

May 25, 2020, Kladno

Order of the Dean N. 1/2020
in connection with measures taken to mitigate
the risk of coronavirus infection

Article I.
Preliminary provisions

- (1) This Order is issued following the measures taken by the government of the Czech Republic, affected ministries and other bodies in connection with mitigation of the risk of coronavirus infection (viral infectious disease). It is also based on the up-to-date information on the development of the coronavirus situation. Provisions of this Order will not apply in cases when legal regulations or other binding measures of a higher legal force lay down stricter conditions, rules, and procedures.
- (2) Face-to-face consultations can take place for students of all years in the contact form at the CTU FBME buildings, if the persons/CTU employees giving the consultation agree with it. Face-to-face consultations can take place if the condition of not more than 15 students present in the group/room is complied with. Face-to-face consultations also include work in selected laboratories (determined in advance) as well as consultations at the study department, international office, and secretariats of the departments. The CTU employee, who is holding the consultations, will arrange the list of persons, who participated in the face-to-face consultation within the group and will keep the list for 60 days from the day of termination of the emergency state (to track the possible infection).
- (3) Contact teaching activities (especially laboratories, seminars, and exercises) take place if the condition of not more than 15 students present in the group/room is complied with. It takes place on the premises of the CTU FBME for selected study branches/programs and according to the modified timetable, which is published on the faculty web pages (folder STUDENT →

TIMETABLES → COVID-19 Timetable – Completion of contact teaching activities in the summer semester 2019/2020). Contact teaching activities (this does not concern internships and courses) is planned for the following study branches/programs and selected subjects: 1. FZT, 3. FZT, 1. BME, 1. PMB, 1. OPT, 2. OPT, 1. BMT, 1. CNP (PFS), 1. LDZ, 2. ZL, 1. ZZ, 2. ZZ, 3. ZZ, 1. RA, 2. RA, 1. AJBMT, 3. AJBMT*. The exact date of commencement of contact teaching activities for the individual study branches/programs varies. The division of students into groups is modified compared to the original timetable and is not subject to change. The CTU employee, who is responsible for the implementation of the contact teaching activities, will arrange the list of persons, who participated in the contact teaching activities within the group. S/he will keep the list for 60 days from the day of termination of the emergency state (to track the possible infection). In case of clinical and practical training, the Dean of the faculty can allow a higher number of students in the group.

- (4) If the student is obliged to participate in contact teaching activities (for example, when this contact teaching activity is necessary for the completion of the subject) and s/he will not be able to participate in it due to serious reasons, s/he will solve the situation through the study department. S/he will submit an application form for an individual approach (universal application form). This concerns students, who are currently abroad, and their return before the commencement of the contact teaching activities is not feasible due to objective reasons or they fall among the group with risk factors (for example having a chronic pulmonary illness, immune system disorder, pharmacologically treated diabetes mellitus). In this case, the student must consider risk factors (participation in teaching activities is possible in this case) and submit a medical certificate together with the application form. The above mentioned also applies to the completion of the individual subjects. Each application will be considered individually in cooperation with the study branch/program guarantor.
- (5) Rules and conditions for holding exams are regulated in the *RECTOR'S ORDER N. 9/2020 - to ensure tuition and exams at the CTU in connection with the*

measures to mitigate the risk of coronavirus infection. In case of completion of the subject in a contact form, a maximum of 15 persons may be present in the room at the same time. The CTU employee, who is responsible for the implementation of the given type of completion of the subject (assessment, graded assessment, exam) will arrange the list of persons, who participated in the completion of the subject within the group. S/he will keep the list for 60 days from the day of termination of the emergency state (to track the possible infection).

- (6) Dispensing and return of study literature to the Local library of the Central CTU Library at the FBME CTU is possible under the conditions laid down in article II. and article III. of this Order of the Dean.

Article II.

Measures to mitigate the risk of infection

- (1) Students shall disinfect their hands with a disinfectant provided at the reception (in Albertov in the entrance corridor) and shall hand in an affirmation concerning the non-existence of signs of viral infectious disease and quarantine measures according to the specimen in Attachment N.1 to this Order. Students shall also write the name of the person, who will participate in the face-to-face consultation/completion of the subject/contact teaching activities on the other side of the affirmation. (Printed affirmations are prepared at the receptions at designated places and in Albertov in the entrance corridor). Students shall put the signed affirmations in the prepared box at the reception (in Albertov in the entrance corridor). The affirmation is valid only for the day on which it was signed.
- (2) Dispensing and return of study literature from the Local library of the Central CTU library in the FBME CTU building is possible only based on bookings (electronically via the library catalogue). Dispensing time (including returns) is set in article III of this Order of the Dean. The student must agree with the librarian on a specific time in advance. All borrowed books remain prolonged

without sanctions. Students will disinfect their hands with a prepared disinfectant and will fill in an affirmation concerning the non-existence of signs of viral infectious disease and quarantine measures according to the specimen in Attachment N.1 to this Order, which they will put in the prepared box. The study literature will be picked up/returned at a designated place by the entrance to the library. In case of questions, students can contact the librarian, Ms. Stanislava Bořilová, email: stanislava.borilova@cvut.cz, phone: 224 358 455.

