



Guarantor: UPJŠ Rector's Office

Košice 20/08/2020

Ref.: REK000425/2020-UPA/3348

## Rector's Ordinance No. 15/2020

### **determining the organization and conditions of the pedagogical process and operation at UPJŠ in Košice for the academic year 2020/2021**

Based on the provisions of Art. 4 of the Organizational Rules of the Pavol Jozef Šafárik University in Košice (hereinafter referred to as "UPJŠ") with regard to the currently valid measures and decisions of the Public Health Authority of the Slovak Republic, the Regional Office of the Public Health Authority and the recommendations of the Ministry of Education, Science, Research and Sports of the Slovak Republic I issue this

#### **Rector's Ordinance**

determining the organisation and conditions of the pedagogical process and operations at UPJŠ for the academic year 2020/2021.

1. The teaching period in the winter semester of the academic year 2020/2021 starts on **September 21, 2020**. Block teaching is allowed to start earlier according to the schedule of the academic year of the individual faculties. Depending on the development of the health situation full-time education will be supplemented or replaced by the use of distance methods. The specific conditions and measures will be regulated by the faculties and university workplaces of UPJŠ by separate regulations.

2. For this academic year I use this ordinance to determine the basic operating conditions for the duration of the COVID-19 pandemic and the obligation to comply with the anti-epidemic measures and recommendations. The ordinance regulates only those basic operating conditions that differ (or are further modified) from the standard conditions arising from regulations regarding education, hygiene, labour law, and other directives.

3. I am establishing the permanent **Monitoring and Coordination Board of UPJŠ in Košice**, whose scope and competencies include the monitoring and evaluation of the epidemiological

situation, planning and management of safety measures at faculties and university workplaces. The list of members is given in [Annex no. 1](#) of this ordinance.

4. I am establishing the permanent **Monitoring and Coordination Board of the Student Hostel and Canteen of the UPJŠ in Košice**, whose scope and competencies include the monitoring and evaluation of the epidemiological situation, planning and management of safety measures at the dormitories and canteens of UPJŠ. The list of members is given in [Annex no. 2](#) of this ordinance.

5. I am putting into effect a "traffic light" warning system for the monitoring of the state of the epidemiological situation at three levels - green, orange and red.

- The green phase represents a state, when a faculty or a university workplace of UPJŠ does not have a person with a suspected infection or a confirmed COVID-19 case.

- The orange phase captures a situation, where a faculty or a university workplace of UPJŠ has a student or employee with a suspected infection with the COVID-19 disease.

- The red phase contains a list of measures in case of several confirmed cases of COVID-19 infections among students or staff. If other legal entities (for example student service providers) also operate on the premises of faculties or university workplaces, the relevant workplace introduces safety measures and phases by considering the development of the situation in these facilities as well. The traffic light is used separately at each faculty and university workplace. Its use is managed by the Monitoring and Coordination Board of UPJŠ in Košice based on the evaluation of the epidemiological situation or in accordance with the decisions of the competent authorities (especially the Public Health Authority of the Slovak Republic and the Regional Office of the Public Health Authority).

6. I impose the obligation to ensure that all employees of UPJŠ and employees of other legal entities and natural persons - entrepreneurs operating at UPJŠ are informed about the conditions of organization of the pedagogical process and operation and about the safety measures in the individual phases of the traffic light, which are listed in [Annex no. 3](#) of this ordinance.

Responsible person: deans of the faculties, bursar, directors of the university workplaces, managers of the deans' offices

Entering into force and duration: immediately and ongoing

7. I impose the obligation to ensure that students are informed about the current safety measures of the university that are implemented in order to ensure a safe environment and minimize the risk of infection on campus.

In the entrance areas of the buildings, where the pedagogical process takes place, the faculties and university workplaces will publish a notice describing that under which conditions a student cannot participate in the pedagogical process and how to proceed in a given situation (for example who they should inform and how). Provide information about these conditions also on the faculty websites, and via e-mail and other standardly used communication channels. Process and continuously update the information documents.

