



THE UNIVERSITY OF ŽILINA

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The Rector's Order No. 7/2021 for compliance with preventive measures to reduce the spread of coronavirus and COVID-19 disease at the University of Žilina

The Rector of the University of Žilina (hereinafter referred to as UNIZA) in order to reduce the risk of the spread of coronavirus and COVID-19 disease at UNIZA within the implementation of the Resolution of the Government of the Slovak Republic No. 440 dated August 10, 2021 The update of the Alert system for monitoring the development of the pandemic and taking measures against SARS-CoV-2 (The Covid Automat – version 4.1) and Guidelines of the Chief Hygienist of the Slovak Republic dated August 27, 2021 issues

The Rector's Order.

Article 1

Introductory provisions

1. The University of Žilina will fully respect the current Covid Automat that shall be followed by the UNIZA employees as well as the students. See [COVID automat na Slovensku - Koronavírus a Slovensko \(gov.sk\)](https://www.gov.sk/sk/aktuality/koronavirus-a-slovensko).
2. **UNIZA declares its interest** in organizing the entire academic year 2021/2022 to the greatest possible extent **in the form of classroom teaching**.
3. For the assessment of the degree of risk, the measures belonging to the district of Žilina or another district in which the educational process of the UNIZA students is conducted will be taken into account.
4. No person 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, and other symptoms of acute respiratory infection) must not enter the UNIZA premises, including its workplaces.

Article 2

Employees

1. The employees shall work in standard mode.
2. **I strongly recommend** that the employees, in order to ensure the greatest possible protection of their health and the health of their colleagues/students, ensure that they are people with VTO (V = a vaccinated person; T = a person with a COVID-19 test (a tested person); or O = a person who has overcome COVID-19 disease in the last 180 days – hereinafter referred to as "VTO"; *in Slovak "OTP"*).
3. The employees and other persons (e.g. visitors) are obliged to wear a protective face mask, keep a distance and disinfect their hands (hereinafter referred to as "MDH" – M = face mask; D = distance; H = hands; *in Slovak "ROR"*) in all interiors of UNIZA, under the conditions specified in the current Covid Automat.
4. In the event that an employee is a person with VTO and requests in writing a transfer from

the room/office where an employee who is not a person with VTO works with him/her, the superior is obliged to comply with such a request.

5. The teachers shall use a face mask or protective shield when conducting the educational process and keep a distance of at least two meters from the students.
6. The teachers are obliged to observe the maximum number of students in the classroom in terms of the Covid Automat and, if the capacity of the classroom allows it, the teacher will ensure that the distances among the students are observed (chessboard seating).
7. Upon entering the classroom, laboratory or other room where the educational process takes place, the teacher will ensure the proper completion of the Attendance list of physically present students (see Annex No. 1 to this Rector's Order), based on which it will be possible to subsequently contact the students in case of their threat of COVID-19 disease. The teacher signs the attendance list and then archives it for the duration of the semester.
8. The teachers providing lectures conducted in a distance form are obliged to record them in MS Teams and keep them available for students to play for 2 weeks from the lecture.
9. It is forbidden to transfer students between individual study groups.
10. If a UNIZA employee develops clinical symptoms of COVID-19 disease during the performance of work, he/she shall immediately leave the UNIZA premises. The employee takes other measures according to the instructions of his/her general practitioner (GP) or a locally competent Regional Public Health Authority (RPHA; *in Slovak "RÚVZ"*). The RPHA telephone lines are listed at www.uvzsr.sk.
11. If a UNIZA employee develops clinical symptoms of COVID-19 disease, he/she stays isolated at home and by telephone contacts his/her GR or RPHA in Žilina at +421 905 342 812.
12. If an employee has a positive result of the RT-PCR test/ATG test for COVID-19 disease, he/she shall immediately inform UNIZA via the Crisis Management Officer at telephone number +421 907 831 075 or via email at: koronavirus@uniza.sk. He/she shall consult with his/her GP or through the RPHA lines listed at www.uvzsr.sk for further steps in terms of diagnosis and treatment.

