



Rector's order No. 12/2020

On the implementation of preventive measures to protect and reduce the spread of COVID-19 disease at the University of Žilina in Žilina by its employees.

The Rector of the University of Žilina in Žilina (hereinafter referred to as UNIZA) in order to reduce the risk of the spread of COVID-19 at UNIZA and within the implementation of measures of the Ministry of Education, Science, Research and Sport of the Slovak Republic and the Public Health Authority of the Slovak Republic issues

Rector's order,

stipulating the following:

Article No. 1

Obligations of the UNIZA employees

1. Employees are obliged to monitor and comply with all published measures of the Government of the Slovak Republic, the Ministry of Education, Science, Research and Sport of the Slovak Republic and the Public Health Authority of the Slovak Republic, follow the website www.uniza.sk, their e-mail box and the website www.korona.gov.sk.
2. All UNIZA employees **are obliged** to fill in the "**Solemn Declaration of the UNIZA Employee**", which forms Appendix No. 1 to this Rector's order (hereinafter referred to as the "Declaration") in electronic form on the first day after returning from their annual leave, but **no later than September 25, 2020**. The operating staff for whom it is not possible to use the electronic form shall submit the Declaration in writing. These employees shall submit the written form of the Declaration to the relevant superior within the same time limit.
3. The electronic form of the Declaration is published on the website <http://zamestnanci.uniza.sk/>.
4. Failure to submit the Declaration will constitute a violation of the employee's work discipline and the employer will proceed in accordance with the provisions of Act 311/2001 Coll. of the Labour Code.
5. Employees **are required to indicate** their place of stay during the leave in their application for the leave. Without stating the place of stay by the employee, the annual leave will not be approved. If the employees already have their application for the leave approved in the attendance system, it is necessary to send information to the superior via e-mail about the place of stay during the leave no later than the day before the start of the leave.
6. If the UNIZA employee has visited a "**risk country**" during the previous 14 days, i.e. a country not included in the list of low-risk (safe) countries, on the day of their return to Slovakia, they must register by telephone or electronically at the competent Regional Public Health Authority in the Slovak Republic (hereinafter referred to as "RPHA") to acquaint them with the travel history. RPHA will help them orientate themselves in the situation, acquaint them with the rules of home isolation and provide testing for COVID-19 disease, at the earliest on the 5th day after the arrival. In the event that the employee does not fulfil his/her obligation under this point, the direct superior is obliged to proceed in accordance with the regulations of the Public Health Authority of the Slovak Republic www.uvzsr.sk and immediately inform the crisis management officer at the telephone number +421 907 831 075 or at koronavirus@uniza.sk.
7. It is necessary to monitor the current list of low-risk countries available at www.uvzsr.sk

THE COUNTRY IS NOT ON THE LIST

➔ If you are arriving from a country that **is not on the list**, upon your return, **immediately** report by telephone or e-mail to the competent Regional Public Health Authority (*in Slovak Regionálny úrad verejného zdravotníctva, abbreviated "RÚVZ"*) or at <https://korona.gov.sk/ehranica/>

➔ **Remain in home isolation.** This is also ordered to persons who live in a common household with you. The competent Regional Public Health Authority will arrange your COVID-19 test **no earlier than on the fifth day after your arrival.**

➔ If the test result is **negative**, the home isolation is completed for the whole household.

➔ If the test result is **positive**, the home isolation continues and you must comply with the measures of the competent Regional Public Health Authority.

THE COUNTRY IS ON THE LIST

➔ If you are arriving from a **listed** (safe) country, you do not need to undergo the COVID-19 test or report to Regional Public Health Authority.

However, if you develop symptoms of respiratory illness, you should contact your health care provider via telephone and inform him/her on your travel history. The health care provider will then determine the next course of diagnosis and treatment. The same applies to people who develop symptoms of respiratory disease and know that they have been in contact with a person who has come from abroad.