Responsible person: vice-rector for informatisation and quality management, deans of the faculties, directors of the university workplaces

Entering into force and duration: immediately and ongoing

8. I order all international students of full-time study at UPJŠ and mobility participants from high-risk countries to meet the condition of entry into the territory of the Slovak Republic with

a negative PCR test not older than 96 hours. Upon the first entry to the premises of UPJŠ or the dormitories they are expected to submit the result of a negative PCR test. Students coming from high-risk countries are also obliged to remain in quarantine isolation ensured by the Student Hostel and Canteen of UPJŠ, or in domestic isolation in case they are not accommodated by the Student Hostel and Canteen of UPJŠ, and to take the COVID-19 test on the fifth day after arrival at the earliest, which is ensured and paid by UPJŠ at the testing venues based on the directives of the university. Until the negative result of the PCR test for COVID-19 is obtained, the student is obliged to remain in quarantine isolation. After receiving a negative test, the student can participate in the teaching process. Upon entering all university facilities, foreign students will be expected to submit the result of the said negative PCR test or a declaration of oath ([Annex No. 5](#)) on the place of stay during the previous 14 days (in case the student has already been in the Slovak Republic for a longer time). In case of a positive result, the student proceeds according to the measures of the Regional Office of the Public Health Authority.

The regulation of point 8 fully applies to each repeated entry of a student in the territory of the Slovak Republic. The faculties and the Student Hostel and Canteen of UPJŠ may tighten the requirements for testing foreign students upon entry, or adjust them according to their own needs.

9. I impose the obligation to ensure that international students are informed about the conditions of entry into the territory of the Slovak Republic, possible obligation of domestic isolation in the territory of the Slovak Republic, ensuring the PCR test, or the need to present a negative PCR test result when entering the territory of the Slovak Republic according to the measures and guidelines of the Public Health Authority of the Slovak Republic. Provide information on any special conditions required by the individual faculties in order to ensure a safe academic environment. Provide information about these conditions also on the university website, and via e-mail and other standardly used communication channels. Process and continuously update the information documents.

Responsible person: Vice-Rector for Higher Education, Academic Traditions and Ceremonies, Vice-Rector for International Relations and Mobility, deans of the faculties, director of the Centre of Information and Communication Technologies.

Entering into force and duration: immediately and ongoing

10. I impose the obligation to ensure the management of student enrolments and the issuance and prolongation of ISIC in a form which maximally reduces the risk of spreading the infection, preferably by using ICT.

Responsible person: Vice-Rector for Informatisation and Quality Management, deans of the faculties, director of the Centre of Information and Communication Technologies.

Entering into force and duration: immediately and ongoing

11. I cancel the implementation of the act of ceremonial graduation according to the graduation regulations, the ceremonial opening of the academic year, events within the Open Door Days and Career Day, and other activities with a mass participation of over 200 participants.

12. I impose the obligation to ensure the thorough cleaning of the premises of faculties and university workplaces as a prevention of the spread of COVID-19 disease according to the guidelines of the Public Health Authority of the Slovak Republic. Ensure a sufficient stock of disinfectants for personal hygiene and disinfection, as well as personal protective equipment for staff and possibly students. Provide equipment for hand disinfection at least at the entrances of the individual buildings. Outline cleaning and disinfection intervals based on the

risk of infection (high risk areas are those, where the droplet transmission of infection is not restricted, e.g. by wearing a mask: toilets, cafeterias, gyms, showers), and places with a high frequency of people.

Responsible person: bursar, managers of the deans' offices

Entering into force and duration: immediately and ongoing

13. I impose the obligation to establish an information channel – a telephone line and an online service that will provide information service for students and staff regarding the epidemiological situation and COVID-19 disease in Slovak and English, as well as process the information that students and staff provide related to the COVID-19 disease. The aim of the information service is mainly to provide information on measures and conditions within faculties and university workplaces, and to be a contact point for the students and staff. Process and continuously update the information documents.

Responsible person: Vice-Rector for the Development and the European Agenda, Vice-Rector for Marketing and Public Relations, deans of the faculties

Entering into force and duration: immediately and ongoing

14. I impose the obligation to issue operational instructions regulating the conditions of the faculty and university workplaces in matters of teaching, operation and internal management system for the academic year 2020/2021 and the conditions for ensuring the safety and health protection of students and staff.

