.

Article 3

Provisions concerning life-long education

1. The instruction in programmes of the University of the Third Age is cancelled until further notice.
2. The instruction in all other programmes of lifelong education with more than 15 persons per group in attendance is possible under the condition of maintaining the hygienic conditions determined for instruction at higher education institutions.
3. Holding mass examinations or mass activities in programmes of lifelong education with more than 15 persons per group in attendance is limited by the presence of no more than 100 persons at the same time and the following rules must be followed:
 - a. The distance of 2 metres between persons at least is preserved with the exception of members of the same household.
 - b. A vessel containing a disinfectant for the disinfection of hands is available.



4. Participants, educators, examiners and other persons whose presence is necessary for ensuring the course of studies are required to follow current provisions and recommendations announced by the Ministry of Health of the Czech Republic and other responsible authorities.
5. Deans of faculties and Directors of constituent parts of the USB that ensure the instruction in programmes of lifelong education shall ensure the appropriate conditions for following the relevant provisions and recommendations, in particular, the register of sworn statements regarding the non-existence of symptoms of a viral infectious illness in the period of two preceding weeks and keeping records of the time of presence of individuals (students and other staff). The model sworn statement constitutes an annex of this decision
6. Methodological management in the course of implementation of measures concerning studies is provided by the Vice-Rector for Student Affairs.

Article 4 Dormitories and Refectories

1. The operation of dormitories is directed by current organisational instructions of the Director of Dormitories and Refectories.

Article 5 Implementation of quarantine measures

1. If an employee or a student of the USB arrives from abroad, he/she is required – in addition to other reporting obligations stemming from existing regulations of the government of the Czech Republic and other responsible authorities – to report such fact to his/her superior (or the relevant responsible employee in the case of students) and to the RPHA through the coordinator. This applies to work and private trips. According to instructions, he/she is then required to maintain a quarantine for 14 days after arrival, unless he/she produces a confirmation issued by a medical doctor or an authority of public health confirming the fact that he/she had taken the test RT-PCR that ascertains the presence of SARS-CoV-2. The result of the test must be negative and it may not be older than four days. The violation of these rules shall be reported to the RPHA and relevant national authorities shall draw consequences towards the person in question
2. In cases of transporting persons, the recommendation of RPHA is valid: the transported person shall receive a surgical face mask and the transporting driver shall use a respirator P3, P2 (or a surgical face mask in cases of emergency) and a single-use coat. After the transport, the vehicle shall be aired and disinfecting solution based on alcohol shall be applied to surfaces as per the instruction of the coordinator. The transport of the person in question is ensured by the relevant faculty, to which the student of employee/worker belongs. All cases must be addressed through the coordinator.
3. In terms of accommodation in the course of the quarantine, no entry to common areas is required from the person in question. It is necessary to minimise contacts with other persons while also following safety measures (surgical face mask, sanitation rules).
4. Premises, where the person in question is accommodated, shall be equipped with their own sanitary facilities, anti-viral disinfecting gel and single-use paper towels. Daily removal of waste and safety measures for persons ensuring catering shall be ensured.
5. In the case of an onset of symptoms of the disease (fever, cough, shortness of breath, sudden loss of the sense of taste or smell etc.), it is necessary to report it to RPHA through the coordinator



without a delay. Alternatively (at the weekend), to the Infection Department of the Hospital in České Budějovice.

6. At the dormitory K5, 14 rooms on the 1st floor including 28 beds and equipped in accordance with the provisions of section 4 are reserved for the accommodation of employees and students who do not have any other option than the dormitories and who are required to maintain the quarantine lasting 14 days after their return from abroad.
7. Placing students and employees under quarantine is directed by the instruction of the coordinator.
8. The Guidelines for determining conditions of quarantines at the University of South Bohemia in České Budějovice (hereinafter as the "Guidelines on quarantines") from 3.3.2020, part 1, applies to students and employees placed under quarantine.
9. Deans of the Faculty of Economics, Fisheries and Protection of Waters and Agriculture, who have conditions for placing employees and students under quarantine in their own facilities, shall issue their own decisions regarding the reservation of these premises under the conditions outlined in section 4 and in part 1 of the Guidelines on quarantines.
10. Concerning the care of employees and students placed at the dormitory K5 under quarantine, caring personnel shall be determined by the relevant faculty from among employees or students. Costs related to the accommodation of employees or students under quarantine shall be borne by the relevant faculty (accommodation, costs of caring personnel, personal protective gear). The caring personnel shall ensure the application of measures outlined in the Guidelines on quarantines in part 1 and sections 6,9,11. Their awareness of anti-epidemic provisions shall be ensured by the coordinator.

