



Guarantor: Rector's Office

Košice 04. 01. 2021  
Č. j.: REK00004/2021-UPA/07

**Rector's Order No. 01/2021  
for the implementation of teaching and implementation of work activities in the period  
from January 4, 2021 at UPJŠ in Košice**

In accordance with the provisions of par. 15 of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended, and in connection with Art. 4 par. 3 of the Organizational Rules of UPJŠ in Košice, as amended, in connection with the Resolution of the Government of the Slovak Republic no. 808 of December 31, 2020 and the current measures of the Public Health Authority of the Slovak Republic I hereby issue the following

**order.**

1. At the UPJŠ in Košice (hereinafter referred to as the "UPJŠ"), **the emergency regime announced by RO No. 17/2020 and restored by RO No. 21/2020**, remains in force.

2. I entrust the members of the UPJŠ management, deans of faculties, directors of university workplaces, Bursar, Head of the Operations Department of the R UPJŠ and faculty secretaries to ensure this emergency regime of the university **until January 24, 2021**.

Deadline: in text  
Responsible: in text

3. Head of the Operations Department of the R UPJŠ, faculty secretaries and directors of the university workplaces will ensure the operation of university facilities as required.

Deadline: immediate and permanent  
Responsible: in text

4. I order permanent adherence to strict epidemiological measures.

Deadline: immediate and permanent  
Responsible: senior staff

5. The mandatory registration of foreign persons entering the UPJŠ premises during the emergency regime remains in force.

Deadline: immediate and permanent  
Responsible: senior staff

6. I tighten all measures from RO 21/2020, which limit the full-time form of teaching or examination of students. Until January 24, 2020, examination only by the distance method is possible.
7. I allow the full-time performance of work for all members of the Extended Rector's Board and members of the faculty management.
8. In the period until January 24, 2021, it is possible to perform the activities of self-governing bodies only by the distance method.
9. I allow in-person meetings of the university management, faculty management and MaKŠ in compliance with strict hygiene regulations.
10. Until January 24, 2021, I order **creative employees and PhD students** to perform work at home. An experimental program in research laboratories is possible under strict epidemiological measures. Senior staff will ensure the issuance of permits to enter workplaces. To that end, I would like to state that it is sufficient to issue the permit via e-mail communication, which the employee submits via a mobile phone or in printed form in the event of an inspection. Deans of the faculties, Bursar, Directors of the university workplaces will determine which level of management will have the competence to issue such a permit.

Deadline: immediate and in text

Responsible: deans of faculties, Bursar, directors of university workplaces

11. **For other employees**, I tighten restrictions on full-time work at workplaces until January 24, 2021. Deans of faculties, Bursar and Directors of university workplaces will ensure that the operation of workplaces and the performance of activities are ensured with minimal employee participation at workplaces. Where full-time work is necessary, use a combination of home office and employee rotation to minimize their contacts. I limit the presence of employees at workplaces to the provision of the following activities:
  - a) necessary services for the operation of buildings,
  - b) operation of research and educational infrastructure,
  - c) necessary economic and administrative work which cannot be carried out in the form of a home office.

Employees will be appointed by the senior staff to perform these activities, including their time schedule. Employees who will work in the form of a home office during this period are entitled to a full functional salary. Employees with the agreed type of work which does not allow to perform work in the "home office" regime are entitled to paid leave with compensation of 80% of the average wage.

In the period until January 24, 2021 I allow entry to workplaces only to academic officials, members of the Extended Rector's Board, members of the faculty management, senior staff and UPJŠ employees designated by them. For the purpose of providing an exception to the curfew, the relevant personnel department shall prepare a **confirmation of the necessary performance of work away from home** for these employees. At the appointment of the senior staff or senior staff appointed by the Rector, deans of the faculties or the directors of the university workplaces, these authorized staff members may send a confirmation to the employees who must carry out the work at the workplaces. The confirmation will be issued via e-mail communication, which the employee submits via mobile phone or in printed form in the event of an inspection. A sample confirmation is attached to this RO.

Deadline: immediate and in text

Responsible: in text

12. The secretariats of the rector and deans of faculties, as well as the administration of the Rectorate and deans of faculties, similarly to the activities of operational departments, will continue to operate in a reduced regime according to the instructions of the Bursar, faculty secretaries, resp. heads of offices.

Deadline: immediate and in text  
Responsible: in text

13. Accommodation in the Student Dormitories of UPJŠ is possible only **after January 24, 2021**. Exceptions can be approved exclusively by the Rector or deans of faculties for students who perform regional tasks in the interest of combating the pandemic. This regulation does not apply to the dormitories managed by contractual partners (Kysucká and Pražská st.)

14. Until January 10, 2021, the suspension of food expenditure will remain in force. With effect **from January 11, 2021, I allow the operation of the Student Canteen** with the possibility of ordering meals and dispensing packaged meals for individual consumption outside the area of food expenditure. The Director of Student Dormitories and Canteen will submit a proposal for the organization of food preparation and dispensing. **Until January 24, 2021** Bursar and faculty secretaries will provide **meals in the form of meal vouchers** to the employees who will work in the "home office" regime.

Deadline: in text  
Responsible: in text

15. Employees who are subject to the obligation of quarantine or isolation **are obliged** to notify the relevant senior staff and the personnel department and at the same time agree with the senior staff on how to carry out their work duties from home. If the employee will not be able to be available to the employer to perform his work activities in full, the employer will justify the employee's absence during his personal obstacle at work, which is a quarantine measure or isolation, if recognized by a doctor on sick or leave to take care for a family member, or allow him to take leave or unpaid leave.

Deadline: in text  
Responsible: in text

16. The University prepares professionally and organizationally for continuous testing of employees and students by antigen tests. Instructions for registration will be published in the upcoming days by a working group authorized by the Rector.

Responsible: Bursar

17. The implementation of vaccination of employees and students of the Faculty of Medicine will take place in accordance with the vaccination strategy of the Ministry of Health of the Slovak Republic and will be coordinated by the management of the Faculty of Medicine.

Responsible: Dean of the Faculty of Medicine

### **Final provisions**

1. This order ends into force on January 4, 2021.
2. The employees will be informed about the obligations arising from this order by senior staff.

prof. RNDr. Pavol Sovák, CSc.  
Rector of UPJŠ



**Confirmation of the necessary performance of work away from home**

The employer, Pavol Jozef Šafárik University, Šrobárova 2, 041 80 Košice (or faculty/university workplace and their seat), hereby confirms, that the employee ..... is obliged on days .....necessarily to perform work for the employer away from home at his workplace.

In Košice