Responsible person: deans of the faculties, bursar, head of the Department of Occupational Health and Safety, Civil Protection and Fire Protection of UPJŠ, managers of the deans' offices

Entering into force and duration: immediately and ongoing

15. I order all employees of the faculties, of the Rectorate, of the university workplaces and PhD students to fill in the questionnaire on their health status and travel abroad for the last 14 days from 21.09.2020 to 24.09.2020 ([Annex No. 4](#) to this ordinance). Ensure the electronic distribution of questionnaires to all employees and the subsequent collection of completed printed questionnaires at the employees' core workplaces. The heads of workplaces are responsible for the evaluation of the questionnaires and for the subsequent involvement of the employees into the pedagogical process. When concluding new employments with effect from 24 August 2020 until further notice, fill in and evaluate the questionnaire of the new employees by the HR departments.

Responsible person: deans of the faculties, directors of university workplaces, head of the Department of Organizational Activities and Human Resources, managers of the deans' offices

Entering into force and duration: immediately and ongoing

16. If an employee has arrived from one of the high-risk countries, he/she is obliged to announce his/her arrival to the Regional Office of the Public Health Authority, and subsequently deliver a copy of the notification to his/her core workplace. The Regional Office of the Public Health Authority will ensure that the employee takes the COVID-19 test on the fifth day after arrival at the earliest. Until the negative result of the RT-PCR test for COVID-19 is obtained, the employee is obliged to remain in home isolation. For the period of home isolation the employer and the employee may agree on work from home, on time off work with a compensation of 80% of the wages, or on taking a regular leave.

17. I impose the obligation to keep strict records of presence of employees and other persons in the buildings of UPJŠ. It is mandatory to keep records of arrivals and departures in the

electronic system at workplaces that have electronic records. Employees, who do not register their attendance electronically and come to the workplaces, are obliged to register their arrival and departure at the relevant workplace. Other persons are obliged to register the arrival and departure at the information desks of the buildings of UPJŠ, so that the employer has information on the presence of employees or other persons in the buildings.

Responsible person: bursar, managers of the deans' offices

Entering into force and duration: immediately and ongoing

18. The obligation for students, employees and other persons to wear a mask everywhere on the premises of the Rectorate, faculties and university workplaces stays in effect. No one with symptoms of respiratory tract infection that may correspond to the known symptoms of COVID-19 should enter the premises of the faculties and university workplaces.

Responsible person: deans of the faculties, directors of the university workplaces, bursar

Entering into force and duration: immediately and ongoing

### **Final Conclusions**

1. This ordinance shall enter into force and effect on 24.08.2020.
2. Failure to comply with the provisions of this ordinance will be considered a serious violation of the Study Regulations or work discipline.

Prof. RNDr. Pavol Sovák, CSc.

Rector

**Monitoring and Coordination Board of UPJŠ in Košice**

**Chairman:**

prof. RNDr. Pavol Sovák, CSc. Rector

**Vice-Chairman:**

prof. MUDr. Pavol Jarčuška, PhD. Vice-Rector for the Development and the European Agenda

