

**JOINT DIRECTIVE 4/2020 (VIII.31.) OF RECTOR AND CHANCELLOR OF SZENT ISTVÁN
UNIVERSITY ON REGULATIONS WITH REGARD TO COVID-19 PANDEMIC**

Rector and Chancellor of Szent István University (hereinafter referred to as the 'University') issue the following Directive on the basis of the authorization set forth in Section 47 (7) and Section 48 (5) of the Organizational and Operational Rules of the University on the prevention and elimination of the consequences of Covid-19 pandemic that causes mass illnesses and endangers the safety of life and property in order to protect the health and life of the citizens of the University.

1. §

Scope of the Directive

- (1) The scope of this Directive shall apply to all University citizens, every person entering the area of the University, all civil servants employed by a public educational institution maintained by the University, every other employee of the University and every person entering the area of the public educational institution.
- (2) The territorial scope this Directive shall apply to the entire area of the University including its headquarters, every campus and site of the University.

2. §

Interpretative provisions

- a) coronavirus: SARS-CoV-2 virus (the name of the illness is COVID-19)
- b) University citizen: shall mean any civil servant employed by the University including professors, researchers, teachers; other employees, every professor emeritus and professor emerita; employees who do not belong to the University personnel but participate in the educational-research activity of the University; persons having a legal student status at the University including exchange students, PhD students and participants of adult education.

3. §

General provisions

- (1) The University draws the attention of all University citizens to the importance of responsible and cooperative attitude and emphasizes that they shall comply with the current legal provisions related to the University and the epidemiological preparedness.
- (2) The buildings, events and lessons of the University shall be visited only by a healthy person who does not show symptoms of coronavirus disease. Typical symptoms of the disease are included in Appendix 1 of this Directive.
- (3) Keeping personal hygiene rules is necessary and obligatory for all University citizens. These include washing hands frequently with soap or using alcohol hand sanitizer, keeping the cough etiquette, the avoidance of unnecessary contact with the face, and keeping the rules

for the use of face masks covering mouth and nose (hereinafter 'face mask').

- (4) In order to prevent the further spread of the virus, it is of paramount importance to maintain adequate physical distance in the whole area of the University. Queuing rules to follow are that a 1.5 metre distance should be kept between people waiting (in libraries, cafeterias, canteens, restaurants, study classes, etc.).
- (5) Anyone who enters the facilities of the University must wear a mask in the higher education institution. If possible, the person arriving for official administration should enter the buildings of the institution alone, his/her accompanying persons should wait outside the building.
- (6) The use of a face mask is mandatory in indoor common spaces of the University facilities (cafeterias, corridors, toilets), even if the protective distance between people is maintained.
- (7) It is mandatory to set up the workstations and the reception areas at a distance of 1.5 metres from one another.
- (8) Particular attention should be paid to the cleanliness of educational, sports, library and archives facilities, to the use of appropriate (antiviral) hand disinfectants, as well as to antiviral surface disinfectants and cleaners.
- (9) Frequently contacted surfaces have to be disinfected regularly.
- (10) In order to reduce the concentration of potential pathogens indoors, special attention should be paid to continuous or regular, increased-intensity natural ventilation.
- (11) If any special signs of infection or illness are identified in the higher education institution, immediate information in accordance with the epidemiological rules shall be provided in accordance with the regulation.
- (12) All University citizens shall refrain from holding events with personal presence that are not absolutely necessary to ensure the core activities of the University. If possible, University citizens should continue to contact electronically or by telephone.
- (13) Persons who are subject to mandatory or recommended public health quarantine are obliged to stay away from the University's buildings and events. Persons showing the symptoms of coronavirus disease are also required to stay away from the University.
- (14) In the case of university and faculty boards, the board (or its chairperson) decides whether board meetings and / or decision-making should be held in person or online, with the proviso that online meetings and decision-makings are primarily preferred until further instructions.

4. §

Operational tasks and tasks to implement to comply with the general provisions

- (1) On the University campuses it should be ensured as far as possible and in accordance with fire regulations and local characteristics that arriving people should enter the Campus through one entrance where their body temperature is measured and it is checked if they wear a face mask. If the body temperature measured is above 37.5 degrees Celsius, the person is prohibited from entering the Campus (dormitory). The buildings, events and classroom lessons of the higher education institution shall only be visited by a healthy person who does not show symptoms of coronavirus disease.
- (2) If a University employee staying in the territory of the University feels any symptom**

characteristic of coronavirus infection, he/she must leave the territory of the University immediately. If the employee's condition does not make his/her leaving possible, he/she must notify his/her General Physician or the emergency department.

