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PART ONE

Article 1 Basic provisions

- (1) Rector of Tomas Bata University in Zlín (hereinafter referred to as “TBU Rector”) has issued this internal regulation with regard to the outbreak of the COVID-19 disease and following the normative acts issued by the relevant public sector administration authorities of the Czech Republic.

PART TWO TEMPORARY RESTRICTIONS AT TBU

Article 2 Extraordinary measures

- (1) The normative acts currently in force and issued by the relevant public sector administration authorities of the Czech Republic are listed on the website www.utb.cz/koronavirus.
- (2) Physical presence of persons in TBU premises is allowed only upon fulfilment of the following conditions:
- The person is free of acute health problems indicating a viral infectious disease (e.g. fever, cough, shortness of breath, sudden loss of taste and sense of smell, etc.) and in the event that he/she has undergone a test for COVID-19, the test has proved negative.
 - The person has respiratory protective equipment (face mask, scarf, headscarf, respirator, mouthpiece), which he/she wears in all TBU premises.
 - At the entrance to a TBU building, the person sanitizes his/her hands.
 - The person is not in quarantine at the given time.

- (3) Classes scheduled to be attended in person are allowed to be organized provided that they are restricted to the maximum of 50 persons, and that no later than from 21 September 2020 onwards.
- (4) The Dean of the Faculty/Head of the component part is entitled to reduce the maximum number of persons allowed to attend the timetable event, and he/she can also divide the timetable event with more enrolled persons into separate timetable events scheduled to be attended in person.
- (5) If the timetable event is held in the form of distance learning - online classes using Microsoft Teams, Rector's Decree No. RR/26/2020 shall be observed, and the Dean of the Faculty/Head of the component part is obliged to send a list of these degree programmes and course units with a brief reasoning to the Vice-Rector for Pedagogical Activities. Afterwards, the information will be sent cumulatively to the National Accreditation Bureau on behalf of the entire TBU.

Article 3

Obligations of TBU and its component parts

- (1) Rector/Bursar/Deans of Faculties/Heads of component parts are obliged to designate a contact person in charge of communicating (hereinafter referred to as "contact person") with students and staff at the relevant component part about practical instructions and current measures imposed by TBU and report the name of the person to the Head of TBU Crisis Management Team, Vice-Rector for Internal and External Relations.
- (2) In order to ensure a safe and healthy working and learning environment for staff and for students, an obligation to register persons attending timetable events which are scheduled to be attended in person has been imposed, and that in the form of an attendance list, whose template forms Appendix No. 1 to this Decree. Attendance lists shall be filed in the Offices of Assistants to relevant constituent parts (departments/cabinets/studios) that provide the classes.
- (3) Component parts are strongly recommended to prepare plans to ensure the provision of classes in particular degree programmes in emergency situations, in which study groups will have to be reduced or in which contactless classes will have to be introduced, even if within a single study group or a single degree programme.
- (4) Where possible, component parts are recommended to divide classes into smaller groups and stabilise the composition of individual groups in such a manner as to reduce the risk of infection and prevent the need to impose a quarantine on a high number of students.
- (5) The obligations and recommendations specified in this Article apply also to Lifelong Learning courses (including the University of the Third Age).

PART THREE MEASURES ADOPTED AT TBU

Article 4 TBU employees and TBU external employees

- (1) The obligation to wear respiratory protective equipment does not apply to employees sharing a common office (space) provided that they keep a distance of at least 2 metres between each other and that regular ventilation is ensured.
- (2) A TBU employee or a TBU external employee who develops acute health problems indicating a viral infectious disease, is obliged to contact his/her general practitioner, consult his/her health condition with the GP, follow the recommendation thereof and inform his/her superior.
- (3) If a TBU employee or a TBU external employee has been quarantined, he/she is obliged to report this fact to his/her superior, who shall inform the contact person at the given TBU component part. The contact person shall report this information to the Head of TBU Crisis Management Team, Vice-Rector for Internal and External Relations, without delay.
- (4) International business travels of TBU employees and TBU external employees are permitted to countries which are classified as countries with a **low risk** (coloured in green) **of transmission of the COVID-19 infection** as of the scheduled departure date in accordance with the current list issued by the Ministry of Health of the Czech Republic and available on the webpage www.utb.cz/koronavirus, and that on conditions specified in relevant legal regulations.

