



Guarantor: Rector's Office

Košice 25. 11. 2021

Č. j.: REK000115/2021-UPA/5153

Rector's Order No. 12/2021
to update the conditions of teaching and work activities at UPJŠ in Košice after the
declaration of a state of emergency from November 25, 2021

In accordance with the provisions of § 15 of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts 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. 695/2021 of November 24, 2021 (hereinafter referred to as the Government Resolution) and the effectiveness of the valid measures of the Public Health Authority of the Slovak Republic in connection with the declaration of a state of emergency, I hereby issue this

order.

1. Until the appeal, the regulation according to RO 11/2021 still applies teaching in the winter semester (hereinafter referred to as "WS") of the academic year 2021/2022 by **distance learning** using the online method. I allow the **full-time form of experimental and practical teaching** to the extent decided by the deans of the faculties, and only in necessary cases and in compliance with strict hygienic conditions and OTP principles. Practical training, which will not be possible to implement during the WS period determined by the AY schedule, can also be planned during the examination period for the WS. Methods and forms of examinations and state examinations will be specified in time before the end of the semester, taking into account the current development of the epidemiological situation.

Deadline: in text

Responsible: faculty deans, directors of workplaces

2. In the case of the necessary full-time teaching, teachers are obliged to verify the fulfillment of the OTP condition and to exclude from teaching students who do not prove compliance with the OTP regime.
3. **I order** compliance with the **principles of the OTP regime** at UPJŠ workplaces. I recommend that creative employees effectively alternate work performance in the form of "home office" (hereinafter "HO") and "workplace" as much as possible. The aim is to achieve the required quality of online / full-time teaching as well as to maintain the continuity of scientific and project activities. Effective performance of work in the form of combining "HO", if this is possible in the full range of work duties of the employee and for work at the workplace is also required for all other categories of employees. The performance of "HO" work is possible only with the prior consent of the immediate superior and is registered according to his instructions. Senior staff will also issue certificates of the necessary performance of work at the workplace according to Annex no. 1. of this RO.

Deadline: in text

Responsible: bursar, faculty secretaries, directors
of university workplaces

4. In the days **from November 29 2021 until the appeal** based on the Decree of the Public Health Authority of the SR, **I am adjusting the principles of the OTP regime** at all UPJŠ workplaces as follows:

Upon entering the workplace, employees prove themselves to the immediate supervisor or an employee authorized by him, by:

- vaccination certificate, or
- certificate of overcoming COVID-19 not more than 180 days ago, or
- a negative result to an antigen or RT-PCR test for COVID-19 not older than one week from the date of collection.

5. Based on the guidelines of the Ministry of Economy of the Slovak Republic, **I instruct the Bursar to provide ANG self-tests** and their subsequent distribution to workplaces, in cooperation with the secretaries of the faculties, together with guidelines for self-testing. Until then, employees are tested individually at MOM. Testing costs will be reimbursed to employees according to the Rector's guidelines for RO 11/2021.

Deadline: v texte

Responsible: bursar, faculty secretaries

6. An employee who has not submitted any of the documents referred to in point 4 of this order and who has refused the opportunity for free testing offered by the employer will not be allowed to enter the workplace and perform his work by his immediate superior. In this case, it is an obstacle to work on the part of the employee without compensation, unless the supervisor agrees otherwise with the employee. The employee can ask the supervisor to perform his work duties in the form of HO. If the supervisor is unable to allow such an employee to perform full-time work from home, the employer shall justify the employee's absence during the employee's impediment to failure to demonstrate compliance with the OTP scheme and allow him to **take leave or unpaid leave**. Detailed conditions for free testing of UPJŠ employees resp. payment of the antigen test shall be regulated by a separate guideline for the implementation of points 4 and 6 of this order in accordance with the valid legal regulations of the Slovak Republic.
7. An obstacle on the part of the employer arises only if the manager cannot assign work at the workplace to employees whose nature of work does not allow them to perform in the form of HO.
8. **I allow the combined performance of work to the management** of organizational units of the university and faculties. **I only allow the activities of the university's self-governing bodies, as well as the selection procedures, remotely.**
9. With effect from November 25, 2021, **I allow full-time access to the workplaces of the UPJŠ University Library (UL)** only at the time according to the schedule issued by the director of UK and **only in the OP regime**. In other times, the provision of library and information services will be carried out remotely in the form of online.