*We recommend that all persons adhere to the **FMDH** (**face mask – distance – hands/disinfection**, in Slovak **ROR: rúško – odstup – ruky/dezinfekcia**) as well as consider participating in mass events, visits, celebrations, especially if it is in localities with a higher incidence of COVID-19 disease.*

8. **Employees and other persons** (e. g. visitors) **are obliged to wear a protective face mask in all internal premises of UNIZA**, under the conditions stipulated in the Regulation of the Government of the Slovak Republic and the Public Health Authority of the Slovak Republic. This obligation does not apply to employees performing work in a common work area, if they are at least 2 meters apart from each other or from other persons, or for an employee who is alone at the workplace as well as all employees during mealtimes.
9. Teachers are advised to wear a face mask or a protective shield when conducting the educational process and to keep a distance of at least two meters from students.
10. If the capacity of the room allows it, the teacher will ensure that the distances between students are observed (chessboard seating).
11. Before the teaching process is commenced, the teacher is obliged to verify the fact in the E-vzdelávanie system whether the student has submitted the Solemn Declaration of the UNIZA Student. If the student has not submitted this declaration, or if he/she has answered YES to any of the questions listed in the Solemn Declaration of the UNIZA Student, or if he/she has failed to confirm any of the statements, he/she will be marked in red in the E-vzdelávanie system and **the teacher must not allow such a student to attend courses.**
12. At the entrance to the lecture room, classroom, laboratory or other space where the educational process takes place, the teacher will ensure the proper completion of the **Attendance List** of physically present students (which forms Appendix No. 2 to this Rector's order), based on which it will be possible to contact students in case of endangerment of COVID-19 disease. The teacher signs the attendance list and then archives it for the duration of the semester.
13. If a UNIZA employee develops symptoms of COVID-19 disease during performing work, he/she shall immediately leave the UNIZA premises using a face mask as soon as possible. The employee complies with other measures according to the instructions of his/her health care provider or those of the competent Regional Public Health Authority via their telephone lines listed at www.uvzsr.sk .

14. If an UNIZA employee develops symptoms of COVID-19 disease, he/she remains in isolation and contacts his/her health care provider via telephone or the Regional Public Health Authority with the seat in Žilina at +421 905 342 812.
15. If the employee presents **a positive RT-PCR test result for SARS-CoV-2** (COVID-19 disease), he/she shall immediately report this fact to UNIZA via the crisis management officer on the telephone number +421 907 831 075 or at koronavirus@uniza.sk . Further consultation in terms of diagnosis and treatment is consulted with the health care provider or through the Regional Public Health Authority lines listed at www.uvzsr.sk .
16. **No one** with symptoms of respiratory tract infection that may correspond to known symptoms of COVID-19 disease (fever, cough, vomiting, diarrhoea, sudden loss of taste and smell, other symptoms of acute respiratory infection) **shall enter UNIZA premises, including its components.**

Article No. 2

Operational and organizational measures

1. Social, cultural and sports events at UNIZA can be held in compliance with current regulations of the Government of the Slovak Republic and the Public Health Authority of the Slovak Republic. Consideration should be given to organizing events that are not essential to UNIZA's activities.
2. When organizing these events, it is necessary to ensure that the organizers duly complete the **Attendance list of participants of events organized on the UNIZA premises** (which forms Appendix No. 3 to this Rector's Order), based on which it will be possible to subsequently contact persons in case of endangerment of COVID-19 disease. The attendance list is signed by the organizer and subsequently archived for a period of 21 days.
3. The distribution of meals in the UNIZA Catering Facilities will be performed in compliance with the regulations of the Government of the Slovak Republic and the Public Health Authority of the Slovak Republic. Employees are required to adhere to the instructions of UNIZA and the UNIZA Catering Facility to ensure preventive measures to reduce the spread of COVID-19 disease. Employees are obliged to wear protective face masks in the catering facility and put them away only at the time of eating or drinking beverages.
4. The University Library, the EDIS Publishing House of the University of Žilina, the Zuberec Dedicated Facility and the operation of accommodation facilities will provide their services in compliance with the regulations of the Government of the Slovak Republic, the Public Health Authority of the Slovak Republic and in accordance with UNIZA's internal regulations.
5. UNIZA will provide its premises for use by third parties in compliance with the regulations of the Government of the Slovak Republic and the Public Health Authority of the Slovak Republic, based on the decision of the Rector or the Bursar.
6. UNIZA recommends that staff business travel can only be accomplished where necessary and to the countries on the list of low-risk countries, in compliance with generally applicable hygiene and safety measures.
7. Travel to countries not included in the list of low-risk countries and to risky regions in low risk countries is prohibited.
8. Reception of visits to UNIZA may be performed where necessary. The employee who receives the visitor will welcome the visitor at the gatehouse of the relevant building and ensure that the Solemn Declaration is completed (see Appendix No. 1 to this Rector's Order). The staff member receiving the visit shall store it in the documentation relating to the visit for a period of 21 days. If the visitor answers YES to any of the questions in the Declaration, or if he/she has not confirmed any of the statements, the visit may not take place.
9. It is prohibited to receive visits from countries which are not on the list of low risk countries and from risky regions in low risk countries.

