

## **1. /2020. joint directive of the Rector and the Chancellor on the provisions provided for the emergency situation caused by coronavirus**

As the Rector and Chancellor of Kaposvár University based on 13. § paragraph (2) and on 13/A. § of the CCIV. law of 2011. on National Higher Education (furthermore NHEL), paying attention to the provisions of the Organizational and Operational Regulations of Kaposvár University, based on 3. § of the Student Requirement System with regard to the students of Kaposvár University (hereinafter: University) and based on the authorisation of 4. § of the Employment Requirement System of the University based on the right to employ and instruction authority over the state employees and other employment, we order the following with regard to the situation caused by coronavirus:

### **Preambulum**

The rector and chancellor of Kaposvár University in order to prevent human lives and human health and the spread of COVID-19 virus – hereinafter: coronavirus – order all the gentlemen commoners of Kaposvár University possibly not to travel to places stricken by coronavirus, or not to get in touch with people who have been to places stricken by coronavirus for two weeks from homecoming. Those who still travel abroad due to urgent engagement are obliged to proceed according to the present directive.

### **The scope of the directive**

#### **1. §**

- (1) The personal scope of the directive applies to the state employees of the University, other employees of public education institutions maintained by the University, other employees (hereinafter together: state employees) and students.
- (2) A country is considered to be infected by Coronavirus where a person infected by coronavirus has validly been registered.

### **Notification requirement**

#### **2. §**

- (1) The student or state employee who stays abroad on the day of the acceptance of the directive is obliged to write a written report about it on the e-mail address [bejelentes@ke.hu](mailto:bejelentes@ke.hu), as long as it was not done before leaving the country.
- (2) From the day of the acceptance of the directive all students and state employees are obliged to report in writing if they travel abroad on official mission or on holiday abroad in advance.
- (3) From the date of the acceptance of the directive all students and state employees are obliged to report, as far as they know it, if they become aware that they got into touch with those people who have been to places infected by Coronavirus based on the report updated during the holiday and issued by the National Public Health Centre while travelling://www.nnk.gov.hu/).

### **Emergency provisions connected to planned trips to foreign countries**

#### **3. §**

- (1) A trip may not be ordered and a delegation may not be ordered or permitted from the day of the acceptance of the directive to a country where epidemiological provisions are in effect (hereinafter: endangered territory) based on the actual report of the National Public Health

Centre at the time of travelling (<https://www.nnk.gov.hu/>), or where the working possibilities not endangering health may not be provided due to any circumstances.

(2) The delegations ordered but not started to the emergency territories must be retracted, prohibited

(3) The state employees may not take part in delegation in cases defined by paragraphs (1)-(2).

### **Emergency provisions connected to people returning home from foreign countries**

#### **4. §**

(1) After the directive has come into effect those state employees who have arrived home from a place infected by coronavirus are sent for paid or unpaid annual leave for two weeks by the employer.

(2) The procedure described by point (1) is valid for those state employees regarded as contact persons, who have had a contact with a person, who has been to a place infected by coronavirus. In case of a contact person the paid or unpaid leave may be dissolved earlier if the person who has been to a place infected by coronavirus is validly aseptic and asymptomatic two weeks after leaving the place.

(3) As long as the state employee travels to a foreign country infected by coronavirus on vacation after the directive has come into effect, then he/she may not enter the workplace for two weeks after his/her arrival, in this case he/she is sent for paid or unpaid annual leave for two weeks by the employer as well.

(4) After the date the directive has come into effect students who have arrived home from a foreign country are exempted from the attendance of lessons for two weeks, they may not enter the educational buildings, public spaces or dormitories. The exemption from the attendance of the lessons is permitted by the vice dean on education of the faculty concerned based on the student's notification.

(5) The procedure described by point (4) is also valid for students regarded as contact persons, who have had a contact with a person, who has been to a place infected by coronavirus. In case of a contact person the exemption and the limitation on the attendance of the establishment may be dissolved earlier if the person who has been to a place infected by coronavirus is validly aseptic and asymptomatic two weeks after leaving the place.

(6) Those foreign students who come back to Hungary and live in the dormitory may not enter the dormitory building after their arrival, they will be accommodated in a separate building for two weeks after their arrival.

### **Information and orientation**

#### **5. §**

(1) The Management of Kaposvár University establishes an Operative Body, which follows continuously the spread of coronavirus in the world and within this in Europe, and the guidelines of WHO and the National Public Health Centre.

(2) The tasks of the Operative Body:

- a) university-level coordination,
- b) detecting possible points of measures/intervention,
- c) preparation of protocols (eg. measures connected to the educational activity, quarantine, closure of dormitories, handling of students' affairs etc.),

- d) coordination of the implementation of the management's decision,
  - e) coordinating the implementation of the decisions of external authorities,
  - f) decision-making and resolution in certain operative issues,
  - g) continuous information of the University public.
- (3) The Operative Body consists of five members.
- a) The Chair of the Body is the Chancellor of the University.
  - b) Further members:
    - a. the Rector of the University,
    - b. the Vice Rector for education of the University
    - c. the International Director,
    - d. the Director of the dormitories,
    - e. the Chancellor's Assistant.
- (4) Those state employees and students who are planning trips abroad are obliged to monitor the endangered places continuously and intensely in order to enforce the present directive and to protect the health of the the gentlemen commoners.
- (5) The foreign teachers and students intending to travel to Hungary must be notified of the content of the present directive prior to their arrival.
- (6) The lack of compliance with the epidemiological provisions may result in criminal proceedings.

#### **Other provisions**

##### **6. §**

- (1) The Management of the University adopts a resolution to postpone the events organized on the territory of the university until 31st March, 2020. The deadline may be extended according to the decision of the Operative Body.
- (2) The students at the dormitories are not allowed to receive guests from outside until an indefinite time. It is the Operative Body which decides on the dissolution of the prohibition.
- (3) It is necessary to suspend the accommodation booking service for outer customers for until an indefinite time. It is the Operative Body which decides on the dissolution of the prohibition.

#### **Closing provisions**

##### **7. §**

- (1) The present directive has been published locally in the usual way on the website of Kaposvár University and on the intranet, and it has been sent to all the students and state employees.
- (2) The present directive is in effect from the day of its publishing.

Kaposvár, 11. March, 2020.

Dr. Melinda Kovács sk.  
rector

Dr. Zoltán Borbás sk.  
chancellor