

**OPERATION OF THE FACULTY OF ARCHITECTURE CTU IN PRAGUE
IN THE ACADEMIC YEAR 2020/2021**

Dean's regulation 24. 9. 2020 / update number 3

After discussion in the Dean's Council (8. 9. 2020) and consultations with the university management, the FA management issued binding regulations, rules and recommendations valid for employees, students and other visitors of the Faculty of Architecture of the Czech Technical University in Prague, preventing the spread of Covid-19.

Since then (8. 9. 2020), the Ministry of Education, Youth and Sports recommendations were issued to provide teaching in the academic year 2020/2021 for universities, introducing a "traffic light" system into the measure according to the degree of alertness - 0, I, II and III.

On 14. 9. 2020, the Rector's Order No. 16/2020 - "To reduce the risk of coronavirus infection" also came into effect which took over the "traffic light" system introduced by the MEYS and further specified it, from "recommendation" to "order". Some provisions of the Rector's order are binding for the entire CTU, in some cases they are still stated in the form of recommendations and individual faculties have the opportunity to specify them according to the specifics and conditions of teaching in individual programs and subjects. The relationship between the scope of recommendations and binding regulations is inversely proportional to the degree of alertness.

From 21. 9. 2020, on the day of the beginning of the new academic year at CTU, it began in response to the growing community transmission in Prague and the shift of the "traffic light" to the highest III. degree of alertness, apply other significant restrictions on teaching and operation of Prague universities.

Regulation of the Hygienic Station of the Capital of the City of Prague No. 12/2020, introduces an extraordinary measure - "prohibition of personal presence of students at classes while studying at university". At the same time, however, the Regulation mitigates the effects of measures in certain activities and in specific forms of teaching, which are directly dependent on the contact method and can be held individually or in small groups. For example, the ban on the personal presence of students does not apply to "individual consultations, testing in the presence of up to 10 people, laboratory, experimental or artistic work in the presence of up to 15 people or to "clinical and practical teaching and practice".

At the same time, from 21. 9. 2020, the "measures to reduce the risk of infection", set out in the CTU Rector's order for the highest III. a degree at which "the university buildings in a given locality are closed to bachelor's and master's degree students and the public" and "teaching is fully transition to contactless forms".

Since the Rector's order issued on 14. 9. 2020 does not allow for the reliefs set out in the HS HMP Regulation of 18 September 2020 for practical and artistically oriented teaching, and has not been, nor will be, updated in this sense in the near future according to the HS HMP Regulation, the universities management agreed on individual components of relief from the scope of closure of CTU buildings in Prague for some of the activities and forms of teaching specified in the HS HMP Regulation, permitted by the Rector at the request of the Deans.

All generally set common rules of the Rector's Order No. 16/2020 (see point 6) and at the same time the granted reliefs apply and will apply to the FA CTU environment. However, in the document, for the sake of clarity and illustration of the context, not only specific clarifications and concretizations of individual measures for teaching at the FA are given, but also partly also generally valid rules stated in the Rector's order or the HS HMP Regulation.

The document will continue to be updated depending on the development of the situation, conditions issued by the CTU management, the Hygiene Station of the City of Prague or the Ministry of Education.

The 3rd update of the Dean's regulation regarding the operation of the faculty in the academic year 2020/2021 is set to the current level of alertness III, currently valid in Prague also according to the order of the Rector or the regulation of the City of Prague.

1. Adherence to the principles of personal and operational hygiene

- From 14. 9. 2020, the obligation to wear respiratory protective equipment - face masks have been established in the entire building; students are also required to wear face masks during classes. The face masks are available at reception if needed. This obligation has a fundamental impact on the amount of persons, whom hygienists might send to quarantine, in case of illness, due to the "relaxation of studying" at the FA. From 14. 9. 2020, the quarantine will not be applied widely to entire groups that were in contact with the infected person in one room during teaching, if they use face masks.
- There are disinfection stands at the entrance to the building and on each floor by a lift, including the garages. Disinfections are also available in individual studios and other classrooms, where contact teaching takes place.
- Employees, students and other people with symptoms of an infectious disease are banned from entering the building. For this purpose, it is possible to measure body temperature of people with symptoms of the disease.
- Teaching to the extent limited below according to point 2, as well as consultations and work activities of teachers will take place, if possible, in areas with natural ventilation. At the same time, it is necessary to ensure intensive and frequent natural ventilation of these interior spaces - classrooms and offices. If it will be necessary to carry out teaching or work in areas without natural ventilation, such as a workshop, model shop, etc., the intensive functionality of the air conditioning system will be ensured.