10. The Department of Economic Administration (hereinafter referred to as the DEA) shall ensure regular cleaning and disinfection of UNIZA premises in order to prevent the spread of COVID-19 disease in accordance with the guidelines of the RPHA.
11. The DEA shall provide an adequate number of disinfection racks for the operation of UNIZA at each commonly used entrance to UNIZA facilities, soap and paper towels on sanitary facilities, including their replenishment.
12. The receptionist on duty will provide control of the entry of persons into the UNIZA premises whether they wear a protective face mask. If the person entering is not wearing a protective face mask, he/she will not be allowed to enter the UNIZA premises.
13. Means for personal hygiene and disinfection of employees are provided by a specific UNIZA workplace according to its operational needs and the nature of work activities.
14. The activities of UNIZA self-governing bodies (e.g. UNIZA Academic Senate, Academic Senates of the Faculties, UNIZA Board of Trustees and UNIZA Scientific Councils) may be performed either by videoconference or other means of information and communication technology without physical presence, including secret ballot, or in person at compliance with the regulations of the Government of the Slovak Republic and the Public Health Authority of the Slovak Republic.

Article No. 3 **Final provisions**

1. An integral part of this Rector's order constitute:
 - Appendix No. 1: Solemn Declaration of the UNIZA Employee
 - Appendix No. 2: Attendance list of UNIZA students in the educational process
 - Appendix No. 3: Attendance list of participants of events organized on the UNIZA premises.
2. Direct superiors will acquaint all employees with this Rector's order No. 12/2020 on the date of its entry into force.
3. UNIZA will ensure the distribution of this Rector's order to the employees via bulk e-mail and via www.uniza.sk.
4. In the event that the measures of the Ministry of Education, Science, Research and Sport of the Slovak Republic and the Public Health Authority of the Slovak Republic change during the validity of this Rector's Order, it will be mandatory to comply with them.
5. This Rector's order shall enter into force and effect on the day of its signature.

In Žilina on September, 2, 2020

Prof. Ing. Jozef Jandačka, PhD.
Rector

Solemn Declaration of the UNIZA Employee

The information provided in this statement is important for monitoring the health of UNIZA employees during the Covid-19 pandemic, or coronavirus SARS-CoV-2. It is important that UNIZA is a safe place for students and staff.

Name and surname of the employee _____

Permanent address _____

Telephone number _____ e-mail address _____@_____

Job classification/ faculty, institute, department, workplace
_____/_____

Have you visited countries that are not on the list of low-risk countries in the last 14 days? **YES** ☐ **NO** ☐

If **YES**, indicate the names of the countries you have visited

Have you been in contact with a person who has overcome COVID-19 in the last 14 days? **YES** ☐ **NO** ☐

- ☐ I confirm that I am not showing symptoms of acute disease.
- ☐ I confirm that neither the regional public health authority nor the general care physician has ordered me a quarantine measure (quarantine, increased health surveillance or medical supervision).
- ☐ I do not know that I, my family or other people living with me in the household, as well as other related parties, have come into contact with people who have become ill with a communicable disease (e.g. COVID-19, diarrhoea, viral hepatitis, meningitis, fever with rash).
- ☐ I am aware of the legal consequences in case of a false statement, in particular I am aware that I would have committed an offense under § 56 of Act no. 355/2007 Coll. on the protection, promotion and development of public health and on the amendment of certain laws.
- ☐ I confirm and declare that all the information provided is true.

If you answered "YES" to any of the above questions, you are obliged to monitor your health, the health of people living in the same household and other close people with whom you are in frequent contact.