**Members:**

prof. RNDr. Peter Fedoročko, CSc.	Vice-Rector for Science, Research, and the PhD. Study
doc. JUDr. Regina Hučková, PhD.	Vice-Rector for Marketing and Public Relations
prof. PaedDr. Martin Pekár, PhD.	Vice-Rector for Higher Education, Academic Traditions and Ceremonies
doc. Ing. Silvia Ručinská, PhD.	Vice-Rector for International Relations and Mobilities
prof. RNDr. Gabriel Semanišin, PhD.	Vice-Rector for Informatisation and Quality Management
RNDr. Ing. Michal Tkáč, PhD.	Bursar
prof. MUDr. Daniel Pella, PhD.	Dean of the Faculty of Medicine
doc. RNDr. Roman Soták, PhD.	Dean of the Faculty of Science
doc. JUDr. Miroslav Štrkolec, PhD.	Dean of the Faculty of Law
doc. JUDr. Mgr. Michal Jesenko, PhD.	Dean of the Faculty of Public Administration
prof. PhDr. Oľga Orosová, CSc.	Dean of the Faculty of Arts
doc. JUDr. Renáta Bačárová, PhD., LL.M.	Chairman of the UPJŠ Academic Senate
prof. RNDr. Pavol Miškovský, DrSc.	Head of TIP-UPJŠ
doc. RNDr. Dušan Šveda, CSc.	Head of Lifelong Learning Centre and Projects Support
PhDr. Daniela Džuganová	Head of University Library
Mgr. Alena Buková, PhD.	Head of Institute of Physical Education and Sport
Mgr. Veronika Zibrinyiová, PhD.	Head of University Counselling Centre
Ing. Jozef Jantošovič	Head of Centre of Information and Communication Technologies
prof. RNDr. Pavol Mártonfi, PhD.	Head of Botanical Garden
Ing. Jozef Maligda	Head of Student Hostel and Canteen
Mgr. Adriana Sabolová	Chancellor

Mgr. Tomáš Zavatčan, PhD.

spokesperson

RNDr. Edita Vojtová

Head of the Department of Organizational  
Activities and Human Resources

JUDr. Zuzana Gažová

Head of the Department of Legal Administration  
and Asset Management

Ing. Mária Lukáčová

Head of the Department of Occupational Health  
and Safety, Civil Protection and Fire Protection

## Annex no. 2

## **Monitoring and Coordination Board of the Student Hostel and Canteen of the UPJŠ in Košice**

**Chairman:**

Ing. Jozef Maligda Head of Student Hostel and Canteen

## Members:

Eva Čabalová	Department of Organizational Activities and Human Resources
Iveta Adamčíková	Head of Student Canteens
Mária Tóthová	Head of Dormitory at Popradská 66
Dagmar Šimkaninová	Head of Dormitory at Popradská 76
Iveta Vargová	manager of canteen at Medická 4
Adriána Vencelčová	manager of canteen at Trieda SNP
Ing. Igor Mravec	Student Domitories Medická 6

## **Manual of recommendations for the ‘traffic light’ system at UPJŠ in Košice**

The document is intended to determine the basic operating conditions for the duration of the COVID-19 pandemic and because of the need to comply with anti-epidemic measures and recommendations. It regulates only those basic operating conditions that differ (or are further modified) from the standard conditions arising from regulations regarding education, hygiene, labour law, and other directives.

### **Green phase**

#### **Basic recommendations**

- The Faculty actively informs the employees and students about the measures it implements in order to ensure a safe environment and minimize the risk of infection on campus.
- At the entrance doors of the buildings in which the pedagogical process takes place, the faculty publishes a notice stating the conditions under which the student cannot participate in the pedagogical process and how to proceed in a given case (for example, who to inform and in what way). It also informs students about these conditions on its website, by e-mail and other standardly used communication channels.
- The possibility of hand disinfection is ensured at least when entering the individual buildings.
- The content and method of the pedagogical process is chosen by following the currently valid hygienic and epidemiological guidelines of the Public Health Authority of the Slovak Republic and/or the Regional Office of the Public Health Authority.
- Operations of services provided by other entities on the premises of the faculty or university workplace (such as cafeterias, bookstores) are governed by the current regulations of the Public Health Authority of the Slovak Republic.
- It is recommended to consider the organization of events that are not necessary for the activities of UPJŠ (ceremonial opening of the academic year, assembly of the academic community, academic ceremonies, etc.).

### **Dean**

At the beginning of the academic year:

- Ensures student enrolment in a form that minimizes the risk of spreading the infection; in the case of the possibility of electronic enrolment, this will be preferred; in the case of the need for personal enrolment of students, it will be implemented with regard to the protection of staff and students from infection (e.g. individual enrolment at a pre-arranged time).
- Actively points out, especially for international students, well in advance of the start of education, the conditions of entry into the territory of the Slovak Republic, the possible obligation of domestic isolation in the Slovak Republic, taking the PCR test, or the need to present negative results of PCR, when entering the Slovak Republic according to the measures and guidelines of Public Health Authority of the Slovak Republic. It also informs them about any special conditions required by the faculty in order to ensure a safe academic environment.
- Issues an instruction to limit social and other activities of students and staff held in confined spaces of a university, where there is an increased risk of transmitting the COVID-19 infection until further notice.

