

Rector-Chancellor Instruction – Procedures of Epidemic Preparedness at Eszterházy Károly University

This instruction aims to define universal rules for the students and staff of Eszterházy Károly University. These rules are in line with Government Regulation 283/2020 (VI.17.) on the emergency situation and attempt to help to start and execute the 2020/2021 academic year.

The instruction primarily considers life, health and property protection of the Eszterházy community: in addition, the instruction attempts to provide a continuous higher education and to guarantee the stability of the institution's operation. Finally, it is paramount to prevent the spread of COVID-19 and to provide legal security as well.

This instruction and the rules are relevant to all campuses, institutions and locations of EKE.

1. General provisions for creating a secure environment

- 1.1. Health prevention instructions, directives, guidelines and legislations are obligatory for everyone.
- 1.2. Only healthy people are allowed to visit University buildings, events and courses. People who have been abroad mustn't visit the University for two weeks after their arrival except if they have two negative SARS-CoV-2 tests made in Hungary. Possible symptoms of COVID-19 are included in Appendix 1.
- 1.3. All members of the Eszterházy community are expected to follow personal hygiene rules: regular handwashing with soap or hand disinfection, following cough etiquette and avoiding unnecessary face touching. Also, everybody shall follow the rules of face or nose covering (hereinafter: mask).
- 1.4. It is very important to keep social distance at University buildings. We should also follow the rules in queue areas and keep at least 1.5 metres.
- 1.5. Wearing a face mask is mandatory indoors at University buildings and in outdoor events.
- 1.6. EKE is paying increased attention to the cleanness of its education and sport facilities, its library, archives and museums. The suitable amount of disinfectants is provided by the University and is documented afterwards.
- 1.7. High-level disinfection is provided on such regularly used surfaces as: door handles, lift buttons, switches, handholds, handrails. In addition, commonly used appliances (coffee machines, vending machines, dispensers or jugs) shall also be disinfected regularly.
- 1.8. High-level natural ventilation shall be regularly provided indoors. In case of artificial ventilation, natural ventilation shall also be used at the same time provided that the windows can be opened in the given room. Such HVAC systems which only ventilate air indoors can only be used if outdoor ventilation is also used at the same time. In case of split air-conditionings, it shall be set to avoid huge ventilation at the back of the room.

The regular disinfection of AC's heat exchangers and dust filters shall be provided by the University.

- 1.9. The visitors of University buildings are suitably informed about the policy of the given building, COVID-19 prevention actions and about the possible restrictions.
- 1.10. Any sign of infection appears in the given building, the Working Group of Pandemics shall also be informed immediately (jarvany@uni-eszterhazy.hu).
- 1.11. In order to provide a secure environment and to meet the relevant health requirements EKE also provides a full protection with its Practice High School (hereinafter: Practice School). The Practice School creates its own instruction and procedures considering those universal rules and guidelines which are relevant for public education institutions.

2. Visiting classes personally, course registration

- 2.1. Personal classes shall be organized by keeping 1.5 metres social distance if that's possible in the given room. During classes, students have to wear a face mask – except if it is problematic to solve a task with the mask on.
- 2.2. During the semester of the 2020/21 academic year, personal will classes will primarily be available for full-time students, while online classes will primarily be provided for part-time students.
- 2.3. For full-time students, classes with more than 50 enrolled students shall be online. Individual or (restricted) group consultations shall be regularly provided by the tutor of the class.
- 2.4. For part-time students, personal classes shall be scheduled for those days when there are no online classes. For this, part-time curriculum shall be revised and optimized.
- 2.5. Tutor-student contact shall primarily happen online. Students shall be allowed to take a look at the evaluation of assignments or tests. During this, both the tutor and the student shall follow the relevant health rules.
- 2.6. University registration shall happen online.