- (3) If a student staying on the University premises experiences symptoms of coronavirus infection, he/she must notify the doctor of the competent campus indicated in Annex 3 immediately, who will provide information on further actions. The University appointed campus officers who are responsible for the coronavirus-related tasks. The appointed officers should be notified if a problem with COVID-19 infection emerges, they will provide the necessary information and notify the appropriate senior management of the University. If, in the event of the onset of symptoms under this paragraph, a doctor has been consulted, the competent appointed persons shall be notified immediately, who are:

Gödöllő Campus: Dr. Mária Kovács-Weber, associate professor
Phone: +36-30-253-4994
Email: weber.maria@mkk.szie.hu

Buda Campus: Dr. Orsolya Fehér, associate professor
Phone: +36-20-320-8418;
Email: feher.orsolya@etk.szie.hu

Károly Róbert Campus: Dr. Zoltán Bujdosó, Campus Director-General
Phone: +36-70-332-3183
Email: bujdosozoltan@szie.hu

Kaposvár Campus: Milán Milkovics, student coordinator
Phone: +36-30-8724-774
Email: milkovics.milan@szie.hu

Georgikon Campus: Csilla Pőr head of secretariat
Phone: +36-30-689-6552
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and Water Management**

(Szarvas): Dr. Zoltán Futó, Director Phone:
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- (4) Campus rules and health information shall be posted on the website and at the entrance. Campus rules are issued and updated by the Campus Director-General. The rules must specify the requirements for entering the facility and the order of using the facility.

- (5) With regard to the leased buildings and parts of buildings, the person contacting the lessee shall ensure the observance and enforcement of the provisions of this instruction.
- (6) The appointed contact person shall inform the cleaning units/cleaning service providers about the cleaning order applicable in view of the epidemiological situation and shall check the observance of the cleaning order. In this context, the following must be observed in particular:
 - (a) the use of antiviral surface disinfectants and cleaning detergents;
 - (b) frequently touched surfaces must be disinfected regularly, at least every two hours, with antiviral disinfectant (door handles, window handles, lift buttons, handles, keyboards, monitors, mouse, electrical and other switches, railings, faucets, etc.);
 - (c) coffee-machines, vending machines, dispensers, jugs must be regularly cleaned and disinfected with antiviral detergent;
 - (d) natural ventilation of rooms where possible.

Disinfection/cleaning in accordance with this paragraph must be documented in writing at all times.

- (7) The Asset Management Directorate shall ensure the continuous availability and procurement of appropriate hand and surface disinfectants. If cleaning is done by a cleaning service provider, the provider shall ensure the tools and agents necessary for the cleaning.
- (8) Occupational safety officers shall immediately check whether the distance of 1.5 metres between workstations is ensured, if not, the necessary measures should be taken immediately.
- (9) The University citizens are obliged to provide their own personal protective equipment themselves.
- (10) If the epidemiological situation justifies it, the Rector and the Chancellor may decide to order work from home (part or full-time) at the University. The rules for working from home are included in the "home office" instructions in force at any time

5. §

Special conditions of the conduct of those arriving for the purpose of teaching, traineeships and administrations with a personal presence

- (1) A separate Directive shall be issued to govern the organisation of education, teaching, internships, assessment and study administration in accordance with the rules of epidemiological preparedness.
- (2) The separate Directive shall take the following into account:
 1. Classes with personal attendance shall be organised so that the protective distance of 1.5 metres can be kept as far as possible by taking the capacity of the classroom into account. In classes and practices, it is mandatory to keep a protective distance of 1.5 metres and wear a face mask.
 2. The comprehensive use of electronic correspondence and study system is highly recommended.
 3. During practices, students and teachers are subject to the general hygiene regulations.

- Rules on internship and practices shall be observed both at university and other locations.
4. Rules on classes shall be applied to written assessments.
 5. Oral assessments may only be held in a well-ventilated room with the participation of maximum 2 students and the teacher. In special assessments, where the examiners use the instruments successively (e.g. fine arts, music education, sport), the instruments must be treated with a short-contact-time surface disinfectant after each use.
 6. GDPR rules shall be observed both by teachers and students in online education.
- (3) It is mandatory to keep a protective distance of 1.5 metres and wear a face mask in language exams. Only the relevant person can participate in the language exam.

