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PART ONE

Article 1 Basic provisions

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) In compliance with the Resolution No. 471 adopted by the Government of the CR on 17 May 2021 and concerning the Adoption of Extraordinary Measures issued by the Ministry of Health of the Czech Republic in Connection with the SARS CoV-2 Epidemic and with its Appendices, the operation at Tomas Bata University in Zlín (hereinafter referred to as “TBU”) shall be restricted as follows , and that with effect from 00:00 on 24 May 2021:
 - a) participation in Lifelong Learning course is allowed on the conditions specified in Article 11 of this Decree,
 - b) in the educational process, with the exemption of students attending clinical and practical classes and examinations taken by students, provided that individual persons

maintain a distance of no less than 1,5 metres between one another.

Furthermore, sports activities as part of education are prohibited, with the exemption of degree programmes involving sports activities as a key part of a framework or accredited educational or degree programme, sports activities taking place outdoors, provided that other restrictions enable physical presence in classes, and sports activities taking place indoors, provided that a social distancing area of no less than 15 m² is available in an indoor sporting area, and no more than 12 persons in a group and no more than a total of 30 persons in an indoor sporting area; physical presence of students and other participants in other indoor areas, such as locker rooms, showers, etc. shall be prohibited.

- (3) Physical presence of persons not specified in the preceding Paragraph 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 wears respiratory protective equipment (covering nose and mouth), namely a respirator or similar protective equipment (without an exhalation valve) complying minimally with all technical conditions and requirements (for the product), including the filtration efficiency of at least 94 % in accordance with the relevant standards (e.g. FFP2/KN 95), a medical face mask or similar equipment complying minimally with all technical conditions and requirements (for the product) of the Czech Technical Standard EN 14683+AC, which prevent the transmission of droplets (in compliance with the Extraordinary Measure Reg. No. MZDR 15757/2020-50/MIN/KAN issued by the Ministry of Health of the Czech Republic on 4 May 2021),
 - At the entrance to a TBU building, the person sanitizes his/her hands.
 - The person is not in quarantine at the given time.

Moreover, TBU employees, TBU external employees and TBU students are obliged to meet other requirements set for their physical presence at TBU, as described below in this Decree.

- (4) Entrance examination and examination may only be held provided that the individual participating persons maintain a distance of no less than 1.5 metres between one another. In a room with fixed seating rows, only every second row and every second seat may be occupied. When using mobile seating, it is necessary that the above-mentioned sufficient social distancing is maintained.
- (5) A person who has submitted an application for study at a higher education institution (hereinafter referred to as the “applicant”), will be allowed by the higher education institution to personally attend the entrance examination, unless the entrance examination is held using remote communication tools, only provided that:
- a) the person shows no symptoms of the COVID-19 disease, and
 - b) the person submits a confirmation issued by a provider of medical services evidencing the fact that he/she underwent a POC test for the presence of SARS-CoV-2 virus antigen or an RT-PCR test for SARS-CoV-2, during the last 7 days prior to the date of the entrance examination, and the result of such a test was negative, or
 - c) the person provides a proof of evidence issued by a higher education institution and evidencing a negative result of an antigen screening test for the detection of

SARS-CoV-2 virus antigen or of an RT-PCR screening test for the detection of the presence of SARS-CoV-2 virus carried out in the last 7 days prior to the entrance examination, unless stated otherwise in Paragraph 5.

In the event that the person is entitled to the presence of a supporting person/other person in the exam room, this person must meet the requirements specified in this Paragraph or specified in Paragraph 6, otherwise the person will not be allowed to be present in the exam room by the higher education institution.

- (6) The requirement specified under Paragraph 5 Letter b) or c) is considered as fulfilled if the applicant provides evidence of the fact that
 - a) he/she has already had the COVID-19 disease which has been confirmed by a laboratory and his/her isolation period has expired in accordance with the extraordinary measure issued by the Ministry of Health and currently in force, and no more than 90 days have passed since the first positive POC test for the presence of SARS-CoV-2 virus antigen or since the RT-PCR test for the presence of SARS-CoV-2 virus, or
 - b) he/she has received a certificate issued by the Ministry of Health of the Czech Republic on the vaccination against COVID-19, and no less than 14 days have elapsed since the second dose of vaccine was administered in the case of a two-dose regimen according to the Summary of Medicinal Product Characteristics (hereinafter referred to as “SPC”), or no less than 14 days have elapsed since the first dose of vaccine was administered in the case of a single-dose regimen according to the SPC.
- (7) All classes shall be, except for the classes specified in Paragraph 2, held in the form of distance learning – online classes using Microsoft Teams, in compliance with Rector’s Decree No. RR/26/2020.
- (8) It is recommended to hold meetings of TBU employees and sessions of self-governing bodies of TBU online using Microsoft Teams.

