

<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	12.3.2020	
Legal check:	Mgr. Tereza Stejskalová	lawyer	12.3.2020	
Person responsible:	Mgr. Tereza Stejskalová	lawyer	12.3.2020	
Approved by:	Assoc. prof. RNDr. Miroslav Brzezina, CSc.	rector		
Review:	01	Effective from:	12.3.2020	
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 anywhere 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. Business trips, Arrivals from Abroad

The TUL Rector immediately forbids all business trips as well as he recommends minimizing broadcasting to domestic business trips.

**The following procedure must be followed when returning from a risk country or region:** Persons (students and employees) arriving anywhere from abroad **are ordered to contact TUL by telephone or by e-mail only.**

### 3. Procedure for employees

Employees are ordered to contact their direct superior after returning from anywhere abroad (business or private trip), the direct superior will then decide about the following steps. It is highly recommended that the direct supervisor decides on a 14-day absence of the employee at TUL and orders to limit the contact with TUL to telephonic or written form. Employees will be allowed to stay outside their workplace, to a maximum possible extent, not to visit

the TUL premises for a period of 14 days following their return from abroad. They will be allowed to work from home. Where this is not possible, obstacles to work on the employer's side or other agreed action will be used.

#### **4. Students**

All students who have arrived or are about to arrive from abroad, are instructed not to attend educational buildings of TUL for a period of 14 days following their entry into the Czech Republic. Students will contact the study Department of their faculty by e-mail. The Study Department will provide them with up-to-date information regarding teaching and dormitories. Direct instruction is in accordance with the Emergency Measure of the Ministry of Health file no. MZDR 10676 / 2020-1 / MIN / KAN of 10 March 2020, which prohibited the personal presence of students in higher education institutions under Act No. 111/1998 Coll., On Higher Education, as amended, with effect from 10 3. 2020 from 6 pm until further notice.

#### **5. Recommendations for Family Members and 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 after their arrival from abroad. Measures are also recommended for employees who share a household or come into contact with other people coming from abroad.

#### **6. 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.

#### **7. Final Provisions**

This order becomes valid and effective on 12 March 2020 and remains valid until its cancellation.

Annex No. 1 – records of trips abroad employees

Annex No. 2 – records of trips abroad students