6. §

Rules for dormitories and sport facilities

- (1) Only healthy, non-symptomatic students or coaches shall take part in sports activities and leisure activities, and a prior questioning and examination of students (questionnaire in Annex 2) and body temperature measurement are required. In order to avoid close physical contact, preference should be given to small group activities. During the activities, it is recommended to focus, as far as possible, on tasks that can be carried out without physical contact.
- (2) With regard to dormitories, the following shall apply:
 - a) Compliance with measures, legislation, guidelines, directives and dormitory management's instructions on safeguarding health is mandatory for everybody.
 - b) Only a healthy person who does not show symptoms of COVID-19 (coronavirus) disease and feels healthy is allowed to enter the dormitories. When a student moves in the dormitory, the risk of infection shall be assessed and documented by completing a questionnaire (see it in Annex 4) and body temperature measurement. If the responses to the risk assessment questionnaire suggest any suspicion of infection, the University will refuse the student's entry.
 - c) The person providing false data in the risk assessment questionnaire shall be banned from the dormitory and his/her boarding contract shall be terminated with immediate effect on the grounds of serious breach of contract.
 - d) Even after moving in, body temperature shall be measured for each person at each entry. A person with a body temperature above 37.5 Celsius or showing other symptoms as described in Annex 1 shall be immediately isolated and a doctor as specified in Annex 3 shall be informed.
 - e) The residents of the dormitory shall monitor their health and if they feel the symptoms of the disease (cough, shortness of breath, fever, chills, muscle pain, sore throat, new loss of taste or smell, nausea, vomiting and/or diarrhoea), they must immediately notify the doctor specified by the University in Annex 3 of this Directive (or their own GP if they fail to contact the other one) and shall act in accordance with the doctor's instructions.
 - f) International students are subject to the provisions of Section 9. Before moving into the dormitory, the international student shall prove the termination of their quarantine period or present an official decision that lifts the official quarantine. Failing this, the University refuses to allow the student to enter the dormitory and to provide him/her a place.
- (3) Students who are supposed to move in the dormitory shall be duly informed of the measures and restrictions taken in relation to COVID-19.
- (4) During moving in, the minimum protective distance of 1.5 metres shall be continuously

- observed and several moving-in points shall be established.
- (5) A time-band moving-in shall be established and no relative shall be allowed to enter the dormitory building.
 - (6) Students moving in the dormitory shall wear face masks or scarves covering their face and mouth.
 - (7) Students shall not receive guests.
 - (8) Compliance with personal hygiene is necessary for all dormitory citizens. This includes frequent handwashing with soap or alcoholic hand disinfection, following the cough etiquette, avoiding unnecessary contact of the face, and it is mandatory to wear face masks covering mouth and nose in public spaces.
 - (9) Compliance with adequate physical distance within the dormitory area is of utmost importance in preventing the further spread of the virus. The distance of 1.5 metres shall be kept continuously.
 - (10) In shared common premises, such as kitchen, bath and toilets, dormitory residents shall observe the rules of distancing.
 - (11) Wearing a face mask is mandatory during administration.
 - (12) Dormitory residents shall use their own articles, household appliances (plates, glasses, cutlery, etc.), textiles (clothing, towels, etc.) and keep them clean.
 - (13) The number of equipment/furniture for resting spaces, rooms and shared rooms (both indoors and outdoors) shall be reduced in order to avoid congestion.
 - (14) The University shall ensure the continuous availability of antiviral hand disinfectants.
 - (15) Shared premises shall be cleaned and disinfected with particular care, and it shall be documented and inspected.
 - (16) Frequently contacted surfaces shall be disinfected regularly, at least every two hours (door handles, lift buttons, switches, handles, handrails, etc.). Coffee machines, vending machines shall be regularly cleaned and disinfected - at least after each service, and it shall be documented and inspected.
 - (17) Indoor premises shall be ventilated continuously or regularly in order to reduce the concentration of any pathogens. In the case of artificial ventilation, if the windows can be opened, it is recommended to use natural ventilation as often as possible. It shall be documented and inspected.
 - (19) If infection is suspected, the competent doctor specified in Annex 3 and the head of the dormitory shall be notified immediately, who must act in accordance with the Alert Protocol (see it Annex 4 of this Directive) and as instructed by the doctor.
 - (20) A breach of precautionary measures during moving-in or boarding may result in an immediate banning of the student from the dormitory, the entitled person to do so is the head of the dormitory, and the dormitory resident shall not raise objection to this decision in order to protect the health of the other residents.