Article 6

Provisions concerning internationalisation and international relations

1. Work trips and student mobilities follow methodological instructions of the Vice-Rector for International Relations that put in practice, at the USB, the regime arising from the currently valid regulations of the government of the Czech Republic and other responsible authorities. It is strongly recommended to limit travels abroad to urgent and necessary cases only.
2. The Vice-Rector for International Relations provides methodological management concerning internationalisation and international relations. The Department of International Relations of the Rectorate provides methodological management to the coordinators of faculties.
3. Returns of international students to their countries of origin is managed in coordination with their relevant embassies and consulates as well as international departments of relevant faculties. At the same time, the phone number "Emergency Call" +420 702 027 176, emergency@jcu.cz, is available.

Article 7

Access to buildings of the USB, related services and sanitary measures

1. The Academic Library of the USB is accessible to all students only for the purpose of receiving or returning study materials. The operation of the Academic Library follows the current instructions of the Director of the Library.
2. The cash-desk of the Rectorate is accessible to the employees to a limited extent from May 18, 2020, and to the public from May 25, 2020. Its operation follows current instructions of the Bursar. Payments are processed via cashless payment transactions to the maximum extent possible.
3. Deans of the Faculty of Fisheries and Protection of Waters, Arts, Science, Health and Social Sciences that have filing offices within its organisational structure, are required to equip their



workers/employees with protective gear including a surgical face mask, gloves and hand-disinfecting agent at minimum.

4. The managing employee of the Department of Maintenance and Building Management is requested to address questions of sanitation, concerning more frequent cleaning of knobs and door handles of frequented premises in the least, with the manager of the company OLMAN. Deans of the Faculty of Science, Theology and the D&R Director who ensure maintenance and cleaning using their own employees are requested to ensure similar measures under their own conditions.

Article 8 **Performing work tasks**

1. Meetings lead by the Rector of the USB are held according to the current instructions; in case of limitations arising from the present regime, personal communication is replaced by electronic communication and voting proceeds by letter. Meetings at faculties are within the competence of Deans.
2. The use of working from home is directed by the Rector's Ordinance no. 421 on the performance of work of employees of the University of South Bohemia outside the places of work/facilities of the employer – Homeworking. Deans of faculties and Directors of other constituent parts of the USB (in the cases of the Rectorate the Rector, the Bursar and Vice-Rectors are decision-making persons) are responsible for the evaluation of the continued use of homeworking or its termination. It is necessary to ensure record-keeping of the factual time spent at the place of work/facility (as per instruction of a superior). The following facts should be taken in careful consideration when deciding on the presence at the place of work/facility:
 - the factual need of the presence of the worker/employee on the premises of the USB,
 - risks related to the work of the person in question,
 - the age and health condition of the worker/employee with regard to the risks of contracting the illness,
 - the possibility of visiting the place of work/facility only on some days in relation with performing only the necessary tasks required to the perpetuation of operation of the institution,
3. Individual work of students at places of work/facilities of faculties is possible under conditions determined by the Dean.

Article 9 **Final provisions**

1. The ordinance of the Rector of the USB no. 430 on extraordinary measures related to the coronavirus outbreak from May 4, 2020, and the Rector's Ordinance on the declaration of the state of emergency from March 13, 2020, are, hereby, rescinded.
2. Outlined provisions apply until further notice.
3. This decision takes effect on May 18, 2020.

Professor PhDr. Bohumil Jiroušek, Dr., v.r.
The Rector



Annex: The model of a sworn statement regarding the non-existence of symptoms of a viral infectious illness in the period of two preceding weeks.

Made by: Secretary of the emergency committee of the USB, Vice-Rector for Student Affairs

Distributed by: Vice-Rectors of the USB, Deans of faculties of the USB

Important contacts:

Miloslav Švarc - the coordinator of coronavirus measures at the USB,

tel.: +420 387 772 130, e-mail: svarc@jcu.cz

Mgr. Věra Filipová - information about students abroad and students arriving from abroad

tel.: +420 387 776 028, mobil: +420 730 161 422, e-mail: filipovav@jcu.cz

Information help line for international students - Emergency call

tel. +420 702 027 176, emergency@jcu.cz.

It is possible to report all information concerning the situation and unforeseen incidents by email:

hmartinkova@jcu.cz, svarc@jcu.cz.

The Anti-epidemic department of the Regional Public Health Authority of the South Bohemian Region
in České Budějovice

tel.: +420 387 712 210, +420 387 712 320; at weekends and outside working hours: +420 736 514 344

The Infection Department of the Hospital in České Budějovice

tel.: +420 387 874 656



SWORN STATEMENT REGARDING THE NON-EXISTENCE OF SYMPTOMS OF A VIRAL INFECTIOUS ILLNESS IN THE PERIOD OF PRECEDING TWO WEEKS

I

(Name, Surname)

Date of birth:

Permanent residence at:

.....

declare that no symptoms of a viral infectious illness (e.g., fever, cough, shortness of breath, sudden loss of the sense of taste or smell etc.) have manifested over the period of the last two weeks and no such symptoms are manifesting now).

I am aware of the legal consequences applicable in the case that this statement proves to be untrue.

In

On

.....

Signature