



ELTE EPIDEMIOLOGICAL OPERATIVE COORDINATING BODY

BRIEFING

ON THE PLANNING AND EXECUTION OF THE AUTUMN SEMESTER OF THE ACADEMIC YEAR 2020/2021 CONCERNING THE EPIDEMIOLOGICAL PREPAREDNESS

(published: 07th September 2020)

The ELTE Epidemiological Operative Coordinating Body (JOKT) which has been 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, in accordance with the current recommendations and mandatory guidelines issued by the Maintainer, sums up in this BRIEFING all information, obligations and calls concerning the preparation of the Autumn Semester of Academic Year 2020/2021, and which each University Citizen of ELTE is required to adhere to and consider due to the spread of the new type of coronavirus disease.

For the publication of this BRIEFING, the regulation 6/2020. (IX.1.) concerning the planning and execution of epidemiological preparedness of Eötvös Loránd University was taken into account. The BRIEFING is published with the consent and simultaneous information of Rector Dr. László Borhy and Chancellor Dr. Gyula Scheuer.

Dear University Citizens!

We are all responsible for taking care of our own and others' health, and for working towards an undisturbed academic year, with all our means decreasing the spread of the coronavirus disease causing a worldwide epidemic situation, so to reduce the risk of infection for the most endangered persons, elderly people and our loved ones.

I. Guidelines for health preservation

1. The adherence to health preservation guidelines is obligatory for all University Citizens, for the visitors of the University, and for everyone who for any reason enters into university buildings.

Those who are infected with the coronavirus or show any kind of symptoms of the disease cannot attend university courses, events, nor enter into university buildings.

2. It is FORBIDDEN for students/teachers/staff to enter into university grounds and to stay there if they show any typical symptoms of the new coronavirus infection, or if in the previous three days (in case they were in contact with a confirmed infected person or

have been involved in a situation which could lead to a high risk of infection then in the previous ten days) they have noticed any symptoms of the following:

- cough, shortness of breath
- fever (38 Celsius degrees or above)
- unusual fatigue, general muscle pain
- sudden lack of taste and/or smell

The list does not contain all the possible symptoms: some less frequent symptoms, such as gastrointestinal symptoms, for example nausea, vomit and/or diarrhea have also been reported.

In case anyone notices such symptoms, call immediately a general practitioner and follow their orders.

3. Due to the high risk of infection, the ELTE Epidemiological Operative Coordinating Body obligates University Citizens to stay away from the university if
 - a) based on the current condition, they got into direct contact in the last 10 days with a person infected with coronavirus
 - b) they are subjects of an ongoing contact research
 - c) they are subjects to an official epidemiological measure (for example, home quarantine).

The following cases qualify as direct contact with an infected person: staying indoors with an infected person within a distance of 1,5 meters without wearing masks, or staying indoors in a smaller unventilated space with no regard to the distance, whereas the infected person was present for a certain amount of time (more than half an hour without wearing a mask).

4. Those employees who cannot work according to the regulations stated in point 3 mentioned above, must notify their immediate supervisor and they need to work for 14 days in home office following the regulations of distance working. Following the asymptomatic elapse of the waiting time, they must continue working in person at their workplace.

In case the work tasks require physical presence at the university and there is no ongoing high risk of infection for the employee, the University organizes the employee's PCR test and bears its costs. With two negative test results the employee - before completing the 14 days of absence - is able to restart to work at their workplace.

5. There are additional safety measures regarding university dormitories and student accomodation facilities. In case of contact with an infected person within the dormitory - next to the immediate measures of separation - the Head of dormitory reports the epidemiological situation.
6. Those students who, due to the points 2-3, cannot attend university in person, are obligated to notify the professors who teach courses that require physical attendance. After the notification their absence is considered justified.

II. The compliance of the requirements of personal hygiene

1. The compliance of the requirements of personal hygiene is mandatory for all University Citizens.
2. The requirement of the personal hygiene includes especially washing hands with soap frequently or using an alcoholic hand sanitizer, adherence to the coughing ethics and avoiding unnecessary touching of the face and compliance with the regulations regarding to the usage of the appliance that covers the mouth and nose (henceforward: mask) and maintaining prompt distance.
3. Inside the University in closed spaces and for outdoor events of the University proper usage of the mask is mandatory.

At all events the mask must be worn with covering both the mouth and the nose.

The mask must be worn in particular at the hallway, in the elevator and stairwell, in the auditoriums and seminar rooms, the professional spaces used for office work, all public spaces and in spaces where more people meet occasionally. The mask must be worn in the buffet and restaurant except while eating.

Wearing the mask is mandatory during all indoors educational activities. Only the teacher can allow diversion from this regulation in case of creating more than 2 meters of distance from the students.

Wearing a mask is not necessary in the permanent work areas (office, room, research laboratory) if these are used only by the permanent/regular users of the office who comply with the regulations of keeping the physical distance and the area's ventilation is continuous.

All University Citizens provide their own mask.