- If a student or staff member is suspected or confirmed to have COVID-19, he/she follows the instructions in this material, part Orange Phase.

## Student

- Wears a mask everywhere in the premises of the faculty and university workplaces, except for specific situations determined by the faculty (for example, playing a wind instrument, taking into account the specific needs of the student, if wearing a mask is not in accordance with protection and safety at work, etc.).
- Adheres to the instructions of the Rector/ Dean, which regulate the conditions of operation for the academic year 2020/2021 within UPJŠ.
- If he/she is suspected (his/her isolation for symptoms of COVID-19 or prescribed PCR testing is recommended by a physician) or the presence of COVID-19 is confirmed, he/she will have to immediately inform the faculty via the designated means.

## The organisation of the pedagogical process

The pedagogical process runs in the standard mode, but:

- All educational activities, the nature of which allows it, can also be completed remotely or using a combined method.
- University teachers wear a mask or face shield. They keep a distance of at least two meters from the students.
- If more than 50 people are to take part in the educational activity, it is recommended to ensure that at most half of the capacity of the lecture room is used for the physical presence of students, and that there are spacings between students (chessboard seating).
- Groups of students who attend the individual courses at the same time and in the same room (list of groups) are to be recorded and the unorganized reassignment of students between the individual groups should be minimized. If possible, the groups of students in the individual courses or in practical teaching (for example laboratory exercises, seminars, exercises) should remain the same. Alternatively, an attendance sheet of physically present students is prepared within the course, enabling, if necessary, to subsequently contact the students (it is recommended to keep it for at least one month).
- Breaks with sufficient lengths are to be provided between the individual lessons for the purposes of ventilation or disinfection of the premises. Ventilation is actively applied before and after the end of each lesson.
- According to the possibilities of the faculty, education should be concentrated within the premises so as to minimize the mixing of students from different study programs, faculties and groups during their transfer between individual lessons (for example the teaching process takes place only in a selected building, in selected lecture halls within one study program).
- Students who are suspected of having COVID-19 are not sanctioned for their absence from class, if this cannot be completed from distance, and their medical condition allows them to participate from distance.

## Faculty safety measures for COVID-19 infection prevention

The measures should be aimed at the implementation of the recommendations of the Public Health Authority of the Slovak Republic based on the principle of 3Ws: wear your face shield or mask, watch your distance, wash your hands or use hand sanitiser.

The mask is a measure to limit the spatial distribution of body fluid droplets. This also includes limiting the forced air circulation in the interior. Distance is a measure aimed at minimizing personal contacts and limiting group activities, e.g. for student and staff services it is recommended to introduce arranged meetings instead of waiting in rows. Washing the hand is

a measure that eliminates the transmission of infection from the contaminated surface to the mucous membranes. In addition to personal hygiene, it is also about cleaning contact surfaces and minimizing points with frequent contact.

#### Recommendations:

- The students and staff wear a mask everywhere inside the faculty and university workplaces, except in case of circumstances specified by the faculty.
- Students, employees, and the public follow the operating instructions and internal regulations of UPJŠ and the measures of the Public Health Authority of the Slovak Republic.
- Frequent and intensive ventilation is ensured in the lecture rooms, where a group of students and staff resides.
- Gloves for normal activities are not necessary, they are needed, for example, in case of food preparation, waste disposal, disinfection.
- Toilets are equipped with disinfectant soap in the dispenser and disposable paper towels (napkins) for the safe drying of hands. It is recommended not to use textile towels and air hand dryers.
- It is recommended not to use fans and air conditioners that are not one-way and equipped with a HEPA filter.
- Toilets are cleaned and disinfected at least twice a day and as needed.
- The cleaning staff must be informed and instructed on the stricter cleaning conditions and the need for continuous cleaning and disinfection of contact surfaces, other surfaces and objects.
- Thorough cleaning of all rooms in which students and staff are located must be performed at least once a day.
- Disinfection of contact surfaces, other surfaces or objects used by a particularly large number of people is carried out at least twice a day and as required (e.g. door handles, terminal stations, elevator buttons, etc.).
- It is recommended to secure the waste bins so that there is no need for physical contact of the hands with the basket when disposing of waste (e.g. removing the top cap of the basket, etc.).

