



## *ELTE Epidemiological Operative Coordinating Body*

### **BRIEFING**

#### **WITH REGARD TO THE INSTITUTIONAL OBLIGATIONS RELATED TO THE SPREAD OF THE NEW CORONAVIRUS DISEASE**

**(Status: 9th March 2020)**

The Epidemiological Operative Coordinating Body (in official Hungarian abbreviation: JOKT), established by the [3/2020 \(II.28\) Joint Directive of the Rector and the Chancellor of the University](#), based on its authorisation in the Directive, sums up in this BRIEFING all obligations and calls each University Citizen of ELTE is required to adhere to and consider due to the spread of the new type of coronavirus (henceforth: coronavirus) disease and its confirmed emergence in Hungary.

This BRIEFING includes, in a unified structure, the updated (amended and refined) [list of measures of the call published earlier](#) (5th March 2020), as well as new measures made necessary by the domestic and international epidemiological situation.

The Epidemiological Operative Coordinating Body of ELTE is going to update this BRIEFING in accordance with the changes of the epidemiological situation. The relevant status of the BRIEFING and its interpretation regarding the details can be followed on the [coronavirus webpage of ELTE](#).

**The Epidemiological Operative Coordinating Body of ELTE hereby stresses that the below measures are meant to serve the slowing of the public spread of the coronavirus disease, the safety of University Citizens and the wider community, as well as the most effective handling of the given situation possible. We emphatically call the attention of all University Citizens that Eötvös Loránd University, also amongst the below restrictions, continues its operation in terms of education, research and third mission activities. We call upon all University Citizens of ELTE to adhere to the intended exercise of rights, and to fulfil and exercise the obligations and rights following from the below measures without abuse, considering the requirements of sincerity and decency.**

#### **I. Mandatory quarantine and mandatory absence from the University**

1. We oblige those students, teachers, and staff members who
  - a. in the last 14 days have been to areas heavily affected by the public transmission of the new coronavirus disease (China, South Korea, Italy, Iran), or
  - b. in the last 14 days have been in direct close<sup>1</sup> contact with persons who had been to China, South Korea, Italy or Iran within two weeks prior to the time of contact,

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<sup>1</sup> A person is qualified as being in 'close contact' if they (i) live in the same household, or (ii) had personal contact (within the distance of 2 meters and for longer than 15 minutes), or (iii) have stayed in the same closed space (within the distance of 2 meters and for longer than 15 minutes), or (iv) have been in direct physical contact (e.g. by handshake) with a person who is suspected or confirmed to have the COVID-19 virus; or (v) if they had any possible contact with the phlegm of a

that in case of point a) from the date of returning to Hungary, in case of point b) from the date of the last personal contact, to stay in mandatory home quarantine for 14 days. During this time, we advise to limit contacts within the household within reasonable boundaries to the bare minimum, to avoid contact with the public, and we oblige them to stay away from University buildings and events (including teaching and office work) during this period. In case of point b), persons in question can be released from quarantine sooner if it is certain that the person they came in contact with is symptom-free even two weeks after leaving the affected area and that infection is not confirmed in their case.

2. We oblige those students, teachers, and staff members who
  - a. are aware of their contact in the last 14 days with a person infected by the coronavirus, or
  - b. became a subject to a disease control act (e.g. official contact-search), or
  - c. based on the information provided by the National Public Health Centre, have been or may have been in contact with any individual possibly infected with coronavirus, that from the date of the last personal contact, or from the date that is indicated in a document of an official disease prevention action or instruction as the date of the last contact, to stay in home quarantine for 14 days. During this time, we advise to limit contacts within the household within reasonable boundaries to the bare minimum, to avoid contact with the public, and we oblige them to stay away from University buildings and events (including teaching and office work) during this period.
3. We oblige those teachers, students, and staff members who took part in courses held by the Institute of Biology and the Institute of Chemistry in the framework of the pharmacist training of Semmelweis University (SE) after 20 February 2020, or supported the training as a technician, and so could have had direct contact with Iranian students of Semmelweis University (SE), to stay away from University buildings, events and educational courses for 14 days counted from the date of the last personal contact with the students.
4. Students concerned according to points 1–3 and having accommodation in student residence halls are obliged to report this to the Head of the Dormitory immediately so the student can be suitably accommodated separately by the University if necessary.
5. We do not have information on any colleague who is under the scope of the regulations of this point 5, however, for the sake of completeness, we oblige those teachers, students, and staff members who have possibly been diagnosed with the coronavirus contamination by a medical test, beyond complying with the obligations of the medical and state disease prevention measures, to stay away from the University until they are considered as completely recovered based on their medical discharge summary.
6. We oblige those teachers, students, and staff members who are showing significant symptoms implying respiratory diseases (fever above 38°C, strong coughing), to stay away from University buildings and events (including teaching and office work).