Deadline: in text

Responsible: director of UPJŠ Library

10. **I allow the combined performance of the activities of the UPJŠ University Counselling Center (UNIPOC)** in compliance with the conditions of the OTP regime (presence only individually). The choice of full-time or remote form is the responsibility of the director of UNIPOC, who is responsible for monitoring compliance with the OTP regime and registration of participation.

Deadline: continuously

Responsible: director of UNIPOC UPJŠ

11. **I still allow the dispensing of packaged meals exclusively** in the facilities of Student Canteen facilities of UPJŠ. HO employees are entitled to replacement meals.
- Deadline: continuously
Responsible: director of ŠDaJ UPJŠ
12. With effect from November 25, 2021, **I prohibit the use of the university's sports facilities.**
- Deadline: continuously
Responsible: bursar and director of ÚTVaŠ
13. With effect from November 25, 2021, **I am stopping access to the UPJŠ Botanical Garden complex.**
- Deadline: continuously
Responsible: bursar and director of BG
14. With effect from November 25, 2021, **I prohibit accommodation in ÚVZ Danišovce.**
- Deadline: continuously
Responsible: head of ÚVZ Danišovce
15. **I do not recommend the implementation of national and international travels, hosting international guests.** Exceptions are possible only in justified cases and in accordance with the regulations of Public Health Authority of SR and Ministry of Foreign and European Affairs of the Slovak Republic.
16. 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
17. With effect from November 25, 2021, until the appeal, I order to ensure a stricter regime of OTP control and registration when other persons enter the UPJŠ buildings. I am ordering a stricter regime for monitoring compliance with the obligation to properly cover the upper respiratory tract of employees, students and other persons in all UPJŠ premises and compliance with strict hygienic measures.
- Deadline: in text
Responsible: bursar, head of ÚBOZP, PO a CO and faculty secretaries
18. Deans of the faculties and the director of ÚTVaŠ, if necessary, will issue guidelines for further implementation of teaching in the WS in the conditions of their faculty / institute.
- Deadline: in text
Responsible: in text

Final provisions

1. This order shall enter into force and effect on November, 25 2021.
2. Monitoring and evaluation of the epidemiological situation, design and management of measures at faculties and university workplaces will be ensured by the permanent Monitoring and Coordination Board of UPJŠ in Košice, established by Rector's Order No. 15/2020, the composition of which is given in Annex no. 1 Rector's Order No. 9/2021.
3. Monitoring and evaluation of the epidemiological situation, design and management of measures in accommodation and canteen facilities of UPJŠ (ŠDaJ UPJŠ) will be ensured by the permanent Monitoring and Coordination Board of ŠD UPJŠ in Košice, established by Rector's Order No. 15/2020, the composition of which is given in Annex no. 2 Rector's Order No. 9/2021.
4. I cancel the validity of the Covid Signal Lights of UPJŠ in Košice until further notice.
- 5. In the event of an unexpectedly worsened epidemiological situation or a change in the relevant legislation, I reserve the right to revoke or extend certain provisions of this order.**
6. The employees will be informed about the obligations arising from this order by senior staff.

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

PAVOL JOZEF ŠAFÁRIK UNIVERSITY
IN KOŠICE



Confirmation for the necessary performance of work away from home

Employer Pavol Jozef Šafárik University in Košice, Šrobárova 2, 041 80 Košice hereby confirms that Mr./Mrs./Ms. «Pedagogical_title» «Academic_title» «Name» «Surname» «Title» must necessarily perform work for the employer away from home at the place of work on working days from November 25, 2021.

Place of work: «Workplace» and university workplaces

Working hours: flexible working hours with arrival from 06:00 and departure until 18:00.

In Košice on 25. 11. 2021

name, position, signature