Article 3 Students

1. The students are required to comply with the MDH preventive measure in all UNIZA interiors, under the conditions specified in the current Covid Automat.
2. **I strongly recommend** that the students, in order to ensure the greatest possible protection of their health and the health of other students/teachers, ensure that they are persons with VTO (V = a vaccinated person; T = a person with a COVID-19 test (a tested person); or O = a person who has overcome COVID 19 in the last 180 days – hereinafter referred to as "VTO"; *in Slovak "OTP"*).
3. Upon entering the classroom, laboratory or other room where the educational process takes place, the students are obliged to duly register in the Attendance list of physically present students (see Annex No. 1 to this Rector's Order), based on which it will be possible to subsequently contact the students in case of their threat of COVID-19 disease.
4. A student with symptoms of respiratory tract infection that could correspond to known symptoms of COVID-19 disease (fever, cough, vomiting, diarrhoea, sudden loss of taste and smell, and other symptoms of acute respiratory infection) must not enter the UNIZA premises and shall consult further procedure with their GP or RPHA.
5. If a UNIZA student develops clinical symptoms of COVID-19 disease during participation in educational activities, he/she shall immediately leave the UNIZA premises. The student takes other measures according to the instructions of his/her GP or a locally competent Regional Public Health Authority (RPHA; *in Slovak "RÚVZ"*). The RPHA telephone lines are listed at

www.uvzsr.sk.

6. If a student has a positive result of the RT-PCR test/ATG test for COVID-19 disease, he/she shall immediately inform UNIZA via the Crisis Management Officer at telephone number +421 907 831 075 or via email at: koronavirus@uniza.sk. He/she is not allowed to enter the UNIZA premises. He/she shall consult with his/her GP or through the RPHA lines listed at www.uvzsr.sk for further steps in terms of diagnosis and treatment.
7. The students are forbidden to transfer between individual study groups.
8. The students of the 3rd degree of higher education are subject to the same rules as the UNIZA employees to a reasonable extent.

Article 4 Organisation of studies

1. The beginning of the teaching period in the winter semester of the academic year 2021/2022 for students of the 1st and 2nd degree in the full-time form of study is postponed by 1 week (i.e. the teaching period lasts from September 27, 2021 to December 22, 2021). Other dates set by the UNIZA academic calendar, the academic calendars of individual UNIZA Faculties and Institutes remain unchanged.
2. **Lectures** will be held in a distance form online and will be recorded in MS Teams, so that they will be available for students to play for 2 weeks from the lecture. In the case of lectures with the participation of students up to 20 people, it is possible to conduct them in person after the decision of the Dean of the relevant Faculty / the Director of the Institute. The Dean of the Faculty / Director of the Institute is responsible for the organizational side of the educational process.

Exercises, seminars and laboratory exercises will be conducted **in the form of classroom teaching in person**, in compliance with the Covid Automat (in a classroom for up to 100 people in the orange phase and up to 20 people in the red phase).

3. The teaching period and the examination period in the winter semester of the academic year 2021/2022 for students in the **part-time form of study remain unchanged**. The dates set by the academic calendars of the individual UNIZA Faculties and Institutes remain in force. The educational process will take place in compliance with the Covid Automat.
4. The study at the University of the Third Age (*in Slovak "U3V"*) will take place in the form of classroom teaching according to the prepared teaching schedule in compliance with the Covid Automat.
5. Complementary pedagogical study (*in Slovak "DPŠ"*) will take place in a distance form of teaching according to the prepared teaching schedule.

Article 5 Preventive measures in the UNIZA accommodation facilities

1. **The beginning of accommodation of the students, except for the 1st years of the Bc. degree study, is postponed by 1 week.** More detailed information will be provided by the accommodation facilities (hereinafter referred to as "AF"; *in Slovak "ubytovacie zariadenie", abbreviated "UZ"*).
2. **The students are obliged to:**
 - a) upon entering the accommodation facility, sign the Agreement on the provision of accommodation services at the University of Žilina;
 - b) strictly comply with the provisions of Directive No. 163/2018 of the Accommodation Regulations of the Accommodation Facilities at UNIZA;
 - c) strictly follow the instructions and regulations of the Director of the accommodation facility with an emphasis on reducing the risk of spreading COVID-19 disease and minimizing movement in the accommodation facility;