2. Teaching

- A. According to the Rector's order, "teaching is fully transferred to contactless forms", except for the reliefs for practical and artistically oriented teaching listed below, allowed in the HS HMP Regulation and permitted by the Rector at the request of the Dean of FA CTU.

Contact teaching of studio and art subjects of all bachelor's and master's programs of FA CTU listed in the study plans in the first column entitled: "Design - studio and art creation", including consultations of qualification works can be happening if the regulation HS HMP is followed (limit is maximum 15 people).

The FA management also recommends, in subjects where the contact form of teaching is enabled, to apply as many distance forms of teaching as possible in combination with contact teaching and to prefer individual consultations with a lower risk of infection in contact teaching.

The maximum number of 15 people must be followed during contact teaching of studios and art courses. In studio teaching, it is recommended to divide students into smaller groups and set a schedule of consultations, joint presentations should take place contactless through the MS - TEAMS program. Each studio will keep a guest book in which all persons staying in the studio will be entered, including the time of arrival and departure. There will also be a presence in art lessons. During contact teaching, it is mandatory to comply with all applicable hygiene regulations (face masks, distances, disinfection, etc.).

The specific application and schedule of the individual forms of hybrid teaching is up to the guarants of the subjects and the heads of the studios, with the assumption that the contact forms are preferably applied only where necessary, especially in the 1st year of study. At the same time, the guarants of the subjects and the heads of the studios have the obligation to provide contactless forms of teaching for students who do not have the opportunity or cannot participate in the forms of contact teaching provided by the FA.

In addition to the above-mentioned practical and art-oriented teaching, the FA building is closed to students of bachelor's and master's programs as well as the public. Exemption from the entry ban applies only to FA students who have pre-determined studio consultations or art lessons.

Students who are already enrolled in the state exam will also be allowed access to the building in accordance with the limits of the presence of a maximum of 10 people set by the HS HMP Regulation. During the state examination, it is obligatory to observe all valid hygienic regulations (face masks, distances, disinfection).

When entering the building, all students are required to sign in to the guest book and state the number of the room in which they will attend classes. Attendance books will also be kept in individual studios and drawing rooms or workshops.

- B. All lectures and exercises, except for the above relief, take place in a contactless / distance form.

Lectures can be broadcast live from the lecture hall according to the school schedule (stream) or it is also possible to pre-record lectures and hand over the auditorium's direction to streaming. The streamed lecture is archived and the teacher publishes the generated link within MOODLE. Lectures can also be realized in the program MS - TEAMS. It is in the competence of pedagogical staff (guarants of programs, guarants of subjects and teachers) to inform students in what form the lectures will be realized. Information concerning distance learning for individual subjects will be provided well in advance (at least before the start of teaching) on the faculty's website for the relevant subject. The teacher (subject guarant, teacher) and the head of his department are responsible for the timeliness of the insertion on the school's website and accuracy.

- C. For all subjects (except studios), were centrally established teams for the entire faculty in the MS - TEAMS program. The teams were established according to the subject code. The list of subjects, including codes and teaching methods, are available on the FA website in the "coronavirus" folder.

3. Contact Person

Persons (students, employees) who have been diagnosed with coronavirus infection, or persons who are in the ordered quarantine, are obliged to immediately report this fact by e-mail to the responsible person at the faculty - the secretary of the faculty Ing. Jana Tothová to e-mail: tothova@fa.cvut.cz.

4. Graduation

All planned graduations of AR 2019/2020 graduates are cancelled without compensation.

5. Conclusion

This document does not release employees and students from the obligation to get to know and follow the valid orders of the Rector relating to the situation associated with the disease covid-19 and their observance.