In the event that an international business travel has been permitted and the situation in the transit and/or destination country deteriorates as of the date of the scheduled departure (i.e. the country will be newly classified as a country with a medium risk – marked in orange – or as a country with a high risk of transmission of infection – marked in red), the superior is obliged to cancel the business travel. Expenses related to such a business travel shall be charged to the account of the component part which the relevant TBU employee or TBU external employee is affiliated with.

- (5) Persons aged 60 and over as well as persons suffering from chronic illnesses or an immune deficiency (confirmed by a medical certificate issued by a physician) may ask their superior (Rector/Bursar/Dean/Director/Head of the relevant component part) for an adjustment of work in order to minimize the risk of transmission of the disease.

Article 5 Guests from abroad

Arrivals of guests are permitted from countries that are classified as countries with a **low risk** (coloured in green) **of transmission of the COVID-19 infection** as of the scheduled arrival date in accordance with the current list issued by the Ministry of Health of the Czech Republic and available on the webpage www.utb.cz/koronavirus.

In the event that the situation in the country of departure and/or transit country deteriorates as of the date of the scheduled arrival of the guest (i.e. the country will be newly classified as a country with a medium risk – marked in orange – or as a country with a high risk of transmission of infection – marked in red), the superior (Rector/Bursar/Dean/Director/Head of the relevant component part) to whose component part the arrival has been permitted, is obliged to cancel the arrival.

Article 6

TBU students

- (1) A TBU student who develops acute health problems indicating a viral infectious disease, is obliged to contact his/her general practitioner, consult his/her health condition with the GP and follow his/her recommendation. If a student has been quarantined, he/she is obliged to report this fact to the Student Affairs Office of the relevant Faculty, whose staff shall inform the contact person at the given TBU component part. The contact person shall report this information to the Head of TBU Crisis Management Team, Vice-Rector for Internal and External Relations, without delay.
- (2) A TBU student who provides evidence (in the form of a medical certificate issued by a physician) of the fact that he/she falls into a vulnerable group or that he/she has been quarantined or put into isolation will be allowed not to attend classes scheduled to be attended in person.
- (3) In accordance with Paragraph 1) and Paragraph 2) TBU students will be provided with study-related materials and other forms of support upon request in order to ensure a smooth process of studies, including, for example, on-line tutorials, on-line streaming of lectures or practical classes, recorded lectures, alternative dates for laboratory practical classes, etc., according to options and requirements of the given course unit.
- (4) TBU students are permitted to participate in mobility periods abroad on condition that the outgoing TBU students comply with all measures currently in force which have been imposed by the competent public sector administration authorities in the Czech Republic and abroad.
- (5) Arrivals of international students to TBU are permitted on condition that the incoming students comply with all measures currently in force which have been imposed by the competent public sector administration authorities in the Czech Republic.

Article 7

Halls of Residence and Refectory

- (1) A TBU student/employee accommodated in the Halls of Residence of TBU in Zlín or in the MSI Accommodation Facility who has a positive COVID-19 test result is obliged to inform the Halls of Residence and Refectory in Zlín about this fact (for details please see Card of Instructions to Be Followed When Experiencing COVID-19 Symptoms).
- (2) Employees of TBU are recommended to order a delivery of packed meals according to the instructions given by the Director of the Halls of Residence and Refectory (<https://kmz.utb.cz/aktuality-akce/objednavkovy-system/>).

Article 8
Events organized by TBU

TBU Rector cancels all events planned to be held and organized by TBU in interior areas with the number of attendees higher than 50 persons (e.g. conferences, cultural, sporting, popular science and educational, social events, etc.).

PART FOUR
Final provisions

- (1) The presence of TBU academics and researchers at the workplace, the performance of their independent scientific, research, development and innovation, artistic or other creative activities shall not be affected by this Decree. Academics and researchers are obliged to be present at a constituent part of TBU (hereinafter also referred to as “employer”) or at any other place agreed upon in cases stipulated by the employer in compliance with the Labour Code. This regulation similarly applies to the non-academic staff of TBU.
- (2) This Rector’s Decree abrogates the Rector’s Decree No. RR/30/2020 and is valid until further notice.