

FACULTY OF MECHANICAL ENGINEERING

DEAN'S ORDER

Prague, September 16, 2021

ORGANIZATIONAL RULES APPLIED **FROM SEPTEMBER 20, 2021 TILL DECEMBER 31, 2021**

1. ENTRY TO THE FACULTY PREMISES

- 1.1 Entry to the premises of FME CTU is allowed only to employees and students of FME CTU with valid university ID card. After entering, they are obliged to disinfect their hands and to cover their nose and mouth by appropriate face mask at all times with the exceptions described in 1.2 and 1.3
- 1.2 Employees and students may take off their masks, when they are alone in office or laboratory or in the case of a mutual distance greater than 1.5 m.
- 1.3 To remove masks is allowed during teaching to the tutor as well as to the sitting students.
- 1.4 Visitors are allowed to enter the premises of the Faculty, provided that they wear a face mask, keep a mutual distance of 1.5 m and observe personal hygienic measures. They have to wait at the entry reception, where they will be picked up by a faculty employee. The faculty employee will accompany them back to the reception at the end of their visit.
- 1.5 The heads of institutes, departments and units keep records of incoming visitors together with the information who they visited.
- 1.6 All persons entering the premises of the FME CTU must meet the conditions defined by the Extraordinary Measures of the Ministry of Health of CR.

2. CLASSES AT FME CTU

- 2.1 Teaching of lectures and tutorial groups in winter semester 2021/22 will be realised in standard, in-person classes according to the given schedule.
- 2.2 Final state exams, state doctoral exams, dissertation thesis defences and exams in the doctoral study can be held in the contact form, provided that the participants wear face masks, keep mutual distance of 1.5 m and observe hygienic measures.

3. WORK ACTIVITIES AT FME CTU

- 3.1 Employees are expected to be at their workplace at the Faculty. The heads of faculty departments and units, vice-deans and the dean can decide on the possibility of home-office work of their subordinates.
- 3.2 Faculty events with the participation of guests are possible, provided that guests wear face masks, keep a mutual distance of 1.5 m and observe hygienic measures.

prof. Ing. Michael Valášek, DrSc.
Dean of the Faculty of Mechanical Engineering