#### Catering and operation services

- Catering and other operations are governed by the current measures of the Public Health Authority of the Slovak Republic.

#### If disease is suspected

- No one with symptoms of respiratory tract infection that could correspond to the known symptoms of COVID-19 (fever, cough, vomiting, diarrhoea, sudden loss of taste and smell, other symptoms of acute respiratory infection) should enter the faculty, including its workplaces.
- If a student or UPJŠ employee develops the symptoms of COVID-19 infection during his/her participation in educational activities or a working day, he/she will leave school immediately as soon as possible wearing a mask. The student or employee takes further measures according to the instructions of his/her physician (received via a phone call), in case of suspicion of a COVID-19 infection he/she informs UPJŠ about his/her condition in the specified way.
- If there is a suspected COVID-19 infection in case of a student or employee, the faculty and university workplaces follow the guidelines of this material, part Orange phase.

## Orange phase

### Basic recommendations

The orange phase is announced by the Vice-Chairman of the Monitoring and Coordination Board of UPJŠ for an individual faculty/part or object of the faculty or university after receiving the information, unless, on the basis of available information, it is necessary for UPJŠ as a whole.

The orange phase is introduced, when a student, a faculty employee or an employee providing services on the premises of UPJŠ with a suspicion of COVID-19 disease is detected, or when the Regional Office of the Public Health Authority introduces the regulation. In addition to the current measures of the green phase, its aim is to prepare workplaces, students, and employees for a possible red phase. It is therefore recommended to mobilise stocks of personal protective equipment and disinfection measures.

Only the Regional Office of the Public Health Authority or a physician<sup>1</sup> can classify a student or an employee as a suspect of infection. In case that:

- a) the Regional Office of the Public Health Authority notifies the faculty of a suspected occurrence of the disease in a student or employee:
  - the Faculty follows the steps below and waits for the instructions of the Regional Office of the Public Health Authority, for which it provides full cooperation;
- b) the student or staff member notifies the faculty based the indication of his/her general physician that he or she is suspected of having COVID-19:
  - the Faculty immediately contacts the Regional Office of the Public Health Authority and provides information about the suspicion in case of the student/employee,
  - the Faculty then follows the steps below and waits for the instructions of the Regional Office of the Public Health Authority, for which it provides full cooperation.

### If disease is suspected in case of a student:

A student with a suspected disease is excluded from the full-time teaching process until the results of his/her PCR test or the guidelines of the Regional Office of the Public Health Authority are received. Close contacts<sup>2</sup> of the student (e.g. members of the same study group) are also excluded from the full-time teaching process. Teaching is ensured with a distance method, if the nature of the subject allows it or in an alternative term.

<sup>1</sup>It can also occur if a person with a suspected disease or a positive test result lives in a shared or the same household as the student/staff member.

<sup>2</sup>For the purposes of this document, close contacts are defined in accordance with the measure of the Public Health Authority as persons who:

- have had personal contact with a suspected case of COVID-19 within two meters for more than 15 minutes,
- have had physical contact with a suspected case of COVID-19,
- have been in a closed environment (classroom, meeting room) with a suspected case of COVID-19 for more than 15 minutes.

If the result of the PCR test is:

- negative, the full-time teaching process is made available for all excluded persons. The student with a suspected disease is managed locally by the competent Regional Office of the Public Health Authority (for example, by ordering isolation for the necessary time). Other students and staff are informed of the conditions under which they may return to full-time study (have not experienced symptoms of the disease, have not been in contact with a suspected or confirmed disease, have not been in an area with increased risk of infection in the last two weeks, etc.).
- positive, all excluded persons stay away from the full-time teaching process until further notice from the Regional Office of the Public Health Authority. If not the whole study group/circle has been excluded from full-time education, then the full-time teaching for the whole study group/circle will be interrupted, and the next procedure will be agreed with the Regional Office of the Public Health Authority.
- if more positive cases are confirmed, the red phase shall enter into force according to the guidelines of this material.