- d) observe that in the event of clinical symptoms of a respiratory tract infection which could correspond to known symptoms of COVID-19 disease (increased body temperature, cough, vomiting, diarrhoea, sudden loss of taste and smell, other symptoms of acute respiratory infection) they must not enter the AF premises and shall consult the further procedure with the attending physician (GP) or RPHA;
 - e) comply with the MDH preventive measure in all common interiors of the AF, under the conditions specified in the current Covid Automat;
 - f) respect the prohibition of any visits of persons who are not accommodated in the AF as well as the prohibition of mutual visits in the rooms and in the common areas of the AF;
 - g) respect the prohibition of any gathering of persons in the interior as well as external areas of the AF;
 - h) fully respect and bear the temporary restrictions imposed by the accommodation facility, follow the instructions of the staff of the accommodation facility in the interest of the protection of public health;
 - i) respect that in case of non-compliance with these rules and instructions, consequences shall be drawn against them in accordance with the Agreement on the provision of accommodation services at the University of Žilina and the Accommodation Regulations.
3. All residents are required to monitor their health, body temperature, or other signs of COVID-19 disease.
 4. If a UNIZA student develops symptoms of COVID-19 disease or has a positive result of the RT-PCR test/ATG test for COVID-19 during accommodation at the AF, he/she immediately informs the Director of the accommodation facility and takes other measures according to the instructions of his/her attending physician (GP) or RPHA telephone lines listed at www.uvzsr.sk.
 5. The AF will provide isolation rooms, under increased hygienic measures, where accommodation will be provided, **for the necessary period**, to students who have been suspected or diagnosed with COVID-19 disease.
 6. Every student is obliged to prove at the entrance to the **inner premises of AF** that he/she is a person with VTO (*in Slovak "OTP"*). For the needs of the UNIZA AF, the term VTO exclusively defines the persons who are:
 - a) **V – fully Vaccinated** – a person at least 14 days after the administration of the second dose of COVID-19 vaccine with a two-dose schedule; a person at least 21 days after the administration of the first dose of COVID-19 vaccine with a single-dose schedule; or a person at least 14 days after administration of the first dose of COVID-19 vaccine if the first dose of COVID-19 was administered within 180 days of overcoming COVID-19.
 - b) **T – Tested** – a person who is able to prove a negative result of the COVID-19 disease test not older than 7 days after collection in case of RT-PCR or LAMP test (PCR)/antigen test (Ag), (e.g. arrival at the AF on September 27, 2021 is conditioned by a negative result of the test performed first on September 20, 2021).
 - c) **O – Overcome** – a person who has overcome the COVID-19 in the last 180 days.
 7. The proof of a person with VTO will be performed upon entering the AF as follows:
 - a) physically, by presenting a valid document declaring the person with VTO to a receptionist on duty; or
 - b) by means of a student card by holding it close to a card reader installed directly on the entrance door at the individual gatehouses of the AF H (except H1), and AF VD. For this purpose, it is necessary to upload to the information system a valid document (e.g. a photo or scan, in legible form) declaring that it is a person with VTO. The student uploads the document to the system after logging into the website www.vzdelavanie.uniza.sk; or
 - c) by means of a student card by holding it close to the card reader installed directly on the turnstile at the entrance to the AF, or at the individual AF gatehouses.
 8. **After the installation of turnstiles, each student is obliged to use the turnstile to enter the AF.** For this purpose, it is necessary to upload to the information system a valid document (e.g. a photo or scan, in legible form) declaring that it is a person with VTO. The students shall upload the document after logging into the website www.vzdelavanie.uniza.sk.

9. In the case of false information provided in the information system, concerning the proof that the student is a person with VTO, the student will be excluded from the AF.
10. In exceptional cases, if the student does not upload the required data to the information system before entering the AF, he/she will prove himself/herself by presenting a valid document declaring a person with VTO, to a receptionist on duty.
11. **In the event that the student does not prove that he/she is a person with VTO, the receptionist on duty is entitled not to allow such a student to enter the AF.**
12. Every accommodated person is obliged to behave in such a way that his/her actions do not endanger the health and safety of other persons located in the premises of UNIZA accommodation facilities. In the current epidemiological situation, this also means limiting contacts with other persons to the minimum necessary.
13. The accommodation facilities are locked between 10.30 pm and 4.30 am. The accommodated persons will not be able to leave or enter the UNIZA accommodation facilities. Exceptions will be granted only to those accommodated persons who can prove a doctor's visit certificate, travel ticket or other relevant document (e.g. proof of night work), approved by the Director of the AF. Such a document will serve as proof of non-compliance with the specified time of entry to the UNIZA accommodation facility. The accommodated students are obliged to observe silent hours after 10.00 pm until 06.00 am.
14. The accommodated persons are recommended to minimize travel and remain at the UNIZA accommodation facility.
15. The control of compliance with these instructions and recommendations will be ensured by the members of the Board of Accommodated Students and the receptionist on duty.
16. In case of non-compliance with the instructions by UNIZA authorized persons or members of the Board of Accommodated Students, the police will be called.
17. In case of non-compliance with this Order, the accommodated student will be excluded from the AF in accordance with UNIZA Directive No. 164 The Infringement Procedure and Rules of Procedure of the UNIZA AF infringement commissions without the right to a refund of the accommodation fee. Subsequently, disciplinary proceedings will be initiated with him/her at the relevant Faculty.
18. For the sake of completeness, it is stated that according to Section 163 and Section 164 of the Criminal Code, "Whoever intentionally or through negligence causes or increases the risk of the introduction or spread of a dangerous contagious human disease shall be punished by imprisonment for one to five years".