## **II. Recommended/suggested home quarantine and staying away from the University**

1. We wish to call the attention of Professors Emeriti of the University and other colleagues over the age of 65 that coronavirus may entail an extraordinary risk to them. Therefore, we

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patient infected with the new coronavirus without using protective equipment (e.g. by cough, or by touching a used handkerchief).

recommend that they stay away from community events, including university life and education, until contrary provisions are made.

2. We also suggest that all students, teachers, and staff members who are at increased risk due to their health conditions should stay away from community events, including university life and education, until general contrary provisions are made. Concerning the determination of their state of health and their being subject to this regulation, the opinion of their general practitioner or specialist doctor is prevalent, but no medical certification is required to prove this. According to the ELTE Epidemiological Operative Coordinating Body, this concerns every person treated for cancer, and patients receiving an immunosuppressive treatment and thus having a compromised immune system, and those who have a significantly weakened immune system for other similar reasons (e.g., surgery, severe illness), as well as anyone suffering from chronic high blood pressure, diabetes, heart and vascular diseases, and chronic respiratory diseases.

### **III. Permitted home quarantine and staying away from the University**

1. Those students, teachers, and other staff members who ask for permission to stay away from the University with a compelling reason in addition to the above, may, upon reasoned request submitted by E-mail, be allowed by the ELTE Epidemiological Operative Coordinating Body to stay away from the University for a definite period of time. Such overriding reasons include being a cohabiting family member or caregiver of a person observed for coronavirus.
2. The ELTE Epidemiological Operative Coordinating Body revokes point 7 of its letter of information dated 5 March 2020. It obligates students, teachers, and staff members who have been absent pursuant to point 7 to meet their obligations in accordance with their existing legal relationship with ELTE.
3. Those who are under medical quarantine should, of course, remain absent from the University.

### **IV. Information and notification obligations towards the University related to points I-III**

1. Each student, teacher, and staff member who undergoes a mandatory, recommended, or authorized quarantine for any of the reasons set forth in points I-III above, and stays away from the University on that ground, is required to notify the University about that.
2. The notification can be made only by electronic means as follows:
  - a) students should inform the Academic Registrar's Office of their Faculty indicating their name, Neptun ID, the titles of the courses they must attend, as well as the reason and start date of their absence,
  - b) teachers and other staff members should inform their immediate supervisor specifying the reason and start date of their absence.
3. The University regards notifications made in accordance with points I-IV as justified absence. In such cases, there is no need for medical certificates, etc.
4. If a student, teacher, or staff member is tested positive for coronavirus, they are required to report it only to [jokt@elte.hu](mailto:jokt@elte.hu). The University considers this notification to be particularly sensitive information and uses (manages) it solely for the purposes of necessary or statutory epidemiological control measures.

## **V. Sanctions in connection with the quarantine / absenteeism for students / colleagues**

1. If a student decides to stay away from the university based on the above points I-III, the absence must not be counted as part of the amount of allowed absence according to the [Academic Regulations for Students](#) (HKR in abbreviation) 66. § (1) point c), i. e. to the amount of more than one third of all classes. According to the [HKR](#) 66. § (1) point b), the teacher in their own jurisdiction can order additional tasks to the student if their absence is between one fourth and one third of all classes.
2. We inform our teachers, researchers, and staff members who, concerning the new coronavirus, will go to quarantine or stay away from the university based on one of the cases regulated in points I–III, that the absence on the affected working days is justified, therefore, there will not be any reductions in the monthly salary.
3. Those who are quarantined by authorities of the national health care system, will get sick pay for the period spent in quarantine.
4. If the circumstances regulated in the points I–III no longer exist, the absent student, teacher, and staff member are obliged to fulfil their duties connected to their legal relationship with ELTE.
5. The teacher or staff member who does not stay away from the university due to their own illness based on the points I-III, and their scope of activities make it possible, is obliged to work remotely (home office) in accordance with the direction of their superior.
6. A student who does not stay away from the university due to their own illness based on points I–III above, is obliged to prepare for classes using the given distance learning materials and use the offered distance learning service.

## **VI. Obligations of teachers and students; distance education**

1. The ELTE Epidemiological Operative Coordinating Body emphatically draws attention to that there is currently no reason and no general provision for the cancellation of curricular classes or their replacement with distance learning. Therefore, curricular classes – except for justified absences regulated in this BRIEFING – must be held, until contrary provisions are made.
2. Depending on the evolution and duration of the disease, another provision will be made later on the replacement of cancelled educational activities (lectures and seminars) and students' reporting obligation.
3. The ELTE Epidemiological Operative Coordinating Body calls upon all educational units of the University to revise, in close cooperation with the Educational Directorate and in accordance with its recommendations, the curricula of their courses which will be offered to students electronically in the form of distance learning as soon as the Operative Coordinating Body makes provision for that.
4. The ELTE Epidemiological Operative Coordinating Body calls upon all students of the University to follow the notifications of their faculties, institutes, lecturers, and courses concerning the electronic curricula and to be prepared to receive their electronic curricula after the relevant provision of the ELTE Epidemiological Operative Coordinating Body.

