



**Guideline No. 8/2020 to organization and conditions of educational process  
at the Faculty of Arts of Pavol Jozef Šafárik University in Košice  
in the academic year 2020/21**

In compliance with Rector's Ordinance No. 15/2020, determining the organization and conditions of the pedagogical process and operation at Pavol Jozef Šafárik University in Košice for the academic year 2020/2021, I hereby issue the following guideline:

1. Students and employees must become familiar with Rector's Ordinance No. 15/2020.
2. The teaching period in the winter semester of the academic year 2020/2021 starts on 21 September 2020.
3. As a rule, teaching will take place as contact teaching or combined teaching, respecting the anti-epidemic measures and recommendations in force. Contact teaching will be combined with or replaced by distance teaching, depending on development of individual phases of health situation (green phase – no suspected case of COVID-19, orange phase – a suspected case of COVID-19, red phase – confirmed cases of COVID-19)
4. Information sheets of the courses taken in the winter semester of the academic year 2020/21 will be amended by the respective teachers without undue delay so that they reflect a potential change of the method of teaching from contact to distance one.
5. The obligation for students, employees, and other persons to wear a mask in the Faculty premises remains in force.
6. Students must use protective gloves in computer study rooms and all laboratories of the Faculty of Arts of Pavol Jozef Šafárik University.
7. During contact teaching (green and orange phase), university teachers must wear a mask or face shield. They must keep at least 2-metre distance from students. When using computer technology or a data projector remote control in study rooms, teachers must use gloves or disinfect the technology and remote control with disinfectants.
8. If more than 50 persons are to participate in an educational activity, no more than a half capacity of a lecture room will be used for those physically present. Students must maintain physical distancing. If it is not possible to meet this condition, the educational activity will be divided into several groups or take place by distance method, if possible.
9. Teachers must prepare and keep for at least a month an attendance list for students who are physically present. Heads of departments must ensure that the attendance lists are available.
10. For lecture halls RB0A5 (M5), RE0A6 (M6) and AK0A7 (P5), students and teachers must electronically register when entering and leaving the lecture halls through ISIC and ITIC, by putting a card to a reader placed at the entrance to the respective lecture hall.
11. Teacher or a person authorized by teacher will ventilate a room before and after each class.

12. Students with suspected COVID-19 (a physician recommended the student's self-isolation due to symptoms of COVID-19 or PCR testing was imposed on the student) or confirmed COVID-19 must immediately advise the Faculty by sending an email to: [ff-corona-virus@upjs.sk](mailto:ff-corona-virus@upjs.sk)
13. Any student or employee showing symptoms of COVID-19 or any student or employee on whom the Regional Office of the Public Health Authority will impose PCR testing during physical presence in educational activities or during a working day must leave the building of the Faculty of Arts of Pavol Jozef Šafárik University as soon as possible.
14. Students with suspected COVID-19 (identification of such suspected cases falls within the competence of the Regional Office of the Public Health Authority or an attending physician) will not be penalized for their absence from a class provided that it is not possible to take the class by distance method or other alternative form.
15. Students with suspected COVID-19 (orange phase) will be excluded from contact teaching until the result of PCR test or recommendation of the Regional Office of the Public Health Authority is available. Persons in close contact with the student (e.g. members of the same study group) will be also excluded from contact teaching. For these students teaching will continue by distance method or other alternative form.
16. If the result of PCR test of the student with suspected COVID-19 is negative, contact teaching will be resumed for all excluded persons.
17. If the result of PCR test of the student with suspected COVID-19 is positive, all excluded persons will remain outside the contact teaching until further notice of the Regional Office of the Public Health Authority. If the entire study group has not been excluded from contact teaching, contact teaching for the entire study group will be suspended.  
  
Excluded persons will be identified according to the schedule activities attended by the student. Identification of particular study groups and study programmes and adoption of the specific measures will take place in close cooperation with the heads of departments.
18. Teachers with suspected COVID-19 will stay in self-isolation. Until the result of PCR test or recommendation the Regional Office of the Public Health Authority is available, the Faculty will exclude persons in close contact with the teacher from physical presence. If the teacher's health condition allows so, he/she will continue in teaching using distance method.
19. In orange phase, lectures are available for students both by contact and distance method (except for excluded persons and activities performed by excluded persons, as these are carried out only by distance method or on substitute dates).
20. In orange phase, teaching (seminars, exercises, training, etc.) will take place by contact method. If possible, teaching for students excluded for preventive reasons will take place by distance method.
21. If two or more positive cases in students are confirmed (red phase), the closure of the respective building will be considered. Subsequently, teaching in the groups of positive students will be suspended and persons in close contact with them will be excluded from the teaching process. If the positive case in employee is confirmed, persons in close contact with the employee will be excluded from the teaching/work process. The premises where students or employees with confirmed COVID-19 were present during 48 hours before taking a sample for PCR test will be disinfected.
22. The premises where teaching for the groups of students with the confirmed COVID-19 took place will not be used until their disinfection. In this case, teaching will take place only by distance method. The courses for which this is not possible will be taught on substitute dates. After considering the current hygienic and epidemiological situation and after

consultation with the Regional Office of the Public Health Authority (if necessary), the Faculty will decide whether the contact teaching will be resumed.

23. In the winter semester of the academic year 2020/21 neither a ceremony for the first-year bachelor students nor any other large Faculty events will take place.

24. Students and employees of the Faculty may in case of questions:

- regarding epidemiologic situation and COVID-19 disease, both in Slovak and English, call hot line: 0948 283 203 or send an e-mail to: [corona-virus@upjs.sk](mailto:corona-virus@upjs.sk)
- regarding anti-epidemic measures specific for the Faculty of Arts of UPJŠ, send an email to: [ff-corona-virus@upjs.sk](mailto:ff-corona-virus@upjs.sk)

Košice 26 August 2020

prof. PhDr. Oľga Orosová, CSc.  
Dean of the Faculty of Arts  
Pavol Jozef Šafárik University in Košice