Article 3

Obligations of TBU and its component parts

- (1) Rector/Bursar/Deans of Faculties/Directors 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, examinations, entrance examinations and individual tutorials, 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.

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 the period during which work is performed at the workplace or the period during which a similar type of activity is performed, when this activity is performed at one place without the presence of another person.
- (2) A TBU employee or a TBU external employee who performs his/her work at the workplace at TBU is obliged to repeatedly undergo antigen testing in accordance with the Extraordinary Measure No. 249 adopted by the Government of the Czech Republic on 5 March 2021.
- (3) 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.
- (4) 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.
- (5) Business trips have been suspended, and they may only be permitted in exceptional cases by the relevant employee authorized to act in employment affairs (Rector/Bursar/Dean/Director of the relevant component part).
- (6) 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 of the relevant component part) for an adjustment of work in order to minimize the risk of transmission of the disease.
- (7) In compliance with this Rector's Decree, TBU Rector cancels, at the same time, special arrangements followed in TBU constituent parts; due to this fact, all agreements on the performance of work from home are abrogated from 17 May 2021.

Article 5

Antigen testing of TBU employees and TBU external employees

- (1) The physical presence of TBU employees and external employees (hereinafter referred to as "TBU employee") at the workplace is only allowed if the employee underwent an RT-PCR test for SARS-CoV-2 or a POC test for the presence of SARS-CoV-2 virus antigen or a screening test for the presence of SARS-CoV-2 virus antigen on prescribed dates and TBU premises during the last 7 days, unless stated otherwise in Paragraph 2 and Paragraph 3, and the result of such a test was negative.

- (2) The provision of Paragraph 1 Article 5 shall not apply to a TBU employee who
- a) has already had the COVID-19 disease which has been confirmed by a laboratory and his/her isolation period has expired in accordance with the extraordinary measure issued by the Ministry of Health and currently in force, shows no symptoms of COVID-19, and no more than 90 days have passed since the first positive RT-PCR test for the presence of SARS-CoV-2 virus or since the POC test for the presence of SARS-CoV-2 virus antigen, or
 - b) has received a certificate issued by the Ministry of Health of the Czech Republic on the vaccination against COVID-19, and no less than 14 days have elapsed since the second dose of vaccine was administered in the case of a two-dose regimen according to the SPC, or no less than 14 days have elapsed since the first dose of vaccine was administered in the case of a single-dose regimen according to the SPC, and the vaccinated person shows no symptoms of COVID-19,
- and evidences this fact by submitting a relevant certificate (confirmation issued by a provider of medical services, Public Health Authority, certificate issued by the Ministry of Health of the Czech Republic, etc.).
- The confirmation shall be submitted by email to personalni@utb.cz;
- c) enters the TBU premises only for the purpose of collecting his/her takeaway orders or collecting/returning books from/to the TBU Library.
- (3) A TBU employee who has undergone testing held outside the TBU premises in accordance with Paragraph 1 is required to deliver the confirmation of the negative test result to the employee in charge of keeping the required records at the relevant component part.
- (4) If the result of a screening test for the presence of SARS-CoV-2 virus antigen carried out at a TBU constituent part in compliance with Paragraph 1 is positive, the TBU employee is obliged to follow the extraordinary measure issued by the Ministry of Health and currently in force, regulating the obligations of employees regarding the testing for the presence of SARS-CoV-2 virus antigen carried out by a non-professional using a test provided by the employer.

Article 6 **Visits to TBU**

Visits of third parties to TBU premises shall be made only in necessary cases and provided that the requirements specified in Article 2, Paragraph 3 and appropriately in Article 5, Paragraphs 1 and 2 have been met. The scope and manner of control of this provision shall be determined by the Rector/Bursar/Dean/Director/Head of the relevant component part.