- (3) CTU students, who come to the Czech Republic from abroad (either Czech or international students, who came to complete the courses) must not be on the CTU premises for 14 days after their return to the Czech Republic. Provisions of this paragraph do not apply to students, who present a confirmation of having passed the PCR test with a negative result upon their entry to the Czech Republic or they pass the PCR test in the Czech Republic and present a medical certificate from the hygiene station, which has territorial jurisdiction, within 72 hours from the entry. The PCR test is at one's own cost. The PCR test must not be older than 4 days. Possible exceptions can be found on the web pages of the Ministry of Interior of the Czech Republic: <https://www.mvcr.cz/docDetail.aspx?docid=22247269&doctype=ART>).
- (4) Meetings, sessions, working meetings, etc. can take place in the contact form on the premises of the faculty if the attendance does not exceed 15 people. In justified cases, the Dean can allow an exception in the number of people. The Registrar of the Faculty has to be contacted concerning this matter. The FBME CTU employee, who called such a meeting, will arrange the list of persons, who participated in this contact meeting within the group. S/he will keep the list for 60 days from the day of termination of the emergency state (to track the possible infection).
- (5) Business trips abroad of the CTU FBME employees and student's trips abroad organized by the faculty are forbidden. The Dean can grant an exception in justified cases and the Registrar of the Faculty has to be contacted in connection with this matter.

- (6) Foreign guests are not to be received. The Dean can grant an exception in justified cases and the Registrar of the Faculty has to be contacted in connection with this matter.
- (7) Persons (students or faculty employees), who are in obligatory quarantine or whose coronavirus infection has been confirmed are obliged to report this to the email address: trousilova@fbmi.cvut.cz, including the information whether they have been on the faculty premises in the last 14 days and whom from the faculty they have met.
- (8) No one showing the signs of a respiratory tract infection, which could correspond with the known symptoms of SARS-CoV-2 (increased body temperature, cough, sudden loss of smell and taste, or possibly another symptom of an acute respiratory tract infection), must not enter the CTU FBME buildings.
- (9) It is possible to move around the faculty building provided that the following measures are complied with:
- disinfecting hands with the disinfectant provided at the reception (in Albertov in entrance corridor),
 - filling in and handing over the affirmation on the non-existence of the symptoms of the viral infectious disease and quarantine measures (this does not apply to CTU employees),
 - using the protective aids of mouth and nose,
 - keeping the distance of at least 2 meters from other people, this also applies to classrooms (possibly less according to the nature of the contact teaching activity),
 - disinfecting hands before entering the relevant room/laboratory/classroom and after the block of contact teaching has finished or during the break (disinfection is placed in the rooms, where contact teaching is taking place according to the timetables, in case of other rooms it will be picked up by the CTU employee at the reception),
 - washing hands with a disinfectant soap, which is at the toilets,

- vii. using disposable protective gloves while working with devices and other laboratory equipment and during contact teaching, when students practice for example examination techniques on one another (gloves are at the reception, in Albertov at the secretariat of the department),
- viii. regular ventilation of the room/laboratory/classroom – at least once an hour for 5 minutes (person in charge – tutor/administrator of the laboratory),
- ix. disinfecting devices, beds, keyboards and other aids after the work in the laboratory has finished (person in charge – tutor/administrator of the laboratory),
- x. disposing of the disposable gloves and cleaning aids (special waste bin at the reception, in Albertov at the entrance corridor),
- xi. students are prohibited to use elevators in KOKOS and Kasárna buildings until further notice and should restrict their movement within the building except for previously determined premises.

Article III.

Hours of operation of the individual buildings of the faculty

- (1) Hours of operation of the individual buildings of the Faculty of Biomedical Engineering are as follows:
- a) KOKOS (nám. Sítňá 3105, Kladno), Mon-Fri: 7:00 – 18:00.
 - b) Local library of the CTU Central Library – KOKOS (nám. Sítňá 3105, Kladno), Mon: 10:00-14:00, Tue: 10:00 – 14:00, Wed: 12:00-16:00, Thu: 10:00-14:00, Fri: 10:00-13:00.
 - c) Kasárna (Sportovců 2311, Kladno), Mon- Fri 7:00 – 20:00.
 - d) Albertov (Studničkova 7/2028, Praha 2), operation limited - only to arrange necessary services (entry to the building according to the instructions of the CTU employee).

Article IV.
Final provisions

- (1) The Measure of the Dean N. 3/2020 is cancelled.
- (2) This Order of the Dean becomes effective on May 25, 2020.

** List of abbreviations (in Czech):*

AJ: English language

PFS: full-time form of studies

BMT: Biomedical Technician

BME: Biomedical Engineering

CNP: Civil Emergency Planning

ZZ: Paramedics

FZT: Physiotherapy

RA: Radiological Assistant

ZL: Medical Laboratory Assistant

LDZ: Laboratory Diagnostics in the Healthcare

OPT: Optics and Optometry

PMB: Instruments and Methods for Biomedicine

KOS: Study information system (KOS)

Attachment N.1
to the Order of the Dean N.1/2020

AFFIRMATION
CONCERNING NON-EXISTENCE OF SYMPTOMS OF A VIRAL INFECTIOUS DISEASE AND
QUARANTINE MEASURES

I.....,
(Given name, Family name)

a student of the Czech Technical University in Prague (CTU in Prague),

date of birth:

permanent residence:

I affirm, that I show no signs of a viral infection and that I have not shown them within the last two weeks, and that I have no acute health problems corresponding to a viral infection (e.g. a fever, a cough, breathlessness or a sudden loss of the sense of smell or taste, etc.)

and I affirm that I am not currently subject to quarantine measures.

I agree that the personal data provided in this affirmation may be processed, and I take into account that these data will be processed by the CTU in Prague for a period not exceeding 60 days after the termination of the emergency state.

I am aware of the legal consequences should this affirmation be untruthful.

(Place)

(Date)

.....
signature