



**5TH FULL TEXT  
OF THE RECTOR'S ORDER**

**No. 07/2020**

**To mitigate the risk of coronavirus infection<sup>1</sup>**

**I.**

**Introductory provisions**

- (1) This order is issued in connection with the recommendation of the Ministry of Health of the Czech Republic and based on a decision taken by the Government of the Czech Republic regarding information on the development of the spread of the coronavirus infection (infectious viral disease) from the People's Republic of China in 2020 and based on the latest information regarding the coronavirus situation.
- (2) In order to contribute to the mitigation of the risk of coronavirus infection, I hereby issue these measures that all persons at the Czech Technical University in Prague (CTU) must abide by. Their implementation must be ensured by heads of constituent parts of CTU; at the CTU Rector's Office it must be ensured by the Registrar in cooperation with the relevant vice-rectors.

**II.**

**Measures to mitigate risk of infection**

- (1) No students arriving from the People's Republic of China (PRC) or from abroad or from areas affected by quarantine will be enrolled in the 2020 summer semester, nor possibly in the following semesters; in case such students have already been enrolled, their studies will be interrupted until 26 June 2020, or for a longer period of time as necessary, if the development of the coronavirus infection requires it. The restriction referred to in this paragraph shall not apply if a student arriving from the People's Republic of China proves that they arrived in the Czech Republic no later than on 25 January 2020. Enrolment may be permitted and the restriction referred to in this paragraph shall not apply if the enrolment can be done remotely (with the use of electronic means of distance communication or, where appropriate, through a proxy – a person that is not under quarantine, etc.)
- (2) Persons who visited the PRC, Hong Kong, Iran, Japan, Singapore, South Korea or Italy (hereinafter referred to as the “**areas of risk**”) on and after **11 February 2020** are at risk of being exposed to the coronavirus infection. Such persons are not allowed to enter the CTU premises and operations, in particular to attend classes, visit canteens, libraries, offices and other common areas for 14 days after their return to the Czech Republic, and must comply with the following rules:

---

<sup>1</sup> As amended by Amendment No. 1, Amendment No. 2, Amendment No. 3, Amendment No. 4 and Amendment No. 5.

- a) Report their personal data (name, phone number, e-mail address, the place from where they have arrived, date of return, place of stay in the Czech Republic) to their superior, who will pass it on to the support system coordination point to **Ms. Kinkalová**, e-mail: Ivana.Kinkalova@cvut.cz, tel.: +420-22435-3673 (until 8 March 2020 represented by Ms. Růckerová: Jana.Ruckerova@cvut.cz, tel. +420 224 353 493).
  - b) They will self-isolate and interrupt all contacts with other people for 14 days after their return from the area of risk.
  - c) Employees, whose work permits this, will be ordered to **work from home** (home office) **for a period of 14 calendar days upon their arrival from the area of risk**.
  - d) If the nature of their work does not allow them to work from home (e.g. in case of administrative staff and manual workers), the employer will not assign any work to the employee under their work contract for **14 calendar days** after their return from an area of risk and will forbid them to enter the workplace during this period; in this case, the situation is regarded as an obstacle to work on the part of the employer and the employee is entitled to be **paid at the rate of their average wage**.
  - e) Students will be excused from classes for 14 days after returning from an area of risk (students must provide proof or provide a sworn statement that they were in, or passed through, an area of risk). Distance study will be facilitated as far as possible, or self-study materials will be provided.
  - f) If these persons show signs of an influenza-type illness or a respiratory disease, they must without delay inform the CTU support system coordination point and get in touch by phone with a doctor or a hygiene station (tel.: +420 733 673 949, at night: +420 733 673 900).
- (3) All students and third parties who have arrived from areas of risk after **11 February 2020** are forbidden to visit the following premises at CTU for 14 days after their arrival in the Czech Republic:
- a. CTU canteens
  - b. CTU study rooms
  - c. CTU libraries
- Information regarding these restrictions will be posted at the entrance to the above premises.
- (4) All business trips of employees and student trips organized by CTU to areas of risk are cancelled with immediate effect.
  - (5) All constituent parts of CTU are required to ensure that all their students arriving from the PRC and areas of risk receive information about the content of this Order without delay.
  - (6) Employees and students at CTU must acquaint themselves with the latest information concerning the situation as regards the CTU's approach to the coronavirus situation, as published on the CTU web pages (<https://www.cvut.cz/>) and follow the instructions given there; employees who do not have access to the website must be provided with this information by their immediate superior. The CTU information system ("KOS") will also be used to provide information to students.
  - (7) With effect from 23 March 2020