7. §

Rules on events

- (1) The organisation of any event requiring personal attendance that exceeds the maximum number of persons as specified by the Government of Hungary shall be prohibited.
- (2) When organising an event, the following shall apply:
 1. Participants shall be informed that the event or meeting might be cancelled even in

the last minute or implemented online.

2. Larger events and events including vulnerable age groups are recommended to be organised online.
3. In the case of events, the organiser shall check the number of persons present at entry, provide prior epidemiological questioning, hand sanitizer and compliance with the protective distance in accordance with the government's guidelines.
4. The organizer shall pay close attention to obligation on wearing face masks. It is mandatory to use face masks in the indoor premises of the University, however the organizer may also require the wearing face masks during an outdoor event.
5. Those guests and lecturers who travelled out of Hungary in the previous 2 weeks may attend the event only with 2 negative results of PCR tests made in Hungary.
6. Any guest or lecturer with fever or showing symptoms of the coronavirus shall not attend university events.

8. §

Special rules for travelling abroad

1. Notification obligation

(1) The student or civil servant staying abroad on the day the directive enters into force shall immediately notify the person referred to in Section 4 (3) in writing at the e-mail address indicated there, disclosing the time of his / her expected return home.

(2) From the date of this directive entering into force, all students and civil servants must hand in prior written notice if they wish to travel abroad for official purposes or during their holiday.

2. Official travels abroad

(1) From the date of this directive entering into force, official travels shall not be ordered or permitted to a country where an epidemiological authority measure is in force (hereinafter: endangered area) on the basis of the current report of the National Public Health Centre during the travel (<https://www.nnk.gov. en />) or where working conditions which do not endanger health cannot be ensured for any reason.

(2) Official travels to an endangered area that have already been ordered but have not started yet shall be revoked, and the departure shall be prohibited.

(3) A civil servant may not take part in any posting or delegation abroad in the case specified in paragraphs 1 to 2.

(4) In other respects, the relevant Joint Directives of Rector and Chancellor in force at any time shall be applied to delegations abroad.

3. Emergency measures for returnees

(1) In accordance with Section 2 and 3 of Government Decree 408/2020 on Travel restrictions during the epidemiological preparedness period for civil servants returning from abroad (30 August) (hereinafter referred to as the 'Government Decree'), the employer may issue a home office, leave or unpaid leave for the 14-day period of the ordered quarantine.

(2) The epidemiological authority responsible for issuing the quarantine decision may authorize the quarantined person to take part in a molecular biological test, the SARS-CoV-2 PCR test, twice within 5 days, at least 48 hours apart, in accordance with professional

healthcare rules in order to grant an exemption under Paragraph 2. If the two molecular biological tests, the SARS-CoV-2 PCR test, confirm that the SARS-CoV-2 coronavirus was not detectable in the quarantined person at the time of the test, the quarantine authority shall be required to issue a quarantine decision and the epidemiological authority grants an exemption. In the event of termination of quarantine, the home office, leave or unpaid leave provided by the employer shall be terminated.

(3) In case of civil servants regarded as contact persons, who have been in contact with a person who has been in an area affected by coronavirus, the authorized employer shall grant leave or unpaid leave for the duration of the quarantine of the persons concerned, unless they can certify at least 48 hours after their return that the SARS-CoV-2 coronavirus was not detectable in their body at the time of the test by a document containing the results of a molecular biological test - SARS-CoV-2 test - carried out in accordance with professional healthcare rules. Home office, leave and unpaid leave may be terminated earlier if the person concerned has proved to be free from the infection and symptoms within two weeks after his or her returning home.

(4) If a civil servant travels abroad during his/her leave after the directive has entered into force, he/she shall not enter their workplace for two weeks after returning home.

(5) Sections 2 and 3 of the Government Decree apply to students returning from abroad. The student is exempted from the obligation to attend classes and shall not enter educational buildings, community spaces, or dormitories. Based on the student's announcement, the exemption from class attendance is granted by the Vice-Dean of Education of the relevant faculty, on condition that they are not exempted from the subject requirements.

(6) The procedure set out in Paragraph 5 shall also apply to students who have been in contact with a person who has been in an area affected by coronavirus. In case of a contact person, the exemption or restriction on visiting the institution can be lifted sooner if the person who has been in the area affected by the coronavirus is proved to be free from infection and symptoms two weeks after leaving the area.