## **VII. Preparing corporate decision-making for a transition to distance voting and electronic decision-making**

1. The ELTE Epidemiological Operative Coordinating Body calls upon the vice-rectors to prepare the operation of university committees they chair/supervise for distance voting, in case the ELTE Epidemiological Operative Coordinating Body makes provision for that. They should also examine and ensure that committees are able to discuss issues on the agenda in the absence of members through videoconferencing or other means. The mode of operation in line with the above must be tested by 16 March 2020.
2. The ELTE Epidemiological Operative Coordinating Body calls upon the deans and directors of units working in the form of faculties to prepare the faculty councils/faculty committees/institutional councils, and departmental boards for distance voting, in case the ELTE Epidemiological Operative Coordinating Body makes provision for that. They should also examine and ensure that the committees are able to discuss issues on the agenda in the absence of members through videoconferencing or other means. The mode of operation in line with the above must be tested by 16 March 2020.

## **VIII. Research activity, time frame, and performance of research projects**

1. The ELTE Epidemiological Operative Coordinating Body informs the University's research community that, taking responsibility for both the researchers and maintaining the excellent research results of ELTE, it has contacted the maintainer Ministry of Innovation and Technology (ITM in Hungarian abbreviation) and the National Research, Development and Innovation Office (NKFIH in Hungarian abbreviation) concerning the following:
  - a. It reported that research projects are affected by measures implemented at international and domestic levels due to the spread of the coronavirus disease.
  - b. It reported problems connected to the issues above and requested the development of a common position and protocol for all research-related activities to cope with the current situation.
2. In the light of the above considerations, the ELTE Epidemiological Operative Coordinating Body emphatically calls attention to the fact that currently there is no reason and no general provision for the unconventional management of research projects. Thus, all research projects (in particular, research excellence programs, thematic programs, projects funded by grants, OTKA and Momentum/Lendület projects, ÚNKP projects, etc.) must be carried out in the usual order and based on usual regulations until contrary provisions are made.
3. Events falling under point IX-XI below form exceptions from point 2, the handling of which (certification, reports, etc.) will be subject to later provisions.

## **IX. Revoking permits of missions abroad, travelling abroad**

1. The ELTE Epidemiological Operative Coordinating Body calls the attention of faculty leaders and other leaders entitled to permit missions abroad that until contrary provisions they must
  - (a) revoke, as of 11 March 2020, all foreign mission and travel permits authorizing their holders to travel to China, Iran, Italy, South Korea, and
  - (b) revoke, on the basis of a provision to be made later, all foreign mission and travel permits authorizing their holders to travel to a country showing a rapid spread of coronavirus in communities, [the list](#) of which countries will be defined by the ELTE Epidemiological Operative Coordinating Body later.

2. The ELTE Epidemiological Operative Coordinating Body calls the attention of the University community, and obliges faculty leaders to forward this information to all authorized travellers, that coercive measures related to epidemiological control may be imposed on them at their travel destinations during any mission abroad. This may imply an obstacle to their free movement or even to their return.
3. The ELTE Epidemiological Operative Coordinating Body calls the attention of the University community, and obliges faculty leaders to forward this information to all authorized travellers, that anyone returning from any mission abroad to Hungary may become subject to coercive measures related to epidemiological control if, as a result of epidemiological contact investigations, it is proved to be possible that they have been in contact with an infected person.
4. The ELTE Epidemiological Operative Coordinating Body calls the attention of the University community that coercive measures related to epidemiological control may be imposed on them in the case of any private travel abroad or following their return to Hungary. Therefore, we request everyone to reconsider their travels abroad, even those that might seem unavoidable.
5. We again express that ELTE remains committed to being an active member of the international research scene, unceasingly taking part in the work of international organizations, actively participating in activities related to international grants, and firmly believes in international mobility. However, in the name of personal and social responsibility, the University asks its Citizens to reconsider their international trips, in this way supporting the global efforts against the virus.