Article 6

Operational and organizational measures

1. All staff members and students are required to adhere to policies that reduce the risk of spread of COVID-19 disease at UNIZA. In addition to the obligations stipulated in the previous articles of this Order, they are also obliged to:
 - a) minimize personal contact with other colleagues, give priority to telephone and email communication;
 - b) minimize meetings and consultations with a larger number of participants.
2. The distribution of food at the UNIZA Catering Facilities will be performed in compliance with the currently valid legal regulations, measures and the Covid Automat.
3. All diners are obliged to follow the instructions of UNIZA and the UNIZA Catering Facility in order to ensure preventive measures to reduce the spread of COVID-19 disease; to observe the MDH preventive measure in the catering facility; to take off their face masks only at the time of eating or drinking beverages and to minimize the length of stay in the catering facility.

4. The catering facility shall issue information on possible changes in the organization of catering in the notices to staff members /students via bulk e-mail.
5. The University Library, EDIS Publishing House and Zuberec Special Purpose Facility will provide their services in compliance with currently valid legal regulations and measures and in accordance with the internal regulations of UNIZA and the Covid Automat.
6. Courses and training will be provided in compliance with currently valid legal regulations and measures and in accordance with the internal regulations of UNIZA and the Covid Automat according to the prepared time schedule.
7. The employer recommends travelling on business trips abroad by the UNIZA employees only in necessary cases after approval by the Rector or the Dean, in compliance with generally applicable hygiene and safety measures. When approving a business trip abroad, the possible obligation of the sent employee to complete compulsory quarantine must be taken into account.
8. UNIZA will provide its premises for use to third parties in compliance with currently valid legal regulations and measures and in accordance with the internal regulations of UNIZA and the Covid Automat based on the decision of the Rector or the Bursar.
9. Sports activities organized by UNIZA can be conducted in compliance with currently valid legal regulations and measures and in accordance with the internal regulations of UNIZA and the Covid Automat.
10. The Department of Economic Administration (hereinafter referred to as the "DEA") shall ensure regular cleaning and disinfection of the UNIZA premises as a prevention of the spread of COVID-19 disease according to the guidelines of the RPHA.
11. The DEA for the operation of UNIZA shall provide an adequate number of disinfection racks 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 with a protective face mask. If the person entering does not have 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 relevant UNIZA workplace according to its operational needs and the nature of occupational activities.
14. The activities of UNIZA self-governing bodies (e.g. the UNIZA Academic Senate, Faculty Academic Senates, UNIZA Board of Trustees and Scientific Boards of Faculties and of UNIZA) may be conducted either via videoconference or other means of information and communication technology without physical presence, including secret ballot; or in person in accordance with the decrees of the Public Health Authority of the Slovak Republic or other relevant state bodies and the COVID Automat.

Article 7 **Final provisions**

1. I encourage staff members as well as students to consider vaccinating themselves for a freer, safer academic year 2021/2022 and life.
2. In the event that when creating a schedule for full-time students in terms of conducting the educational process according to Article 4, point 2 of this Order, it will not be possible for objective reasons to comply with the provisions of Article 3, point 11 of the UNIZA Directive No. 209 Study Regulations for the 1st and 2nd degree of higher education studies at the University of Žilina on the maximum possible daily scope of teaching hours, this provision of Directive No. 209 shall not apply.
3. Direct superiors shall acquaint all employees with this Rector's Order on the day of its entry into force.

4. An exception to the study regulations shall be included.
5. Employees and students will be informed through www.uniza.sk and the academic information system E-vzdelávanie. **Therefore, it is necessary to monitor the above-mentioned information sources.**
6. Employees are obliged to monitor and follow all published measures of the Public Health Authority of the Slovak Republic and other state bodies.
7. An integral part of this Order is:
Annex No. 1 Attendance list of UNIZA students present in the educational process.
8. The Rector's Order No. 4/2021 including its amendments is repealed.
9. This Rector's Order No. 7/2021 shall enter into force on the date of signature by the Rector and shall take effect on September 13, 2021.

In Žilina on September 10, 2021

prof. Ing. Jozef Jandačka, PhD.
The Rector