(7) The provisions of Point 3 apply to Hungarian citizens. According to Government Decree Section 1(2), the following persons are subject to the same treatment as Hungarian citizens:

a) who has the right of permanent residing in Hungary including a family member, if this right can be proven by a document, or

b) who has a valid residence permit issued by the immigration authority for a period exceeding 90 days, entitling them to stay in the territory of Hungary, and the relevant documents are presented upon entry,

c.) who is a sportsperson or sports professional of a Hungarian sports organization in accordance with the Sports Act, when entering the territory of Hungary after participating in an international sports event held abroad,

d) who is a person participating in an international sports event held abroad by an invitation or delegation of a Hungarian sports organization - issued by name - when entering the territory of Hungary after participating in an international sports event held abroad.

9. §

Rules for foreign students

(1) Article 5 of the Government Decree stipulates that a non-Hungarian citizen may not enter the territory of Hungary through passenger traffic unless the local police body in charge according to the place of the intended entry into the territory of Budapest, Budapest Liszt Ferenc International Airport, BRFK XVIII. District Police Headquarters (hereinafter: 'police body') shall grant exemption from this upon request. The police authority may authorize entry if the applicant proves that the purpose of the entry is the fulfilment of an obligation to study or to take an exam based on student or pupil status which is proved by a certificate issued by the educational institution.

(2) Upon entering Hungary, students in possession of the permit may undergo a medical examination, which they are obliged to tolerate,

a) a person who is suspected of being infected by a health examination shall not enter the territory of Hungary,

b) a person who is not suspected of being infected during the health inspection, shall be placed in quarantine or official home quarantine for 14 days by the competent epidemiological authority.

(3) Upon the request of the person in quarantine, the epidemiological authority in charge of issuing the quarantine decision may authorize the person in quarantine to take a molecular biology test - the SARS-CoV-2 PCR test – twice within 5 days and at least with 48 hours difference, in accordance with health professional rules to grant a quarantine waiver. If the two molecular biological tests, the SARS-CoV-2 PCR test, confirm that the person in quarantine was not infected by SARS-CoV-2 coronavirus at the time of the test, the epidemiological authority in charge of issuing the quarantine decision shall grant an exemption from the quarantine

(4) For the 14-day period of the imposed quarantine, the student is exempted from the obligation to attend classes and is not allowed to enter educational buildings, community spaces or dormitories. Upon the student's announcement, the exemption from class attendance is authorized by the Vice-Dean of Education of the faculty.

10.§

Epidemiological Operational Committee

(1) The management of the University shall set up the Epidemiological Operational Committee to coordinate the tasks related to the coronavirus epidemic.

(2) The tasks of the Epidemiological Operational Committee are as follows:

a) to make proposals to the Rector and the Chancellor related to the decisions on epidemiological preventions,

b) to coordinate prevention, risk reduction and preparation at university level,

c) to prepare and carry out organizational tasks prior to potential official

measures and actions,

d) to identify potential places of action / intervention,

e) to prepare protocols of certain subtasks (e.g. tasks related to educational activities, quarantine, closure of dormitories, management of student issues, etc.),

f) to coordinate the implementation of operative management decisions,

g) to coordinate the implementation of external authority decisions,

h) to inform university staff and students.

(3) The Epidemiological Steering Committee has 14 members

a) the Chair: the rector

b) other members:

1. the Chancellor

2. the rector-chancellor adviser

3. the head of the rector's cabinet

4. campus directors (5 people)

5. the Vice-Rector for Education

6. the Vice-Rector for Strategic and Corporate Relations

7. Rector's Representative for International Affairs

8. the Head of the International Department

9. the Head of the Board of Directors of University Dormitories

(4) Meetings of the Epidemiological Operational Committee shall be convened by the Chair of the Committee, if necessary. Meetings are held in person or online, at the discretion of the Chair. The chair of the committee may invite additional persons to participate in the work of the committee.

11.§

Miscellaneous provisions

(1) Non-compliance with the epidemiological measures specified in the legislation shall have the consequences specified in the legislation and may therefore give rise to criminal liability.

(2) Contact for general information on the coronavirus epidemic:

- National Center for Public Health - Public Information (call is free of charge) green numbers: 06-80-277-455 or 06-80-277-456
- <https://koronavirus.gov.hu>

12.§

Provisions of entry into force and final provisions

(1) This Directive shall enter into force on 1 September 2020, and its provisions shall apply

from the day following its entry into force.

- (2) The Chancellor shall ensure the publication of this Directive in the same way as the Organizational and Operational Rules and Regulations through the Department of Administration and Management.

Gödöllő, 31 August 2020

Prof. Dr. Csaba Gyuricza

interim head of institution acting
in the capacity of rector

Szilárd Tóth

vice-chancellor for Economic Affairs
acting in the capacity of chancellor