Article 7 **TBU students**

- 1) The personal presence of a TBU student is only allowed provided that the student:
 - a) presents a confirmation in writing evidencing that

- i) he/she underwent an RT-PCR test for the presence of SARS-CoV-2 virus during the last 7 days, and the result of such a test was negative,
 - ii) he/she underwent a POC test for the presence of SARS-CoV-2 virus antigen before no less 72 hours, and the result of such a test was negative; the negative result must be confirmed by a certificate issued by the relevant provider of medical services, or
 - iii) he/she has received a certificate issued by the Ministry of Health of the Czech Republic on the vaccination against COVID-19, and no less than 14 days have elapsed since the second dose of vaccine was administered in the case of a two-dose regimen according to the Summary of Medicinal Product Characteristics (hereinafter referred to as “SPC”), or no less than 14 days have elapsed since the first dose of vaccine was administered in the case of a single-dose regimen according to the SPC, and the vaccinated person shows no symptoms of the COVID-19 disease,
 - iv) he/she has already had the COVID-19 disease which has been confirmed by a laboratory, and his/her isolation period has expired in accordance with the extraordinary measure issued by the Ministry of Health and currently in force, shows no symptoms of COVID-19, and no more than 90 days have passed since the first positive RT-PCR test for the presence of SARS-CoV-2 virus or since the POC antigen test for the presence of SARS-CoV-2 virus antigen,
 - b) undergoes antigen screening test for the presence of SARS-CoV-2 virus antigen at TBU, using a test intended for self-testing or approved by the Ministry of Health of the Czech Republic to be used by non-professionals, and the result of such a test is negative, or presents an internal certificate issued by TBU about an antigen test carried out before no less than 7 days, or
 - c) presents a certificate issued by the employer and evidencing the fact that he/she underwent a test for the presence of SARS-CoV-2 virus antigen before no less 72 hours, using a test intended for self-testing or approved by the Ministry of Health of the Czech Republic to be used by non-professionals, and the result of such a test was negative.
- 2) Documents presumed or mentioned in the previous Paragraph shall be presented by a student at the reception upon entry to a TBU building.
 - 3) The obligation specified in Paragraphs 1 and 2 does not apply to a TBU student who enters the TBU premises only for the purpose of collecting/returning books from/to the TBU Library.
 - (4) 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.
 - (5) In accordance with Paragraph 4) 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.

- (6) TBU students are permitted to participate in mobility periods abroad only 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.
- (7) Arrivals of new long-term international students (degree study) 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 and abroad.
- (8) Arrivals of new short-term international students for the purpose of participating in a traineeship at TBU within exchange programmes are allowed, if granted exemption by the Rector of TBU.

Article 8 **Events organized by TBU**

TBU Rector cancels all events planned to be held and organized by TBU in interior areas (e.g. conferences, cultural, sporting, popular science and educational, social events, etc.).

Article 9 **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 is obliged to submit a relevant certificate specified in Article 7 Paragraph 1 of this Decree. If the person has a positive COVID-19 test result, he/she 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) A student who is planning to use accommodation in the Halls of Residence of TBU in Zlín or the MSI Accommodation Facility is obliged to register for and undergo test for the presence of COVID-19 during the given testing hours and at the given testing site or submit a relevant certificate specified in Article 7 Paragraph 1 of this Decree.
- (3) Entry to TBU catering facilities is not allowed to foreign diners from among the public.
- (4) Employees of TBU and TBU students accommodated in the Residence Halls 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 10 **Library**

- (1) The TBU Library is open solely for the purpose of loaning and returning of study-related documents. The self-service check-in machine located on the ground floor of the U13 building shall be preferably used for returning of books. Updated information regarding the opening hours and particular services provided by the Library is available at

<https://knihovna.utb.cz/en/>.

- (2) The services provided by TBU University Press are available only via online orders. Updated information regarding the services provided by TBU University Press is available at: <https://nakladatelstvi.utb.cz/>.

Article 11

Lifelong Learning and the University of the Third Age

Educational events and examinations scheduled to be attended in person may be held on the condition that the maximum permissible number of attendees present must not exceed 50 % of the total seating capacity and, at the same time, the total number of persons present (including lecturers and speakers, organizers, examiners, etc.) must not exceed 10 persons and, if the examination is open to the public in accordance with the relevant legal regulation, another 3 persons from among the general public are allowed to participate, provided that

- a) all the persons present shall provide evidence of having fulfilled the requirements specified in Article 7 Paragraph 1, and shall wear respiratory protective equipment (covering nose and mouth), namely a respirator or similar protective equipment (without an exhalation valve) complying minimally with all technical conditions and requirements (for the product), including the filtration efficiency of at least 94 % in accordance with the relevant standards throughout the entire event,
- b) all attendees shall be seated, unless participating in practical training or a practical exam, and that in the following manner: with the exemption of persons sharing household, at least every second seat will be left unoccupied.

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/12/2021 and is valid until further notice.