



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

number: R 428

date: April 16, 2020

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;
 - g) exercises the office of the secretary of the emergency committee of the USB.
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. I ask all staff and students of the USB to accept them with understanding and common sense in order to avoid needless panic on one hand and not to needlessly endanger other people, with whom we are in contact, by our behaviour on the other hand. The specification of decisions at individual facilities/places of work is within the purview 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 of the USB are cancelled, with the exception of students who are graduating in the academic year 2019/2020 and do not gather in groups larger than 5 students. 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.



2. 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.
3. 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 courses of life-long education in the premises of the USB as well as outside these premises is cancelled, including courses for organisations taking place on the premises of these organisations. Other activities that include the participation of the public are also cancelled, including exams, regardless of the number of participants.
2. Methodological management in the course of implementation of measures concerning studies is provided by the Vice-Rector for Student Affairs.

Article 4

Halls of residence and refectories

1. The Refectory of the USB, including serveries at the Faculty of Theology and the Faculty of Health and Social Sciences, is closed until further notice.
2. Visitors at halls of residence of the USB are banned until further notice.
3. The operation of halls of residence is directed by current organisational instructions of Directors of halls of residence and refectories. Students from the Czech Republic, except for students graduating in the academic year 2019/2020, are recommended to move to their places of permanent residence for the duration of the time that educational activities are suspended.

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 quarantine for 14 days after arrival. 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 or 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 hall of residence K5, 14 rooms on the 1st floor including 28 beds 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 halls of residence 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 part 1 of the Guidelines on quarantines.
10. Concerning the care of employees and students placed at the hall of residence 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 abroad and student mobilities are prohibited and arrivals of international students and workers/employees are prohibited as well, specifically, they are directed according to the existing regulations of the government of the Czech Republic and other responsible authorities.
2. The Vice-Rector for International Relations provides methodical management concerning internationalisation and international relations. The Department of International Relations of the Rectorate provides methodical management to the coordinators of Faculties.
3. Returns of international students to their countries of origin are 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. Buildings of the USB (excluding halls of residence and the Academic Library) are closed to students and the public until further notice, with the exception of students who graduate in the academic year 2019/2020 and who participate in activities as outlined in article 2, section 1.
2. The Academic Library of the USB is accessible to all students only for the purpose of receiving or returning study materials.
3. The children's group is closed until further notice.
4. The building of the Rectorate is closed for employees at 18:00 daily until further notice.
5. The cash-desk of the Rectorate is closed for students and the public, it is possible to request a wire transfer to a bank account via e-mail in cases of emergency.
6. 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. Gloves and face masks will be issued to them at the Department of Work and Fire Safety.

7. 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 DaR Director who ensure maintenance and cleaning using their own employees are requested to ensure similar measures under their own conditions.
8. The CIT shall ensure, in cooperation with the Vice-Rector and Vice-Deans for Student Affairs, the activation of student cards of students who are allowed access to the Faculty building as per article 2.

Article 8 **Performing work tasks**

1. Meetings of the Rector's Advisory Board are cancelled till further notice. Important matters in specific cases are communicated electronically, alternatively, the voting is done by letter. Meetings at Faculties are within the purview of Deans. It is strongly advised to limit personal meeting to the minimum.
2. 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 strongly advised to transfer non-academic employees to home office or to provide paid leave (while applying Section 208 of Labour Code). Compensatory leave may also be used. Places of work/facilities should be occupied only at necessary levels in cases that require that the work in question is performed necessarily and may not be performed from home. 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:
 - 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 mode of transport of the worker/employee to the place of work/facility (public transport should be avoided as much as possible),
 - 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,
 - to minimise all work meetings with people outside the USB and from within the USB to the absolutely necessary level.
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 Rector's decision on coronavirus outbreak from 2.3.2020, the Decision of the Rector of the USB on the current development of the coronavirus outbreak from 10.3.2020, the Decision of the Rector of the USB on the current development of the coronavirus outbreak from 23.3.2020, the Decision of the Rector of the USB on the current development of the coronavirus outbreak from 16.3.2020 and the Decision of the Rector of the USB on the current development of the coronavirus outbreak from 20.3.2020 are, hereby, rescinded.
2. Outlined provisions apply until further notice.
3. This decision takes effect on April 20, 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.

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

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.....

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Signature