#### **X. International student mobility**

1. Eötvös Loránd University is highly committed to international student mobility. Accordingly, it supports its students in expanding their knowledge in various parts of the world and welcomes students from all over the world.
2. Unfortunately, the international spread of the coronavirus disease has a negative impact on international student mobility, which, because of international cooperations and contractual relationships, demands complex and coordinated actions at an international level. In line with the above considerations, the ELTE Epidemiological Operative Coordinating Body has taken the following steps:
  - a. It reported to the maintainer and to the responsible authorities that international student mobility projects are affected by measures implemented at international and domestic levels due to the spread of the coronavirus disease.
  - b. It reported problems connected to the issues above and requested the development of a common position and protocol for all international student mobility activities to cope with the current situation.
3. In line with the above, provisions regarding international student mobility issues are going to be made at a later stage.

#### **XI. Handling of academic and community events/meetings with attendance of participants from abroad**

1. The ELTE Epidemiological Operative Coordinating Body orders the immediate cancellation of all events/meetings which would be attended by a person who travelled or would travel to Hungary through China, Iran, Italy, South Korea, or affiliated themselves to one these countries.

2. The ELTE Epidemiological Operative Coordinating Body orders the revision of all events/meetings planned with the attendance of participants from abroad. Based on this revision, faculty leaders may decide at their own discretion on holding the event/meeting with a prior notification to the ELTE Epidemiological Operative Coordinating Body. The ELTE Epidemiological Operative Coordinating Body has to be informed at least 10 days prior to the event and has the right to revise whether it is allowed to hold the event/meeting.
3. The restrictions described in the current point do not apply to any kind of scheduled classes in the curricula (including classes attended by Erasmus and other international students) as such cases are regulated in point I and in the regulations regarding the obligatory quarantine of persons coming from areas affected by the disease.

## **XII. Regulations for postponing domestic public and other events**

1. The ELTE Epidemiological Operative Coordinating Body orders the postponement of all public and other (non-educational) events planned to be held after 23 March 2020. The ELTE Epidemiological Operative Coordinating Body hereby orders the suspension of the preparations of the such events. In particularly reasonable cases, the ELTE Epidemiological Operative Coordinating Body may grant an exemption from these regulations.
2. The ELTE Epidemiological Operative Coordinating Body orders the revision of the public and other events planned to be held before 23 March 2020. Based on this revision, faculty leaders or institutional leaders may decide at their own discretion on holding the event/meeting with a prior notification to the ELTE Epidemiological Operative Coordinating Body.
3. The ELTE Epidemiological Operative Coordinating Body calls upon the leaders of the public educational institutions to order at their own discretion the postponement or holding the 15 March school ceremony. They have to notify the ELTE Epidemiological Operative Coordinating Body about their decision until 11 March 2020 as the latest.

## **XIII. Other restrictions and obligations**

1. From 5 March 2020, ELTE cancels the ELTE classes of Semmelweis University's (SE) pharmacist training taught in English for an indefinite period.
2. We call upon all our teachers, students, and staff members to warn each other to comply with the rules expressed in this BRIEFING.
3. We call the attention of our teachers, students, and staff members that the actions expressed in this BRIEFING are mandatory obligations. The failure to fulfil these obligations qualifies as an infringement that may result in sanctions.

## **XIV. General call for sanitary and other measures**

1. We call upon all teachers, students, and staff members to pay attention to and follow the information and measures published on the official ELTE website.
2. Especially those who are starting a home quarantine should be informed in which case (emergence of symptoms) they need to contact their local doctor (general practitioner).

3. We remind the University Citizens to comply with the sanitary measures, including the avoidance of going to community when sick. Furthermore, we call upon everyone to pay attention as responsible University Citizens to the news and information and remain calm towards the increased social sensibility accompanying the spread of the new coronavirus.
4. We recommend to all university citizens to avoid personal contact during their work if possible (e.g. handshake at greetings and farewells).

#### **XV. Communication**

1. We call the attention of all University Citizens, especially of the faculty and institutional leaders, that regarding the epidemiological situation and provisions of the University, including this BRIEFING and its explanation, only the ELTE Epidemiological Operative Coordinating Body is allowed to make any statement, including internal and external communication and the communication with the press.
2. The communication of the provisions has to be objective and focused within the faculties/organisational units to support the effective fulfilment of the provisions and the avoidance of the state of panic.

#### **XVI. Information, university website, frequently asked questions**

1. We inform University Citizens that we continuously provide up-to-date information about the current instructions and situation on the [website of ELTE](#). Not only provisions by the University are published here but also information about the broader epidemiological situation and governmental measures. Please pay attention to it.
2. We inform the university citizens that in connection with interpreting this BRIEFING and executing its particular regulations, there is a “[frequently asked questions – FAQ](#)” menu on the website of ELTE.
3. Again, we call upon all our leaders of the university, institution and institutional units, teachers, students and staff members to send their suggestions, remarks, important and meaningful questions regarding the new coronavirus to the E-mail address [jokt@elte.hu](mailto:jokt@elte.hu).

11<sup>th</sup> March 2020, Budapest

ELTE Epidemiological Operative Coordinating Body