4. The prompt compliance of keeping the physical distance inside University grounds is exceptionally important to prevent the spreading of the virus, therefore it is mandatory. At least 1,5 meters distance is to be kept while waiting in line or practicing any physical activity as adequate physical distance. (Sport activities have separate regulations.)
5. In closed space to reduce the concentration of possible pathogens, one shall pay particular attention to the continuous or systematic natural ventilation increased in intensity.

III. Education and teaching arrangements

1. The University prepared for hybrid education in the Autumn Semester of the Academic Year 2020/2021 with the appliance of the principles and views of the [Briefing of the ELTE Epidemiological Operative Coordinating Body published on 29th July 2020](#). The courses are, as a general rule, carried out by physical presence. The course must be held online if the general regulations of distancing could not be observed due to the number of students enrolled to the class and the capacity of the room used for education,

furthermore if the teacher of the course cannot undertake teaching with physical attendance in connection with the health crisis situation.

2. The TVSZ document issued for the autumn semester of the 2020/2021 academic year (Temporary Special Regulations of Eötvös Loránd University's Academic Regulations for Students Pertaining to the Hybrid Education Model) [can be found here](#).
3. Students are informed (as a principle rule through Neptun) regarding the type of the form of education of a given course by the teacher (cf. TVSZ point 6).
4. The ELTE Epidemiological Operative Coordinating Body is adding the following 12/A. point to the Temporary Special Regulations of Eötvös Loránd University's Academic Regulations for Students Pertaining to the Hybrid Education Model ([TVSZ](#)):

12/a.	<p>Section 66 (1b) will be replaced with the following regulation:</p> <p><i>(If the student has not received an excuse note specified under Section 63 (5), and the lecturer monitors attendance, due to the student's absence)</i></p> <p>b) in case of a course requiring personal attendance, if the student is absent from over a quarter of the classes, the lecturer is obliged to give extra assignments to the student to make the completion of the course possible;</p> <p>c) if the student is absent from over a third of the classes, the student cannot be awarded a practical grade, except for courses requiring personal attendance.</p>	<p>Section 66 (1) regulates allowed absence from practical courses (for example seminar, laboratory practice, laboratory project etc.) and the lecturer's rights and obligation to make decisions in connection with absence in accordance with its amount.</p> <p>In connection with measures against the coronavirus, the Epidemiological Operative Coordinating Body of ELTE forbids entering the university grounds showing any typical symptoms of the new coronavirus infection [cough, shortness of breath, fever (38 Celsius degrees or above), unusual fatigue, general muscle pain, sudden lack of taste and/or smell] or if the student:</p> <p>a) based on the current condition, got into direct contact in the last 10 days with a person infected with coronavirus</p> <p>b) is subject of an ongoing contact research</p> <p>c) is subject to an official epidemiological measure (for example, home quarantine).</p> <p>The following cases qualify as direct contact with an infected person: staying indoors with an infected person within a distance of 1,5 meters without</p>
-------	--	---

		<p>wearing masks, or staying indoors in a smaller unventilated space with no regard to the distance, whereas the infected person was present for a certain amount of time (more than half an hour without wearing a mask).</p> <p>In case of a course requiring personal attendance, if the student is absent from over a quarter of the classes for this reason, the lecturer is obliged to provide a possibility for them to complete the course. The only exceptions are courses that are, according to the declaration of the deans, impossible to execute without personal attendance of the students.</p> <p>At the same time, in case of synchronous online courses, students are expected to take part real-time while staying away from the University, for that reason, for these courses the general regulations in connection with absence are to be followed (and in case of asynchronous courses they are not relevant).</p>
--	--	--

5. If the completion of a course, which can only be completed with physical attendance, is not possible for most of the students or is endangered, in light of the pandemic situation additional classes can be organized.
6. Both graduation ceremonies and doctoral graduation ceremonies are allowed to be organised during the Autumn Semester of the Academic Year 2020/2021, however, family members and guests cannot be invited and they are not allowed to participate in person. Efforts shall be made to make the event available for them online. The ceremony of delivering the festive jubilee degrees will not be held in person.
7. Autumn break and examination period will be held as scheduled in the Academic calendar until contrary provisions.

IV. Electronic administration

1. Electronic administration remains in operation at the University, including the solely online handling of thesis processes.

2. Quaestura primarily performs its functions electronically, however, it provides the option for the management of certain matters which have to be handled in person (e.g. concluding the insurance contract for foreign students, student loan administration, etc.) by prior appointment and while keeping a safe distance and wearing a mask.

V. Research activities, third mission activities, conferences and other events

1. All individual, group, project-based or institutionalised research activities must be carried out in accordance with the nature and schedule of the project.
2. The third mission activities (especially the innovation activities) of the University shall proceed without interruption.
3. Within the general limits of participation, it is possible to organise scientific, educational and professional events, teachers and students of the university can participate in such events taking place at the University and at other institutions as well - with keeping the general rules of distancing and wearing a mask. If possible, conferences and events organised by the University shall provide the option of online participation as well.

