



BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS

To All BME Citizens

The Budapest University of Technology and Economics (BME)

- for the effective and coordinated implementation of enhanced epidemiological protection activities against the coronavirus (COVID-19) disease;
- for the effective protection of the health of BME's citizens; and
- to ensure an appropriate level of fulfilment of duties in the context of the epidemiological situation

has taken the following measures with immediate effect:

1. To coordinate epidemiological protection activities and for decision support, BME has established a Coordination Committee consisting of the Rector, Vice-Rectors, Chancellor, Vice-Chancellor, Heads of Cabinet of the Rector's Office and of the Chancellor's Office, Director for Education, Director for International Academic Affairs, Director for Student Services, Chair of the University Student Representation and Head of Department of Property and Institutional Security. The Coordination Committee is co-directed by the Rector and the Chancellor, its secretary is the Director for Education.
2. The Coordination Committee
 - a) coordinates the implementation of the internal measures necessary for the management of the epidemiological situation;
 - b) organizes the implementation of external measures (officially required by authorities) to address the epidemiological situation;
 - c) to the Rector and the Chancellor advises measures for epidemiological control, or, in case of urgency, can directly make decision; and
 - d) informs BME citizens.
3. The Coordination Committee shall perform its work on a continuous basis, 24 hours a day, seven days a week. Its members make decisions and communicate in person or electronically.
4. Executives of the university must be available (by phone) during the epidemiological protection period and are required to keep track of their email traffic.
5. The Coordination Committee shall electronically communicate its decisions and measures to the executives concerned. The addressee shall implement the measures without delay.

6. BME provides to its citizens comprehensive information on the epidemiological protection activities on the website www.bme.hu, or directly through the Study Administration System (SAS) (Neptun). All BME citizens shall comply with the decisions of the Coordination Committee.

I. Mandatory measures for epidemiological control and infection prevention

1. All BME citizens who
 - a) have visited / have been in the regions affected by the corona virus COVID-19 in the last 14 days (in particular, but not limited to: China, South Korea, Iran, Italy, France, Spain, United States); or
 - b) have contacted a person who has travelled to a country referred to in (a) in the last 14 days

shall stay in preventive home quarantine for two weeks from the date of announcement of this document (with an expected end date March 22, 2020), shall limit direct contact with other persons to the necessary minimum, and shall avoid contact with communities.

Unless otherwise specified by the Coordination Committee, persons concerned according to subparagraphs (a) and (b) are prohibited to enter BME campuses during the indicated period.

We call the attention of the BME citizens that violation of the official epidemiological regulations is qualified as criminal act.

2. The measures taken in paragraph 1 shall also apply to any instructor or student who has undertaken a study activity jointly with a student affected by the corona virus or officially isolated by the authorities.
3. Dormitory residents concerned according to paragraphs 1 and 2 shall immediately inform the head of the dormitory. The Directorate for Student Services (HSZI) of the Chancellery shall immediately initiate the official protocol for the person concerned.
4. We urge all BME citizens to follow and comply with the instructions for prevention, protection and medical treatments, provided at the official websites

<https://www.nnk.gov.hu/index.php/lakossagi-tajekoztatok/koronavirus/526-tudni-valok-roviden> and

<https://koronavirus.gov.hu/>

5. Any BME citizen (a person with any legal relationship to BME) belonging to high risk group for the new coronavirus (e.g. Professor Emeritus, Professor Emerita, age over 70) or if suffers from chronic illness, shall not enter BME campuses until further action, and shall report to the employer (the person exercising the employer's rights).

6. BME citizens living in a household with a person belonging to high risk group (elderly, chronically ill, pregnant, raising a minor child), should carefully consider whether a personal presence on campus is absolutely necessary during the period of the enhanced epidemiological protection.
7. Mass events (typically with participant number exceeding 50; particularly, but not exclusive to student fairs, diploma ceremonies, job fairs, conferences, exhibitions, etc.) belong to epidemiologically high-risk events, and thus are currently prohibited and shall be postponed.

II. Provisions concerning the organization of academic work

1. In the case of a student who fails to attend a contact lesson due to compliance with Section I or due to an obligation by the authorities, such absence shall be deemed so that the requirements for attendance and participation in the contact lesson, in accordance with the provisions of the Code of Studies (CoS) on absence, compulsory attendance and participation, are fulfilled (absence is justified). The student is not required to present a medical or other certificate. Student shall report the absence either through the request specifically created in the SAS (Neptun) or, in lack of such special request type, through "Other Requests".
2. In cases where an instructor is unable to hold a contact lesson in person within BME campuses due to compliance with Section I or due to an official obligation, the teaching activity (lectures, seminars, assessment and evaluation of academic achievement, etc.) can be completed by using Information Systems, provided that students are in advance informed through SAS (Neptun).
3. If the enhanced epidemiological protection activities require shorter period (not exceeding 30 days), contact lessons and other educational activities should preferably be carried out using the Information System as per paragraph 2. In the event of prolonged enhanced epidemiological protection activities, the Rector, based on the proposal of the Coordination Committee, shall amend the academic calendar and provide for temporary rules to meet study requirements.

III. Provisions concerning the fulfilment of duties

1. For employees (irrespective of the type of employment status and the employer) who are quarantined as a result of the enhanced epidemiological protection, either on the basis of employer's decision or based on obligation by authorities, the working days concerned shall be considered as justified absences without any reduction in salary. Those isolated in hospital or within the framework of a health care system will receive the statutory benefit during the quarantine period.
2. Absence of the employee shall be authorized by the employer (the person exercising employer's rights).

3. Irrespective of the type of employment status and the employer (the person exercising the employer's right), in case an employee's position, scope of activities and duties allow the employee to work remotely (from home), upon the employee's request the superior (person exercising the employer's rights) is bound to order the remote work.
4. Despite the current situation, BME maintains its commitment to international cooperation in higher education and science, and supports international mobility of BME citizens. However, please note that
 - a. traveling abroad or receiving foreign visitor entails an increased epidemic risk, including the possible cancellation of the return trip of the person concerned;
 - b. pre-booked trips may subsequently fail, planned events may be cancelled or rescheduled.

The above may result in significant cost implications and may lead to accounting problems. With respect to the risks, all BME citizens are recommended to carefully deliberate the intended trips and plans for inviting foreign guests, and consider the potential consequences.

IV. Hygiene rules

1. Once again we remind BME citizens to adhere to the basic hygiene rules, including that affected persons shall not visit public areas and communities. We additionally draw attention of all BME citizens that they should continuously gather information, they should understand the increased social sensitivity associated with the spread of the new coronavirus; refrain from generating panic and dissemination of unreliable information.
2. In line with the enhanced epidemiological protection activities, in order to prevent infection the following are suggested:
 - a) unless otherwise specified in further action, no food shall be consumed in classrooms or other public areas, with the exception of rooms dedicated for meals (buffets, restaurants);
 - b) consider personal hygiene, thorough hand washing with soap or disinfectant (lasting at least 40 seconds);
 - c) avoid common physical contact (e.g. handshake);
 - d) if the symptoms are observed, notify your general practitioner doctor by phone and follow the doctor's instructions.

Budapest, March 9, 2020.