

| <b>Rector's Order</b> |   |                  |                    |            |
|-----------------------|---|------------------|--------------------|------------|
| <b>No. 2/2020</b>     |   |                  |                    |            |
| Title:                | <b>Measures to Reduce the Risk of Coronavirus Infection</b> |                  |                    |            |
|                       | Name:   | Position:        | Date:              | Signature: |
| Guarantor:            | Assoc. prof. RNDr. Miroslav Brzezina, CSc.                  | rector           | 3.3.2020           |            |
| Legal check:          | Mgr. Tereza Stejskalová                                     | lawyer           | 3.3.2020           |            |
| Person responsible:   | Mgr. Tereza Stejskalová                                     | lawyer           | 3.3.2020           |            |
| Approved by:          | Assoc. prof. RNDr. Miroslav Brzezina, CSc.                  | rector           |                    |            |
| Review:               | 00  | Effective from:  | 3.3.2020           |            |
| File character:       | A I 21  | Appraisal symbol | A5                 |            |
| JID:                  | TUL - 00433648  | Ref. No.         | TUL 20/9615/010389 |            |

## 1. General Provisions

This order is issued with the aim to help reduce the risk of being infected with coronavirus COVID-19. In connection with the spread of the new coronavirus COVID-19 and in view of the current situation and information, the Rector of the Technical University of Liberec has decided to adopt several measures and recommendations listed below.

Students and staff traveling abroad are encouraged to follow these recommendations and related information, including official information sources, on an ongoing basis, and to adapt their study and work stays accordingly. The Rectorate continuously monitors the situation and can adjust its recommendations according to the current development.

## 2. Subject Matter

The TUL Rector immediately forbids all business trips to high-risk countries and regions and at the same time refers to the lists of these countries and regions listed on the websites of [the Ministry of Foreign Affairs of the Czech Republic](#) and the [Ministry of Health of the Czech Republic](#) and the [Regional Hygienic Authority of the Liberec Region](#).

In the event of business trips abroad, TUL employees are recommended to register in the DROZD system to receive current information. It enables the MFA to contact Czech citizens quickly if necessary. Updated information on coronavirus is published by the Ministry of Foreign Affairs in a newsletter, which you can subscribe to [here](#).

**The following procedure must be followed when returning from a risk country or region:**



Persons arriving from the affected countries and areas currently listed on the websites of the Ministry of Foreign Affairs of the Czech Republic and the Ministry of Health of the Czech Republic (e.g. China, Japan, Iran, northern parts of Italy and others) **are required to take a 14-day quarantine and to limit contact with TUL to telephone or written communication only.**

### **Employees:**

Employees are required to take a 14-day quarantine and to limit contact with TUL to telephone or written communication only. Employees will be allowed to stay outside their workplace, in a maximum possible extent, not to visit the TUL premises for a period of 14 days following their return from the affected countries. They will be allowed to work from home.

Where this is not possible, the institute of hindrance in work on the part of the employer will be used or a leave may be ordered (leave may be ordered when the employee, despite all recommendations, goes on vacation to the risk area).

### **Students:**

All students who have arrived from risk countries after February 24, 2020, or are about to arrive, are instructed not to attend classes, examinations and public events held at TUL for a period of 14 days following their entry into the Czech Republic. If students submit, preferably by email, confirmation of travel from these countries to the Study Department of their faculty, they will be excused from classes. The management of individual faculties will approach the fulfillment of study obligations individually.

### **Family Members, Other Employees:**

The same precautions are recommended for all family members or others, who share a household or come into contact with a student or employee from the affected area after their arrival.

Measures are also recommended for employees who share a household or come into contact with other people coming from risk countries and regions.

## **3. Record Keeping**

Until this order is canceled, the records of all trips abroad, both for employees and students, are ordered to be made. The records of foreign trips of employees (both business and private) must be kept by a direct superior or a person authorized by him/her and once a week, always on Monday by 4 pm, they are required to send it by email to [alena.sirkova@tul.cz](mailto:alena.sirkova@tul.cz) to the TUL Personnel Department. The records will be kept in the table, which is included as Annex No. 1.

The study department of the relevant faculty is obliged to keep records of foreign mobilities (stays) of students and once a week, always on Mondays by 4 pm they are required to send it by email to: [studium@tul.cz](mailto:studium@tul.cz) to the office of Vice-Rector of the RSV TUL. The records will be kept in the table, which forms Annex No. 2.

## **4. Final Provisions**

This order becomes valid and effective on 3 March 2020 and remains valid until its cancellation.



Annex No. 1 – records of trips abroad employees  
Annex No. 2 – records of trips abroad students