In the event of symptoms (rhinitis, cough, body temperature above 37 ° C, loss of smell and taste, diarrhoea, headache) in you or people living in the same household and other related parties, you are obliged to contact a general care physician immediately, proceed in accordance with their recommendations and not to enter the UNIZA premises until a time determined by the physician concerned.

- ☐ I confirm that I have read the Information on the processing of personal data pursuant to Art. 12 of the Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as "the Regulation").

In _____ dated _____

Employee's signature

Employee's signature: (if the questionnaire is completed electronically, the signature is replaced by recording a confirmation of the consent with the completion of the content in the form based on entering the employee's access rights)

Information on the Processing of Personal Data

pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (hereinafter referred to as "the Regulation")

1. The data subject acknowledges that the operator – the University of Žilina in Žilina – Company identification number (IČO): 00397563, Univerzitná Street No. 8215/1, 010 26 Žilina, (hereinafter referred to as “UNIZA”) will process personal data to the extent specified in the solemn declaration.
2. The purpose of the processing of personal data pursuant to point 1 is, as a result of COVID-19, to protect the health of staff, students and other persons on the UNIZA premises.
3. In the event of failure to provide personal data pursuant to point 1 of this information of UNIZA, the person concerned will not be able to enter the premises of UNIZA.
4. The data subject acknowledges that the legal basis for the processing of personal data pursuant to point 1 is the performance of a task performed in the public interest pursuant to Art. 6, par. 1, letter e) of the Regulation in conjunction with Art. 9 par. 2, letter (i) of the Regulation which provide exceptions to the prohibition on the processing of specific categories of personal data, such as health data, where this is necessary for reasons of public interest in the field of public health.
5. Contact details for the responsible person at UNIZA for the area of personal data protection are: Univerzitná 8215/1, 010 26 Žilina, dpo@uniza.sk
6. The personal data provided shall be stored for the necessary period of time required for the purpose of their provision and the fulfilment of UNIZA's obligations relating to archiving imposed by the legislation.
7. UNIZA further informs the persons concerned on the following rights arising from the Regulation and the Act of the National Council of the Slovak Republic No. 18/2018 Coll. on the Personal Data Protection and on the Amendment of Certain Acts (hereinafter referred to as the “Act”):
 - a) the right to request from UNIZA access to personal data provided, the right to obtain a confirmation that his/her personal data are being processed and related information,
 - b) the right to rectification of personal data in the case of inaccurate or incomplete personal data,
 - c) the right to erasure of personal data if the legal prerequisites allowing for the erasure of personal data are met ("the right to be forgotten"),
 - d) the right to restriction of processing of personal data if the legal prerequisites permitting the restriction of processing of personal data are met,
 - e) the right to portability of personal data provided to UNIZA if the legal prerequisites permitting the portability of personal data are met,
 - f) the right to object to the processing of personal data which is performed in the public interest pursuant to Article 6, par. 1, letter e) of the Regulation towards the contact details according to point 5 of these conditions.
 - g) the right to submit a proposal to initiate a procedure of the Office for Personal Data Protection the purpose of which is to decide whether or not the rights of natural persons have been infringed during the processing of their personal data or whether or not the applicable legislation has been infringed.

8. UNIZA confirms that the personal data provided are not processed through automated individual decision-making and profiling.
9. UNIZA confirms that the transfer of personal data to third countries (outside the EU and the EEA) or to international organizations does not take place.

In Žilina, dated _____

Name and surname of the data subject: _____

Signature: _____

Attendance list of UNIZA students in the educational process

Upon entering the lecture room, classroom, laboratory in which the educational process takes place, students are obliged to register in the attendance list of physically present students, on the basis of which it will be possible to subsequently contact students in case of threat of COVID-19.

Date and time: _____ Room: _____

Name of the course: _____

Number of the study group: _____

Faculty: _____

Name, surname and signature of the teacher: _____

[illegible]

[illegible]

Appendix No. 3

Attendance list of participants of events organized on the UNIZA premises

Upon entering social, cultural and sporting events, participants are obliged to register in the attendance list of physically present participants, on the basis of which it will be possible to subsequently contact the participants in case of threat of COVID-19.

Date and time: _____ Place: _____

Event name: _____

Name, surname, telephone number and signature of the organizer:

[illegible]