



Measures against the spread of coronavirus at FSV UK

1. For everybody

In all common areas of the faculty, both students and staff must have their noses and mouths covered with a face shield, a face mask or a respirator (according to the current hygiene recommendations, only mouth and nose protection in the form of an FFP2 respirator will ensure that a person wearing it while in contact with a Covid-19 positive person does not go into quarantine).

For visits to the institutes (e.g. consultations), departments, the post room and the cash desk, priority should be given to contactless communication. Visits should only serve to address an urgent situation that cannot be otherwise resolved in a contactless way, and personal meetings need to be arranged in advance.

2. Classes

- Students and teachers should attend classes in person only if they do not show any signs of respiratory disease and are without elevated body temperature. If students showing signs of respiratory disease come to the class, they will be asked by a teacher to leave the class.
- The maximum number of students in a room may not exceed the capacity of the room in the SIS. At the same time, in order to reduce the risk of infection transmission, the maximum number of students allowed in the room is set at 50. For subjects with more than 50 enrolled students, teaching will take place either in a hybrid form (a combination of streaming or audiovisual recording and in-class sessions) or in parallel classes (based on an agreement between teachers and the director of the institute or the head of the centre, they will consult the procedure with the guarantors of study programmes; some parallel classes may be online, at least one must be in-class). Two exceptions to this rule are classroom No. 109 in Opletalova Street and the auditorium in CDMS Krystal, where the limit is set at half the capacity of the rooms, but a maximum of 100 people.
- In the case of a worsening of the epidemiological situation and the possibility of distance learning also for full-time study programmes accredited by the National Accreditation Office, teaching will shift to a contactless form where possible. On the contrary, in the case of a longer-term positive trend, a return to more contact teaching is expected.
- Only a live lecture via Meet / Zoom / Teams, or a YouTube stream at a time corresponding to the schedule, or a recorded annotated lecture is considered full-fledged teaching to be part of the hybrid teaching form.



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- All study obligations during the winter term of academic year 2020/21 must be fully executable without the need for physical presence.
- In the area of foreign language study programmes, teaching will take place in a hybrid manner in accordance with the decision of the directors of individual institutes. At the justified request of students, it is also possible to make an online registration into studies.
- State final examinations, defence of doctoral theses and rigorous examinations will currently be held in-class under increased hygienic measures – hand disinfection, respiratory protection for all participants. If a student is unable to attend the state examination due to an ordered quarantine or the inability to come from abroad, the state final examinations can be held in a hybrid form. In the justified cases of the committee members restriction(s), state final examinations may be held in a hybrid form as well, while strictly preserving openness to the public and keeping all other formal requirements. In this case, the student is present in person (unless restricted themselves). In addition for this case, the committee members will approve the final state examination report in SIS and will physically sign the reports without undue delay. State final exams must not be held in a full distance mode.

3. Consultancy and records

Study matters should be resolved directly with teachers, guarantors and heads of departments, coordinators of study programmes, directors of the institutes (heads of the centres) or, as usual, with the staff authorized by the institutes (more information on individual institutes can be found on their websites). Any questions regarding Covid-19 are handled for Czech students and foreign language students by Mgr. Lukáš Budín via the phone (+420 222 112 254) or email (lukas.budin@fsv.cuni.cz). Any cases of students sent into quarantine by a doctor or hygiene authorities should also be reported to Mr. Budín. Employees should inform their supervisors, who report people sent into quarantine by hygiene authorities or a doctor to Bc. Angelika Hájková (tel. +420 222 112 298, email angelika.hajkova@fsv.cuni.cz) or Bc. Kamila Hypšová (tel. +420 222 112 229, e-mail kamila.hypsova@fsv.cuni.cz), both from Personnel Office. The administrative matters concerning the employees can be also consulted with Personnel Office.

4. Library

For current information, check the website before visiting the library–
<https://knihovna.fsv.cuni.cz/>.



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5. Graduation and matriculation ceremonies

- Matriculations are cancelled for the academic year 2020/2021.
- Graduation ceremonies will be carried out in accordance with the applicable hygiene regulations.

6. For employees

Employees performing work in one place, such as an office, at least two meters apart from other people do not need to have their nose and mouth covered there.

a. In case of any suspicion that an employee of a department, institute or centre could be infected, the head or director, or any authorized representative, will immediately send them to work at home (i.e. home office) or to the general practitioner. The doctor can send the patient for a test, which is covered by the health insurance company. The employee in a home-office basis must consult their state of health with their general practitioner and immediately inform their supervisor whether they have been ordered a quarantine or have been declared incapacitated for work. In the case of an ordered quarantine, the employee must inform the employer about whether they intend to continue utilizing the home-office option or take sick leave. The quarantine is terminated in a standard manner in accordance with the currently valid hygiene regulations.

b. If a closely related person who the employee is taking care of has been quarantined, they can ask the employer for home office; in case they are not able to work from home, they shift to the status of OČR (care for a family member). After the end of the quarantine of the family member they take care of, the employee returns to work, unless otherwise agreed with their supervisor.

c. In the event that schools or children's groups attended by younger members of the employee's household are closed, the employee may ask the employer for working from a home office. If they are unable to perform work from home, they transfer to the status of OČR (care for a family member). After the reopening of the school facility, the employee must return to work, unless otherwise agreed with their supervisor.

d. In the case of employees from risk groups, upon their request, the head of the department, centre or director of the institute will provide a home-office situation to the largest extent possible in the event of a worsened epidemiological situation, but the classic contact teaching by these employees (or hybrid in the case of classes with more than 50 students) must be kept.



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The head of the department, centre or director of the institute are responsible for checking the work of the employee in a home office situation in all cases referred to in paragraphs a–d.

e. When planning business trips, it is necessary to consider possible risks, both health-related and financial (e.g. quarantine regulations or the obligation to take a test). The directors of institutes and heads of the centres and departments of the Dean's office are fully responsible for the implementation of business trips. If an employee returns from a business trip from a high-risk area, they must primarily comply with government regulations and public administration regulations.

The central stocks of protective aids against Covid-19 are managed by the Operational and Technical Department (PTO). The stock situation is so far good and protective aids will be distributed, on the other hand, there is no claim for the employees to be supplied by the faculty and the future distribution will be in accordance with faculty's financial possibilities. Upon agreement with the secretary of the faculty, heads of departments and centres and directors of institutes or secretaries of institutes and centres can contact the PTO themselves. Ordinary employees always contact their direct supervisor, not the PTO employee directly.

In Prague on September 14, 2020

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Dean