VI. Institutions of public education

1. Institutions of public education operate according to the current action plan for the sector and in the frameworks of the arrangements made by the Minister and the department in charge. In all questions, that are not regulated in the action plan for institutions of public education or other special regulations, the epidemiological regulations concerning the University are to be followed.
2. The University is very concerned about its institutions of public education, watches over them as the maintaining institution and supports their operation during the health emergency situation with advice.
3. The most important goal in these institutions of public education is to manage to maintain face to face education and prevent developing situations that make ordering online education for all or in a wide circle necessary.
4. The heads of the institutes are obliged to enforce the principles regarding operation on their own initiative as an addition to the rules of the institute or as a separate regulation:
 - Only people not showing symptoms of the new coronavirus (healthy people) may enter the institution, take part in its events and attend face to face education.
 - People who discovers on themselves symptoms typical for the new coronavirus disease, are affected by measures taken due to the epidemic or are confirmed to be infected with the new coronavirus are obliged to report this fact either to the homeroom teacher or the head of the institute.

- In case of living in the same household with a person confirmed to be infected with the new coronavirus, students are obliged to report this fact to their homeroom teacher, staff members are obliged to report it to the head of the institute.
- The institute has to operate in a flexible system that can be adapted to the changing situation: maintaining face to face education in essence but remove infected (or high infection risk) people from the community. Furthermore, it has to be taken into consideration that a considerable number of students has to stay at home maybe even for weeks. It has to be made possible for those students to complete the lessons online.
- For teachers at high risk or having the infection with mild symptoms it has to be made possible to do distance education. In this case, when the teacher continues with classes online and/or is constantly in contact with his/her students, staying at home does not count as a sick leave, it counts as work. Allowing that is in the scope of authority of the head of the institute.
- Special institutional regulations regarding education and arrangements are in the scope of authority of the head of the institute. Regulations are to be published on the website of the institute and /or introduced to those affected by it. In the framework of these regulations it is allowed to diverge from the general mask wearing obligation and social distancing rule of the University.
- People visiting the institution for official administrative matters are, however, obliged to wear a facemask and practice social distancing while at the institute.
- The usual events of school life are to be organized (taking reasonability into consideration), in open air if possible and in a way that the number of people present should not exceed the number allowed in the governmental regulation. During the event special attention is to be paid to keeping a safe distance (1, 5 m) from each other and wearing a mask even in case of an open-air event.
- Students taking part in teacher training are to follow the rules of JOKT when in the buildings of the University, and the rules of the institution they are at when completing their professional practice.
- These regulations are mainly for schools. Pre-school and other special institutions' rules have to be prepared, published and regularly reviewed by the leaders of the institutions in question.

VII. Operation of university bodies

1. In case of university and faculty bodies, the board (as also the head of the board) decides whether the board meeting and / or decision-making will be held in person or in the well-established online way (MS Teams).

2. Habilitation proceedings may be conducted in the usual manner and online as well, including the parts of the proceedings taking place publicly.
3. The ELTE Epidemiological Operative Coordinating Body prioritises board meetings to be held online and distance voting.

VIII. International mobility

1. The University does not issue permits of mission abroad. The University does not support the mobility of its staff for the duration of less than three months.
2. Staff mobility from abroad (including teachers and researchers as well) is not supported. Such invitations and incoming mobility may be requested in exceptional cases from the ELTE Epidemiological Operative Coordinating Body and, during the border closure, additional permits need to be obtained.
3. Before making a decision on an international mobility issue, and during the participation in the programme, legal restrictions, regulations of mandatory quarantine, mandatory testing, etc. must be taken into account. The participation of teachers in international mobility shall not jeopardise the fulfilment of their educational/research obligations.

IX. Events not related to education and research

1. Events not directly related to education and research at the University may only be held in exceptional cases, with the permission of the dean. If possible, an online participation method should also be made available.
2. The organization of programmes that require direct personal contact should be avoided.
3. We ask University Citizens to avoid attending high-risk events, gatherings, entertainment venues for their own safety, the safety of their environment, and for an uninterrupted academic year, as well as to maintain personal hygiene rules outside of the University. Please avoid crowded events and any location where the distancing rules cannot be practiced.

X. Recommended quarantine and absence from the University

1. We inform colleagues with the title of Professor Emeritus and colleagues over the age of 65, that to them coronavirus may present a risk higher than the average. Therefore, we recommend staying away from community events, including university life. If they still choose to visit the University, the regulations for wearing a mask and distance keeping also apply to them.
2. We also draw the attention of all University Citizens whose health condition might pose a higher-than-average risk, to perform their duties with extreme caution and to stay away from community events. We consider the position of their general practitioner or their therapist to be decisive in assessing their state of health, and the scope of this rule, however we do not ask for a medical certificate in this regard. The immediate supervisor

may request conformation from the occupational physician on the employee's claim under this section being thorough.

3. Lecturers and colleagues covered by points 1 and 2 are requested to participate in online (long distance) education and in other distance activities related to students in accordance with their responsibilities.
4. Employees working in administration, depending on their state of health and on the nature of their duties may request to work from home for pre-determined workdays and may have an agreement with their supervisor regarding this issue.

We wish all University Citizens a successful academic year and good health!

Budapest, 7th September 2020

ELTE Epidemiological Operative Coordinating Body