#### If disease is suspected in case of an employee:

The employee with suspected COVID-19 infection stays in home isolation. Until the results of his/her PCR test or the guidelines of the Regional Office of the Public Health Authority are received, the faculty will terminate the physical presence of his/her close contacts (for example, students, who were in close contact with him/her and colleagues from the common office). If he/she is a university teacher and his/her health condition allows it, he/she continues to teach by a distance method during the isolation.

If a person with a suspected disease is subjected to a PCR test and the result is:

- negative, the excluded close contacts return to work. The employee with a suspected disease follows the instructions of his/her general physician, and the Regional Office of the Public Health Authority decides about the employee's return to work,
- positive, informs the employer, the situation is further managed locally by the relevant Regional Office of the Public Health Authority, and the red phase shall enter into force according to the guidelines of this material.

In case of an employee of a catering facility, the facility shall be closed until further notice from the Regional Office of the Public Health Authority.

#### Organisation of the pedagogical process

- Lectures are available to students in a form of contact teaching and also by distance (except for the excluded persons and activities provided by the excluded persons, these are carried out only from distance or in an alternative term).
- Practical teaching (laboratory work, seminars, exercises, practice, etc.) takes place in a form of contact teaching; if their nature allows it, they will be provided also by distance for the preventively excluded students.

#### Measures to prevent COVID-19

Beyond the green phase measures:

If contact teaching is applied, then beyond the previous phase, the following applies:

- The staff member wears a mask or a face shield when performing the pedagogical process and keeps a distance of at least two meters from the students.
- Toilets are cleaned and disinfected at least three times a day and as needed.
- Thorough cleaning of all rooms in which students and school staff can be located must be performed at least twice a day.

- Disinfection of contact surfaces, other surfaces or objects used by a particularly large number of people must be carried out at least three times a day and as required (e.g. door handles).
- The possibility of hand disinfection is provided on each floor of each building at the connection points (stairs, elevators, entrances).
- Further guidelines and measures are issued by the Chairman of the Monitoring and Coordination Board of UPJŠ.

## **Red phase**

### **Basic recommendations**

The red phase is announced if more than two confirmed COVID-19 positive cases without an epidemiological link between the students and/or faculty and/or university staff is detected. The red phase is announced by the Vice-Chairman of the Monitoring and Coordination Board of UPJŠ for an individual faculty/part or object of the faculty or university after receiving the information, unless, on the basis of available information, it is necessary for UPJŠ as a whole.

Beyond the green and orange phase measures the following apply:

#### **In case of a confirmed student**

- If two or more cases of positive students are confirmed, the closure of the faculty/building will be considered.
- It is recommended to interrupt teaching in the groups/circles of positive students, and to exclude their close contacts from the teaching process. Proceed according to the guidelines of the Regional Office of the Public Health Authority. At UPJŠ, disinfection will be performed according to the currently valid guidelines of the Public Health Authority of the SR in the premises, where the COVID-19 positive students stayed for 48 hours before taking the sample for the PCR test.
- If any of the persons excluded from the pedagogical process show the COVID-19 symptoms during the time the facility is closed, they are managed by their doctor.
- After the investigation of the Regional Office of the Public Health Authority is completed, the faculty/building returns to the green phase, unless the recommendations and instructions of the Regional Office of the Public Health Authority indicate the need to keep the red or orange phase.

#### **In case of a confirmed employee**

- If the employee's disease is confirmed, persons in close contact with the employee will be excluded from the pedagogical/work process. Proceed according to the guidelines of the Regional Office of the Public Health Authority. Disinfection will be carried out at the workplace in accordance with the currently valid guidelines of the Public Health Authority of the SR in the premises where the COVID-19 positive employee stayed for 48 hours before taking the sample for the PCR test.
- If any of the employees' direct contacts show the COVID-19 symptoms during the time the facility is closed, they are managed by their doctor. It is recommended to inform the faculty about the situation.

