



ŽILINSKÁ UNIVERZITA V ŽILINE

The University of Žilina

## **Rector's order No. 5/2020 to adhere to preventive measures in protecting and reducing the spread of the COVID-19 coronavirus**

### **at the University of Žilina**

The Rector of the University of Žilina in order to reduce the risk of spreading the COVID-19 coronavirus at the University of Žilina in Žilina (hereinafter referred to as UNIZA) issues

#### **Rector's order**

establishing the following:

#### **Article 1**

##### **Interruption of the classroom teaching process**

1. In the period from **10<sup>th</sup> March 2020 12:00 p.m.** to **22<sup>nd</sup> March 2020** in order to prevent the emergence and spread of communicable diseases at UNIZA

#### **I order to interrupt**

the classroom teaching process at all three levels of study. **The pedagogical process will be accomplished through self-study, distance-learning or another appropriate form.** Details shall be stated by the deans of the faculties and the directors of the institutes.

2. This also applies to the University of the Third Age, Supplementary Pedagogical Studies and all courses provided by UNIZA.

#### **Article 2**

##### **Preventive measures for employees**

1. Superiors shall agree with university teachers and researchers to take their annual paid leave.
2. Except for the employees whose presence at the workplace is necessary in order to meet UNIZA's operational needs and UNIZA's obligations under internal and external regulations, their superiors shall agree on taking their annual paid leave with the other staff.
3. Pursuant to the foregoing points, a reconsideration of the Collective Agreement in the section concerning the taking of the compulsory annual leave in the summer months

shall be made in respect of the annual paid leave balance on 31<sup>st</sup> May 2020.

4. The employer prohibits:
  - **the business trips of the UNIZA staff,**
  - **all visits to UNIZA,**
  - **the realization of all social, cultural as well as sporting events.**
5. The operation of the UNIZA Catering Facility shall operate in the limited period from 11<sup>th</sup> March 2020 to 22<sup>nd</sup> March 2020. The catering facility will only provide pre-ordered meals for foreign students and employees in the form of packaged meals, which they will be able to pick up at the dispensary premises as follows: The Rectorate, Faculty of Management Science and Informatics, Old Mensa and the Entrance Hall of the New Mensa Building.

### **Article 3**

#### **Preventive measures for students and academic staff**

1. Dissertation examinations, theses defences, habilitation theses will not be organized at UNIZA. This applies to seminars, as well as consultations on the final theses.
2. The accommodated students are obliged to leave the accommodation facilities in Veľký Diel, Hliny and Liptovský Mikuláš **by 11<sup>th</sup> March 2020 until 12:00 p.m. The head of the accommodation facility** shall notify the students of this obligation.
3. ERASMUS+ students and foreign students will continue to be accommodated in the UNIZA Accommodation Facilities, while complying with the principles of reducing the risk of spreading the COVID-19 coronavirus, not departing from Žilina, with an emphasis on banning the gathering and reception of visitors.

### **Article 4**

#### **Operational and organizational measures**

1. The UNIZA Accommodation Facility, Catering Facility, The University Library, EDIS Publishing Centre and Zuberec Accommodation Facility will not provide their services during the mentioned period.
2. UNIZA will not provide its premises for rent (gyms, meeting rooms, lecture halls...) during this period. These premises will be closed by the above deadline.
3. At the same time, all meetings of self-governing academic bodies, such as the Scientific Councils, the Academic Senates and all collective events organized in the UNIZA internal and external premises shall be cancelled.
4. All orders for renting the premises and providing services to external customers during this period are cancelled.

### **Article 5**

#### **General provisions**

1. All staff and students **are required to adhere** to policies that reduce the risk of spreading COVID-19 as follows:
  - comply with basic hygiene practices, frequent and correct handwashing,
  - cover the nose and mouth with a disposable tissue when sneezing and coughing,
  - use only disposable tissues which should be discarded immediately after use,
  - minimize personal contact with other colleagues, prioritizing telephone and email

- communication,
- not to hold meetings and consultations with more than 3 participants,
  - closely monitor their health status,
  - if you experience symptoms of the disease, stay at home and contact your physician by phone or phone the Regional Public Health Authority with the seat in Žilina: (+421) 0905 342 812. The employee shall inform their immediate superior on this situation. The immediate superior will provide this information to the crisis management officer Mr. Jozef Hazuch by phone 0907 831 075 or by e-mail at [koronavirus@uniza.sk](mailto:koronavirus@uniza.sk). The student shall inform the crisis management officer via e-mail.
2. The Department of Economic Administration shall ensure increased disinfection of the UNIZA premises.

## **Article 6**

### **Final provisions**

1. The direct superiors shall notify all the employees with the Rector's order on the day of its entry into force.
2. The Deans and Directors of the institutes shall ensure that students are made aware of this order.
3. The academic officials of the University and the Faculties, as well as individual superior employees, are responsible for transparent logistics of the whole process so as to avoid unnecessary panic and, following the end of the crisis measurements adopted, they shall ensure that activities at UNIZA are resumed without undue delay.
4. The employees and students will be informed at the latest on 20<sup>th</sup> March 2020 by 12:00 p.m. through [www.uniza.sk](http://www.uniza.sk) and the E-learning academic information system about any further extension of the interruption of the teaching process. **Therefore, it is necessary to follow the above-mentioned sources of information.**
5. Shall the university teaching process be interrupted after 22<sup>nd</sup> March 2020, **in compliance with the Labour Act I order** taking the collective annual paid leave for the university teachers and researchers from **25<sup>th</sup> March 2020** until **the date of the resumption of the teaching process**. This provision will be discussed with the University Union Organisation of the TUWES at UNIZA.
6. This Rector's order enters into force on the day of its signature.

In Žilina on 10<sup>th</sup> March 2020

Prof. Ing. Jozef Jandačka, PhD.  
rector