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Distribution list:	TBU Employees, TBU Students, External Employees
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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 risk of spread of the COVID-19 disease and following the resolutions issued by the Government of the Czech Republic.

## **PART TWO TEMPORARY SUSPENSION OF CLASSES AT TBU**

### **Article 2 Extraordinary measures**

- (1) In compliance with the resolutions issued by the Government of the Czech Republic, a ban on physical presence of students of Tomas Bata University in Zlín (hereinafter referred to as “TBU”) in classes scheduled to be attended in person has been imposed until further notice (in the full-time as well as part-time mode of study), and that regularly and in groups (e.g. in the form of lectures, seminars, group laboratory activities, etc.) and also examinations, if these are organized to be taken collectively.
- (2) The extent and manner of classes and of self-study have been determined by the Deans of the individual Faculties of TBU. In case of course units identified in the accreditation file as course units providing a theoretical basis and as course units offering specialist knowledge as well as course units that are part of topics for final state examinations, it is recommended that classes are offered using the Microsoft Teams tool.

### **Article 3**

#### **Exemptions**

- (1) Physical presence of students in TBU premises is allowed for the following purposes only:
  - Tutorials or examinations, with the presence of no more than 5 persons allowed,
  - Making of laboratory measurements, finalization of experimental and artistic projects, particularly implemented in connection with writing of academic qualification theses by students in Bachelor's, Master's, follow-up Master's or doctoral programmes, with the presence of no more than 5 persons allowed.
  - Clinical and practical classes, practical training.
- (2) Students mentioned in the previous Paragraph are allowed to be present on TBU premises for the purposes given in the previous Paragraph only upon fulfilment of the following conditions:
  - The student 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.),
  - At the entrance to the room where the examination is scheduled to take place, the student sanitizes his/her hands,
  - The student has respiratory protective equipment (face mask, scarf, headscarf, respirator, mouthpiece), which he/she wears,
  - The student is not in quarantine at the given time,
  - The student submits a written declaration of honour (Appendix 1 and Appendix 2 in the English version) on the absence of symptoms of a viral infectious disease during the previous two weeks.
- (3) Students of non-medical healthcare specializations are allowed to take their practical training in hospitals and in other healthcare facilities only in accordance with a written agreement concluded between the relevant organization/institution and TBU.

### **Article 4**

#### **Mode of implementation**

- (1) The extent and mode of implementation of the abovementioned forms of classes shall be determined by the Deans of individual Faculties upon fulfilment of the conditions specified in the following Paragraphs.
- (2) Upon entering a TBU building, the student shall sanitize his/her hands and shall report his/her presence to the relevant teacher, to whom he/she shall submit the declaration of honour (see Appendix 1, or Appendix 2). The teacher is obliged to keep records of the students' movement in defined areas within the relevant TBU building, which he/she shall later submit to the Student Affairs Office.
- (3) Students (including doctoral students) shall be present in TBU buildings for an inevitable amount of time only and in clearly defined areas.
- (4) Corridors and other shared facilities are not intended for people to gather, they should be used only if inevitable.

- (5) Upon fulfilment of the abovementioned requirements, practical classes, individual classes/experimental projects carried out by doctoral students shall be reopened on condition that these students will be present in defined areas only for the purpose of carrying out necessary activities and that upon agreement with the project supervisor/consultant. Students are recommended to process data, elaborate texts, etc. individually outside TBU premises.

## **Article 5**

### **Library**

- (1) The TBU Library is open exclusively for the purposes of individual lending and returning of study-related books. Books for lending must be ordered in advance, and that electronically via the e-mail address: knihovna@utb.cz. For returning of books, it is advisable to use the self-service book return machine situated on the first floor of the U13 building.
- (2) Printing of academic qualification theses has been ensured in the online mode.

## **Article 6**

### **Communication between students and TBU**

TBU Rector recommends that students should communicate with TBU only by phone or by e-mail.

## **PART THREE**

### **MEASURES ADOPTED AT TBU**

## **Article 7**

### **TBU Employees and TBU External Employees**

- (1) Business trips to be taken by TBU employees and TBU external employees within the Czech Republic as well as abroad continue to be banned, unless decided otherwise by TBU Rector.
- (2) TBU Rector advises TBU employees and TBU external employees to postpone their private travels abroad.
- (3) TBU employees and TBU external employees are obliged to report to their superior (Rector/Dean/Head of the component part) their intention to travel abroad. TBU employees and TBU external employees are obliged to specify the place of stay (country) in their request for annual leave and shall further proceed in accordance with valid Decrees issued by the Government of the Czech Republic.
- (4) 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/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 8 Guests from abroad**

TBU Rector suspends the arrival of international staff/guests arriving from abroad.

### **Article 9 Students**

- (1) Funding of international mobility to be taken by TBU students has been suspended until a different decision is made by TBU Rector.
- (2) Arrivals of new international students have been suspended until a different decision is made by TBU Rector.
- (3) TBU Rector advises TBU students to postpone their private travels abroad.

TBU students are obliged to report their intent to travel abroad to the TBU International Office by sending an email to [international@utb.cz](mailto:international@utb.cz); further steps to be taken by TBU students shall adhere to the valid regulations issued by the Government of the Czech Republic.

### **Article 10 University of the Third Age (U3A)**

TBU Rector hereby cancels all courses scheduled to be held within the U3A.

### **Article 11 Events organized by TBU**

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

### **Article 12 Halls of Residence and Refectory**

- (1) Persons not accommodated in the given building shall not be permitted to enter the respective Residence Hall of TBU.
- (2) TBU Rector limits the operation of the TBU Refectory as follows:

U2 – Closed until further notice

U4 – Opening hours changed – open from 11:00 to 13:00 including the collection of packed meals for TBU students

U5 – Opening hours changed – open from 11:00 to 13:00

U13 – Closed until further notice

- (3) 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/>).

## **PART FOUR**

### **Final provisions**

- (1) The presence of 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 Decrees No. RR/6/2020, RR/9/2020 and RR/11/2020 and is valid until further notice.