



ŽILINSKÁ UNIVERZITA V ŽILINE

THE UNIVERSITY OF ŽILINA

Rector's order No. 6/2020 **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 (hereinafter referred to as UNIZA) in order to reduce the risk of spreading the COVID-19 coronavirus at UNIZA within the implementation of the measurements of the Central Crisis Staff of the Slovak Republic dated 12th March 2020 as well as those of the Ministry of Education, Science, Research and Sport of the Slovak Republic dated 12th March 2020 to interrupt the use of the classroom study method in the implementation of study programmes for all higher education institutions until 27th March 2020 issues

Rector's order,

establishing the following:

Article 1

1. In the period from **10th March 2020 12:00 p.m.** to **29th 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. Within the period when the regular teaching process in classrooms is interrupted, the superior employees shall agree with employees to take their annual paid leave from the year 2019.
2. On the basis of the exceptional circumstances, such as the employer's precautionary measure against the spread of COVID-19 coronavirus, in concordance with 52 para, Section 5 of the Labour Code, shall the deans, directors of institutes/workplaces and superior employees agree on **work from home** with the university teachers, researchers as well as all employees where the nature of the work permits so. The managing employee/superior agrees to work from home with the imposition of specific tasks, deadlines for their completion and proof of their fulfilment. The employee **is obliged to:**
 - a. remain in a pre-agreed place where the employer is entitled to control him/her,
 - b. be available to the employer via e-mail and telephone communication (for this purpose, the employee shall provide his/her supervisor with a contact telephone number and an e-mail address),
 - c. be prepared, if there is an urgent need given by the employer, to arrive at the workplace within 2 hours.
3. The deans, directors of institutes/workplaces and superior employees shall assign **the non-teaching and non-research staff** whose presence at the workplace is not necessary in the given period and

the type of work does not allow these employees to work from home, **time off work** in accordance with 142 para of the Labour Code. This does not apply to employees working in shifts and ensuring continuous operation, or other employees whose presence at the workplace is necessary.

4. The deans, directors of institutes/workplaces and superior employees shall ensure that employees are present at the workplace only when their presence on UNIZA premises is necessary in order to meet UNIZA's operational needs and obligations under internal and external regulations. For this purpose, they prepare an internal "service schedule" at the workplace.
5. The deans and the directors of the institutes/workplaces shall provide, at their workplaces, services for the acceptance and dispatch of postal items from 9 a.m. to 11 a.m. from the filing department in the usual manner. It is also necessary to ensure the receipt and handling of electronic communications forwarded from the filing department to the Registry Book.
6. Access to all UNIZA buildings shall only be possible for designated staff, within the meaning of Article 2 (4), and only through the main entrances, i.e. receptions: AF - Main entrance UNIZA, BC, RA, UVP, VC, HB, FBI, FRI, Dolný Hričov Airport.
7. 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 31st May 2020.
8. 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.**
9. In the period from **16th March 2020 to 29th March 2020** the operation of the Catering Facility **will be interrupted**. Accordingly, from 16th March 2020 **for the employees of the Catering Facility**, obstacles to work on the part of the employer arouse in concordance with 142 para, Section 3 of Act No. 311/2001 Coll. of the Labour Code.
10. The employees are obliged to monitor their e-mail communication.

Article 3

Preventive measures for students and academic staff

1. In the period **from 16th March 2020 to 29th March 2020**, no dissertation examinations, defences of theses, habilitation procedures, seminars, as well as consultations on final theses shall be organized at UNIZA.
2. Accommodation facilities will not provide their services to students in the given period; the students are obliged to leave the accommodation facilities in Veľký Diel, Hliny and Liptovský Mikuláš. **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.
4. Given the current situation, I recommend all Erasmus+ students to return home if possible.
5. I recommend the deans of the faculties and the directors of the institutes/workplaces to consider adjusting the academic calendars 2019/2020 – the summer semester for the final years of the bachelor's, master's and doctoral degree studies.
6. The deadline for the submission of applications for the bachelor's degree studies at UNIZA is extended until 30th March 2020.

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, cafeterias...) during this period. These premises will be closed during the mentioned period.
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 on 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:
 - use respiratory protection in the form of a mask, respirator or other suitable means (scarf, neckwear, ...),
 - 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 (+421) 0907 831 075 or via e-mail at koronavirus@uniza.sk. The student shall inform the crisis management officer via the above stated e-mail service.
2. The Department of Economic Administration shall ensure increased disinfection of the UNIZA premises.
3. In case an employee has returned from an area where COVID-19 was present or could potentially be in contact with persons at risk of being infected, he/she shall inform their employer by telephone on the telephone number (+421) 0907 831 075 or via e-mail at koronavirus@uniza.sk. In concordance with 81 para (e) of the Labour Code, the employee may not act contrary to the legitimate interests of the employer. This also applies to situations where the employee's health would endanger the health of other employees. An employee who has returned from an area affected by COVID-19 or who could potentially be in contact with persons at risk of being infected will contact their general practitioner (GP) by telephone. If the GP/physician assesses that a temporary incapacity for work is justified in the present case, he/she will issue a Temporary Incapacity Certificate (sick-leave) to the patient.
A financial penalty may be imposed by the competent authorities for non-compliance with the compulsory quarantine.
4. Employees are obliged to monitor and follow all published measures of the Central Crisis Staff of the Slovak Republic and other state bodies.

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 27th March 2020 by 12:00 p.m. through 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. As the Rector of the university, I appeal to every UNIZA employee to approach the situation in a responsible manner, to be considerate to him/her and others (at work as well as at home) and to observe preventive measures determined by the Public Health Authority of the Slovak Republic. It is up to all of us to bridge this uneasy period with the least possible losses and, consequently, to start the entire educational and operational process without any problems.

Let us now forget our own goals and selfish needs and face the situation in a way the academics and the university staff are supposed to.
6. On the effective date of this Rector's Order, the Rector's Order No. 5/2020 expires.
7. This Rector's order enters into force on the day of its signature.

In Žilina on 16th March 2020

Prof. Ing. Jozef Jandačka, PhD.
Rector