- a) All types of **in-person instruction** are suspended, incl. sports activities, the university of the third age and lifelong learning (lectures, practical classes, seminars, consultations, etc.) In-person classes will be replaced with **classes held remotely** wherever possible (i.e. using online courses and electronic means of distance communication). The time that would have been used for lessons that cannot be held remotely (such as laboratory practice) should be dedicated to more intense instruction in courses that can be taught remotely so that the framework of the semester is maintained to the maximum extent possible.
- b) **All examinations, state final examinations (SFE), defences and graduation ceremonies** are suspended; presentations and defences of seminar theses will be held remotely wherever possible (using online teaching methods or using electronic means of distance communication).
- c) **Meetings, sessions, conferences, working meetings, etc.** held at CTU are cancelled; CTU employees will limit to the maximum extent possible their participation in such meetings held also outside the CTU premises.
- d) **Cultural and sports events** both held at CTU and organized by CTU outside CTU are cancelled.
- e) In case they cannot be postponed, **sessions of CTU bodies** will be held as videoconferences, teleconferences or using distance voting.
- f) All **business trips** of CTU employees and **student trips** abroad organized by CTU are forbidden.
- g) **Visits at dormitories and mutual contact between the persons staying at the dormitories in common spaces and in rooms where the person is not staying** are prohibited. It is forbidden to **check in new guests and students incl. in hostel rooms** (this ban does not apply to guests and students staying at the dormitories as of 19 March 2020); possible exemptions (e.g. regarding accommodation of students involved in the implementation of government measures to mitigate the spread of coronavirus infection) shall be authorized by the Registrar. The Novoměstský Hotel is subject to a special regime.
- h) **Foreign guests** are not to be received.
- i) **Study literature** from the Central CTU library can be made available only by making a reservation (electronically or through the library catalogue) via the distribution window in the CTU in Prague Identity Card Centre (address: Bechyňova 2571/3, Praha 6; borrowed literature cannot be returned to this distribution window. Study literature is also made available in the local libraries of the Faculty of Nuclear Science and Physical Engineering, at the Faculty of Transportation Sciences, and at the Faculty of Biomedical Engineering; borrowed literature can be returned to these distribution points. The opening hours of these distribution points are from Tuesday to Thursday, from 10 a.m. until 1 p.m.

With effect from April 20th, 2020, face-to-face individual **consultations** can take place in the CTU in Prague buildings for students in the last years of their study programs, with the presence of **not more than 5 persons**, if the supervisor of their final project agrees, and if this action is in accordance with the principles laid down in this order and if appropriate measures are taken;

a student who presents due evidence of such an arrangement (in electronic form or on paper) will be allowed to enter the place where the consultation will be held at a time and in accordance with the stated conditions, which are mainly as follows:

- i. On entering the building, or when entering the premises, she/he shall hand in a **written affirmation** that there has been no sign of a viral infection within the last two weeks (she/he has had no acute health problems corresponding to a viral infection (e.g. a fever, a cough, breathlessness or loss of the sense of smell or taste, etc. ), and that she/he is not currently subject to quarantine measures, according to the affirmation form provided as Attachment no. 1 to this order.
  - ii. On entering the premises, she/he shall **disinfect her/his hands**, whereby the constituent part of CTU in Prague that uses the premises shall provide a means of disinfection.
- b) **No examinations of any kind, no state final examinations, defences or promotions** will be held; annual defences will be held to the greatest possible extent without person-to-person contact (using online teaching and learning methods, or using electronic means of distance communication). From April 28th, 2020, face-to-face **state final examinations** can be held for students in the final year of their studies, in the CTU buildings in the presence of a **commission with not more than 4 members**. Other members of the commission must be linked remotely. The distances between people must be at least 2 metres. While a state final examination is being held, the secretary of the commission must be present at the place of the examination. The secretary ensures that the state final examination is conducted in accordance with the Study and Examination Regulations for CTU students, including the printing of the protocol and the signing of the protocol by the student. The final result of the state final examination will be made known straight after the examination. After the announcement of the result, the student shall leave the building without delay. When entering the building, the student shall present her/his invitation to the state final examination, and shall also submit a signed written affirmation in accordance with **Attachment no. 1** to this order. On entering the premises, the student shall **disinfect her/his hands**, whereby the constituent part of CTU in Prague that uses the premises shall provide a means of disinfection.

(8) Persons (students or employees at CTU) who are **placed under quarantine** or who have been infected by coronavirus must report this fact without delay by email to: [koronavirus@cvut.cz](mailto:koronavirus@cvut.cz), including whether they were on CTU premises in the last 14 days and if so, where and with whom at CTU they met.

(9) With effect from 23 March 2020, I issue the following recommendations:

- a) **Do not go to places** with a high concentration of people, do not travel by public transport in peak hours.
- b) Pay particular attention to the **protection of groups at risk**; constituent parts of CTU will take appropriate measures to protect CTU employees aged 55+, pregnant and ill persons and employees who cannot limit contact with family members who are highly at risk (i.e. they suffer from a serious illness, their organism is weakened as a result of a serious illness, etc.)