#### **Organization of the pedagogical process**

Contact teaching is interrupted in those groups of students in which COVID-19 has been confirmed. The premises, in which they have been trained, shall be excluded from use until

disinfection. In this case, teaching takes place only by distance, the subjects for which this is not possible, will be taught in alternative terms. The faculty will decide on the renewal of contact teaching after considering the current hygienic and epidemiological situation and after a possible consultation with the Regional Office of the Public Health Authority.

**Health questionnaire and statement of the employee of UPJŠ in Košice before the beginning of the teaching process of the academic year 2020/2021 (COVID - 19 disease caused by coronavirus SARS-CoV-2)**

Name and surname of the employee:	
Address:	
Telephone:	

**Purpose of this questionnaire:** The questionnaire is important for the monitoring of the employee's health conditions, in connection with the beginning of the academic year 2020/2021 during the pandemic Covid-19, or coronavirus SARS-CoV-2. It is important that the university is a safe place for staff and students.

**I declare that I traveled in the period between 07.09.2020 and 20.09.2020 outside the Slovak Republic:**

YES (enter state, region, city)	NO
<b>I declare that I have participated in a mass event within the given period:</b>	
YES	NO

*If you answered "YES" to any of the questions above, 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 case you or people living in the same household with you, and other close people show the symptoms (feeling cold, cough, body temperature above 37 °C, loss of smell and taste, diarrhoea, headache), you must contact a general practitioner (GP) immediately and proceed in accordance with his recommendations, and cannot enter the premises of UPJŠ until the time determined by the physician.*

I further declare that I am not showing signs of an acute illness, that neither the Regional Office of the Public Health Authority of the Slovak Republic, nor the general practitioner has ordered me a measure of quarantine (quarantine, increased health supervision or medical supervision). I do not know that I, my family or other people living with me in the same household, or other close persons, have come into contact with people who have contracted a communicable disease (e.g. COVID- 19, diarrhoea, viral hepatitis, meningitis, fever with rash).

In Košice on .....

Signature:	
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## ČESTNÉ VYHLÁSENIE COVID-19 - vírusové infekčné ochorenie

Meno a priezvisko študenta	
Fakulta	
Študijný program	
Trvalé bydlisko	
Dátum narodenia	
E-mail / č. tel.	

**čestne vyhlasujem,**

1. že v období posledných 14 dní som nebol(a):
  - v zahraničí a rovnako ani žiaden z mojich rodinných príslušníkov,
  - nezúčastnil(a) som sa hromadného podujatia ani žiaden z mojich rodinných príslušníkov,
  - nie som si vedomý(á), že som bol(a) v kontakte s osobou pozitívou alebo podezrivou na COVID 19 ani žiaden z mojich rodinných príslušníkov,
  - nemám žiadne chorobné príznaky (horúčka, kašeľ, ťažkosti s dýchaním, bolest' svalov, celkovú únavu a pod.) ani žiaden z mojich rodinných príslušníkov,
2. nie som v karanténe alebo nemám povinnosť zotrvať v domácej izolácii (karanténe).

Som si vedomý(á) právnych následkov v prípade, že by toto vyhlásenie nebolo pravdivé.

V Košiciach dňa .....

.....  
podpis

## **DECLARATION OF OATH COVID-19 - viral infectious disease**

Name and surname of a student	
Faculty	
Study programme	
Permanent address	
Date of birth	
E-mail / mobile n.	

### **I declare on my honor**

1. that in past fourteen days:
  - apart from my home country, I have not visited any other country as well as none of my relatives,
  - I did not participated any mass event as well as none of my relatives,
  - I am not aware of being in contact with anyone positively tested or suspected for COVID 19 as well as none of my relatives,
  - I do not currently have any disease symptoms (fever, cough, breathing problems, muscles aches, fatigue etc.) as well as none of my relatives,
2. I am neither quarantined nor am I obligated to remain in home isolation (quarantine).

I am aware of lawful consequences in case this statement would be false.

In Košice on .....

.....  
signature

*Important: In the case of a stay abroad during the holidays (outside your home country), indicate the country in which you were on the other side of this declaration.*