3. Professional practices and practical trainings

- 3.1. During practices, tutors and students shall follow the general hygiene rules. Before the practice, handwashing and disinfection are obligatory. Soap and disinfectants shall be provided at the location of the practice. Social distance and face covering are obligatory.
- 3.2. Pre-instructions (fire, work, data and hygiene protection) shall primarily be online. If it is not possible, rules for indoor events shall be strictly followed.
- 3.3. At the location of the practice, a restricted number of students shall participate in the class where the exact number of students shall be indicated in advance.
- 3.4. Only healthy people are allowed to visit practice locations. People who have been abroad mustn't visit the University for two weeks after their arrival except if they have two negative SARS-CoV-2 tests made in Hungary. Possible symptoms of COVID-19 are included in Appendix 1.

- 3.5. During the whole practice, 1.5 metres social distance shall be kept and individual protection tools shall also be provided. This has to be controlled and checked by the leader of the practice.
- 3.6. During the practice, tools shall be disinfected by the leader of the practice (or his/her representative).
- 3.7. Relevant rules shall be followed at both internal and external locations. The relevant institutional rules and actions shall be available at the locations and shall be strictly followed.

4. Tests and assessments

- 4.1. As for oral assessments, the date and the possible number of students shall be planned in advance where COVID rules shall be strictly followed.
- 4.2. In case of oral assessments, students shall come to an exact appointment.
- 4.3. In case of written assessments, class rules shall be followed. Personal student tools are advised to use during the assessment which shall be evaluated 24 hours after the completion. During the evaluation, hygiene rules shall be followed.
- 4.4. Only healthy students can participate assessments.
- 4.5. During oral and written assessments, social distance and face covering are obligatory. Surfaces and tools shall be regularly disinfected.
- 4.6. Cough etiquette shall also be followed and students shall be informed in advance. Students shall read through this instruction and follow hygiene rules.
- 4.7. Oral assessments can happen in a well-ventilated room only; in addition to the tutor, maximum 2 students are allowed to be in the room. Successively used tools (in art, music and sport majors) shall be disinfected after each use with a rapid disinfectant. Disinfection shall be controlled by the tutor.
- 4.8. Regular (natural) ventilation shall be provided in the assessment rooms. The University shall follow hygiene and disinfection rules in classrooms and on corridors.

5. Rules of dormitories and student hostels

- 5.1. Only healthy people are allowed to visit dormitories and student hostels. Before move-in, students have to complete a questionnaire (Appendix 2) and their temperature shall be measured. Temperature measurement shall happen daily: students with symptoms shall be separated immediately.
- 5.2. During move-in, 1.5 metres of social distance shall be kept.
- 5.3. Students with the same class schedule are advisable to be placed in the same dormitory room.
- 5.4. All available spaces shall be occupied in the dormitory but the exact number of students shall be calculated by following hygiene rules. In case of an indoor event or student gatherings, face covering is obligatory. Only the most necessary dormitory events shall be held: for this, organizers shall submit a request to the Working Group of Pandemics

(jarvany@uni-eszterhazy.hu) at least 8 days before the event. Social distance shall be kept in such common areas as kitchens, bathrooms, toilets.

- 5.5. In resting and common areas, gatherings shall be avoided. The number of assets shall be limited both indoors and outdoors.
- 5.6. Students with symptoms shall be separated. For this, the University shall spare 5% of the available spaces for the purpose of a separation place or a home quarantine.
- 5.7. Quarantined students shall also be provided by the relevant services: this must be organized by following epidemic rules.
- 5.8. In case of a suspicious situation, the University has an alert protocol with which the suspected individual(s) can be separated immediately. In parallel, immediate actions shall be taken which are in line with the instructions of the National Public Health Centre.

7. The use of sport facilities and other leisure centres

- 7.1. Only healthy students can visit sport and leisure locations. People who have been abroad mustn't visit the University for two weeks after their arrival except if they have two negative SARS-CoV-2 tests made in Hungary. Possible symptoms of COVID-19 are included in Appendix 1.
- 7.2. In order to physical contact, small group activities are advised to be held. The activities shall be controlled by the leader of the activity.
- 7.3. In order to avoid gatherings and large groups at one location, activities shall be scheduled to different time slots.
- 7.4. During the activities, tasks without physical contacts shall be given priority.
- 7.5. Common areas, locker rooms, showers and other surfaces shall be cleaned and disinfected regularly. The cleaning guidelines shall be strictly followed paying special attention to the required concentration of detergents.