

DECISION OF THE DEAN NO. 1/2020

DECISION NO. 1 ON PREVENTIVE MEASURES AT THE FACULTY OF CIVIL ENGINEERING AT BUT IN RESPONSE TO THE DEVELOPMENT OF THE CRISIS SITUATION REGARDING THE SPREAD OF THE CORONAVIRUS

Article 1

Subject matter

- (1) On the basis of the Decision of BUT No. 1/2020 in relation to the development of the crisis situation regarding the spread of the coronavirus I hereby release this Decision of the Dean, No. 1/2020.
- (2) Senior employees of FCE BUT (each of them according to their powers) shall:
 - a) decide on those activities and jobs that are to be considered urgent and necessary, determine the way they should be carried out according to the nature of the activities of individual workplaces, and ensure that the tasks of each workplace are performed to the extent necessary: these activities and jobs are listed in par. 3;
 - b) ensure they are available in case of need via telecommunications equipment and be ready to act upon and comply with the measures and instructions given by the management of BUT, FCE BUT and the BUT Crisis Staff;
 - c) where appropriate, be present or ensure the presence of their subordinate employees at work to ensure urgent and necessary work is carried out;
 - d) immediately cancel all planned arrivals of persons to their workplace from abroad until further notice;
 - e) enforce the prohibition of business trips abroad by employees from their place of work until further notice;
 - f) maintain a limited schedule of working hours at the registrars, the Dean's Secretariat, the Secretariats of the Institutes, the Dean's Office, the KIC and the AdMaS Centre on all working days. This limited schedule of working hours shall be communicated to the Dean's Secretariat by 16. 3. 2020 at 10 a.m. The notification shall also contain a phone number (one) and e-mail address (one), via which communication with the workplace will be possible during the given period. In the case of the faculty's institutes we recommend providing the secretary's phone number and the email address of the institute (e.g. for the Institute of Building Structures contact: 2330@fce.vutbr.cz).

Restricted working hours at the Dean's Secretariat:

 - the Dean's Secretariat is available every working day from 9.00 to 12.00,
 - tel. contact for the Dean's Secretariat,
 - email: dekan@fce.vutbr.cz.
- (3) Urgent and necessary operational activities and jobs are considered to be:
 - a) ensuring the basic operation of buildings, including building security, and the operational functions of buildings;
 - b) ensuring communication occurs in paper and electronic form, incl. the organization and operation of the relevant organizational units and facilities, computer networks, information systems and filing services, incl. internal mail, etc.;

- c) ensuring communication occurs with state and public authorities and institutions, incl. grant providers, etc.;
 - d) ensuring other tasks at FCE BUT and FCE BUT workplaces are performed with regard to the current situation.
- (4) Academic, research and professional staff.
- The heads of the institutes and other bodies of FCE BUT are required to:
- a) ensure staff work from home to the maximum extent possible; the setting of necessary exceptions is determined by the head of the institute or other body. These necessary exceptions must be kept to an absolute minimum and recorded at the workplace. Access to the faculty's Veverří-Rybkova premises will only be possible through the main entrance of building A. The building on Žižkova Street will only be accessible via the main entrance;
 - b) in the case of persons who arrived from abroad at an institute or other body of FCE BUT before 12. 3. 2020, notify them of the extraordinary situation and measures to be taken, and advise them to return home;
 - c) inform new arrivals whose arrival could not be cancelled and who require accommodation in a dormitory that they will only be provided with accommodation for the time needed for them to arrange their departure, and that they will stay there in quarantine mode.
- (5) Other non-academic staff, technical and economic staff and blue-collar employees.
- The heads of the institutes and other bodies of FAST VUT are required to:
- a) ensure staff work from home to the maximum extent possible; the setting of necessary exceptions is determined by the head of the institute or other body. These necessary exceptions must be kept to an absolute minimum and recorded at the workplace. Access to the faculty's Veverří-Rybkova premises will only be possible through the main entrance of building A. The building on Žižkova Street will only be accessible via the main entrance;
 - b) provide workers with a limited schedule of working hours at the workplace for the time needed to deal with urgent and necessary work/operational tasks which cannot be performed outside the workplace. The rest of the working period will be spent by the employee in activities conducted according to point 5a);
 - c) in the case of new arrivals whose arrival could not be cancelled and who require accommodation in a dormitory, inform them that they will only be provided with accommodation for the time needed for them to arrange their departure, and that they will stay there in quarantine mode.
- (6) Students – general information mainly at the BUT level:
- a) The personal presence of students from Bachelor's, Master's and Doctoral study programmes in buildings on the premises of FCE BUT in connection with their studies is currently prohibited until 12. 4. 2020. Administration connected with the students' studies will be exclusively handled electronically or by post (e.g. documents providing confirmation of study, etc., will be sent to students by post upon request).

In the case of students and PhD students that are under contractual employment at FCE BUT, the procedure according to par. 4 a) (or par. 5 a) is to be followed.
 - b) Newly arriving foreign students (if already present) shall be notified of the emergency situation and measures taken, and shall be advised to return home.

- c) With regards to students staying at dormitories:
- everyone shall be advised to leave the dormitory;
 - newly arriving foreign students who require accommodation in the dormitory shall only be provided with accommodation for the time needed for them to arrange their departure, and they shall stay there in quarantine mode. If the departure of such foreign students is not possible, the quarantine period shall last for at least 14 days;
 - short-term accommodation of persons (including students) in dormitories is prohibited;
 - accommodated persons are obliged to contact the requisite official designated places and the management of Accommodation and Catering Services in the event that symptoms of the disease occur;
 - accommodated students are obliged to conform to all sanitary and hygiene measures and minimize the time spent in communal areas of the accommodation facility.
- d) Information for students:
- Further information on the development of the situation at BUT will be published on the BUT and FCE BUT websites by 25. 3. 2020 at the latest.
 - The aim of BUT is to ensure that, even in the emergency mode, final year students can complete their studies in a proper manner, and other students can fulfil all of their study obligations.
- (7) Institutional measures
- a) Sites and areas which members of the public can enter shall be closed; this measure does not concern lessees, but it is advised that lessees should adjust their operations according to the situation, which includes adherence to security measures.
 - b) Admissions procedures with a scheduled date falling before or up to 12. 4. 2020 that require the applicant's presence in person shall be postponed; further information shall be provided later.
 - c) The authorities of the university/faculty shall act as necessary without limitation with regard to the current situation.
 - d) Hygiene measures and purchases of cleaning and hygiene products shall be adapted to the situation.
 - e) Canteen meals shall be provided in a limited manner. The Rybkova Street canteen and restaurant will be closed from Monday 16. 3. 2020.

Article 2

Final Provisions

This Decision of the Dean No. 1/2020 shall enter into force at the time of release, with the exception of provisions 4a), 5a) and 5b), which shall enter into force at the latest on March 16, 2020.

V Brno on 13th March 2020

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Prof. Ing. Miroslav Bajer, CSc.
Dean of the Faculty of Civil Engineering BUT