- (10) All constituent parts of CTU will ensure that the operation of CTU is carried out **remotely** to the maximum extent possible, using electronic means of distance communication. Employees for whom, given the nature of their work, it is possible, will be ordered to work from home (**home office**) so that their presence at the workplace is not required; at the CTU Rector's Office the head of department is responsible to issue the order to work from home. Where the physical presence of employees at the workplace is necessary, the work will be organized in compliance with the following rules:
- a) Employees will take turns in their offices throughout the week so that each day ideally only one person is present in the office.
  - b) Employees shall limit any mutual contact to the maximum extent possible.
  - c) Employees shall limit the use of public transport when commuting to work to the maximum extent possible.
  - d) Whether an employee's presence at the workplace is necessary shall be assessed using the following criteria:
    - i. Ensuring the safety of CTU (safety of personnel – security, safety of property, information security – operation of IT systems, etc.),
    - ii. Ensuring the execution of individual agendas and ensuring the operation of the Filing Office,
    - iii. Ensuring operation of technological equipment,
    - iv. Elimination of damage to people's health, CTU property and third parties.

(11) With the exception of persons who present a valid CTU ID card, or who enter the premises using a key (a chip or a card, etc.), the Police of the Czech Republic, health care services, firefighters and persons who resolve accidents or carry out inspections, **no other persons will be allowed to enter** the premises on Jugoslávských partyzánů 1580/3, Prague 6 (justified exceptions will be allowed by the security at the building/concierge/receptionist, who will record every such entry); this does not apply to access by third parties to the Filing Office. All persons on CTU premises are **required to wear protective equipment of the respiratory tract (masks)<sup>2</sup> for the whole duration of their stay on the premises; persons who do not have such protective equipment will not be allowed to enter the building (this also applies to the Filing Office), or they will be removed from the building.** Constituent parts that are entrusted with the management of CTU property shall issue rules regulating the entry of persons into buildings and land owned by CTU in a similar manner, depending on the nature of the operation or the purpose for which the property is used (leases), taking into account the use of the property by CTU employees.

### III. Final provisions

This order comes into force on April 20th, 2020.

---

<sup>2</sup> In connection with the decision taken by the **Government of the Czech Republic**, which prohibits **all people from going and staying outside of their homes without protective equipment of the respiratory tract**. Protective equipment includes face masks, respirators, surgical masks, scarves and other equipment **that prevents the transmission of droplets**.

\*\*\*

Changes introduced by Amendment No. 1 of 9 March 2020 enter into effect on 10 March 2020.

Changes introduced by Amendment No. 2 of 20 March 2020 enter into effect on 20 March 2020.

Changes introduced by Amendment No. 3 of 2 April 2020 enter into effect on 3 April 2020.

Changes introduced by Amendment No. 4 of 8 April 2020 enter into effect on 8 April 2020.

Changes introduced by Amendment No. 5 of 20 April 2020 enter into effect on 20 April 2020.

doc. RNDr. Vojtěch Petráček, CSc.,  
rector

**Attachment no. 1  
To Rector's Order no. 7/2020**

**AFFIRMATION**

**THAT I HAVE SHOWN NO SIGNS OF A VIRAL INFECTION, AND THAT I AM  
NOT SUBJECT TO QUARANTINE MEASURES**

I .....

(Given name, Family name)

a student of the Cech Technical University in Prague (ČTU in Prague),

Date of birth:

.....

Permanent residence:

.....

Affirm that I have shown no sign of a viral infection within the last two weeks, and that I have had no acute health problems corresponding to a viral infection (e.g. a fever, a cough, breathlessness or loss of the sense of smell or taste, etc. ), and 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 CTU in Prague for a period not exceeding 60 days after the end of the state of emergency.

**I am aware of the legal consequences in the event that this affirmation were to be untruthful.**

(Place) .....

(Date) .....

.....

signature

**III.  
Final provision**

- 1) The Rector's Order No. 5/2020 to mitigate the risk of coronavirus infection is repealed.
- 2) This Order comes into effect on 20 April 2020.

\*\*\*

Changes introduced by Amendment No. 1 of 9 March 2020 enter into effect on 10 March 2020.

Changes introduced by Amendment No. 2 of 20 March 2020 enter into effect on 20 March 2020.

Changes introduced by Amendment No. 3 of 2 April 2020 enter into effect on 3 April 2020.

Changes introduced by Amendment No. 4 of 8 April 2020 enter into effect on 8 April 2020.

Changes introduced by Amendment No. 4 of 20 April 2020 enter into effect on 20 April 2020.

doc. RNDr. Vojtěch Petráček, CSc., m. p.  
Rector