



MISKOLC
EGYETEM

RECTOR

Ref. No.: RT/434/2021.

Rector's Order No. 10/2021

In view of the state of danger declared by the Government and Government Decree 104/2021 (III.5) on the temporary tightening of protective measures (hereinafter Government Decree), in order to protect the life, health, personal, property and legal security of persons participating in higher education, to guarantee the continuity of higher education and the stability of institutional operation, as well as to prevent the spread of the coronavirus pandemic, I impose the following measures at the University of Miskolc, applying to all university citizens in employment, assignment or student relations with the University.

I. General provisions

1. The buildings of the higher education institution may only be visited by healthy people who do not show symptoms of coronavirus disease.

Typical symptoms of the disease:

- cough,
- difficulty breathing,
- shortness of breath,
- fever,
- shivering,
- muscle pain,
- sore throat,
- new loss of taste or smell,
- nausea,
- vomiting and/or
- diarrhea.

If you notice any of these symptoms, contact your GP or university doctor immediately by phone. Contact details of the doctor's office on campus during consultation hours, emergency operation hours and on Friday 7.00-13.30: +3646 / 565-391, +3646/565-111/14-93. Outside consultation hours or on weekends, please call the local emergency number on +3646/477-104.

2. Entry to University facilities is possible only at the designated entrances, with a mask on, after measuring body temperature and mandatory hand sanitizing.
3. It is extremely important to observe personal hygiene, such as frequent handwashing with soap or alcohol based hand sanitizer, practising proper cough etiquette, avoiding touching face and eyes.

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4. On campus, both indoors and outdoors, everyone must wear a medical mask, a safety mask, or a mask made of textile or other material (hereinafter mask) in such a way that it continuously covers the nose and mouth. An exception to this is if the employee performs his or her work alone on the given working day in the room where he or she works.
5. Social contact must be limited to the narrowest possible range of persons and at least 1.5 meters away must be kept from the other person.
6. Unnecessary gatherings are prohibited.
7. In offices, chairs, tables and workstations must be placed at the appropriate safety distance.

II. Academic issues

1. The University will maintain distance education, so every educational activity (lectures, practicals, consultations, examinations) will have to be performed online. An exception to this is the hospital placement of the students of the Faculty of Health Care who have had at least one COVID-19 vaccine.
2. Educational units are entitled to determine the forms of assessment during the study period and the order of examinations with regard to the provisions in Point 1.
3. In case of placement, dual training and traineeship at an external partner, the epidemiological rules laid down there must be complied with. The University accepts placement, dual training and traineeship at an external partner, both in physical and online attendance.
4. Students can handle their study affairs only in electronic form.
5. At the University the designated platform is Moodle for written examinations, and Google Meet, Zoom, Microsoft Teams for oral examinations.

III. Organization of vocational training

1. The digital work schedule outside the classroom will continue at Ferenczi Sándor Healthcare Vocational School.
2. The school board will act on the basis of the protocol developed by the board, so that the education and training can be carried on as smoothly as possible.

IV. Dormitory issues

1. The dormitories of the University will remain closed. The rector may grant an individual permit to stay, based on a substantiated application. Only ethnic Hungarians and foreign students, those performing official home quarantine obligations, as well as those for whom the rector granted exemption are entitled to stay in the dormitories.



2. Students assigned to epidemiological control or performing voluntary work may apply for a permit for dormitory placement from the rector of the university on an individual basis.
3. Students staying in the dormitories must follow the regulations of the dormitory management and in case of falling ill they must send an immediate alert and stay in the designated area until action is taken.
4. Only healthy people who do not show symptoms of novel coronavirus disease and feel healthy can stay in the dormitories.
5. In order to take advantage of the available space it is recommended to determine the number of people in the rooms, in accordance with the appropriate hygiene rules.
6. Information about the order of the dormitory must be placed at the entrance, in the corridors, in the rooms.
7. In common areas, such as kitchens, sanitary, bath and toilet areas, residents must comply with the rules for distancing and mask wearing in space and times set out in Point I. Dormitory residents must use their own cutlery and a maximum of two people can be in the dormitory rooms at a time.
8. Rules of co-habitation
 - Students must not use each other's items or clothing, if they do, they must disinfect them after use.
 - Food must be stored in the refrigerator in closed containers.
 - No visitors (unauthorized people) can stay in the dormitory rooms.
9. Designation of rooms required for isolation
 - It is advisable to keep at least 5% of the rooms empty for isolation and official quarantine.
 - The care of quarantined students must be provided in accordance with epidemiological rules.
 - In case of suspicion of infection, the person concerned must be isolated as soon as possible, after that the university doctor or the city emergency service must be contacted at the contact details set out in Point I.

V. Restrictions on events, meetings

1. All events shall be banned at the University until further notice.
2. To minimize the number of personal contacts, any meetings, discussions, etc. can only be held in a way that does not require personal presence (in the form of skype, video or telephone conferencing).
3. All university boards can also only operate online, providing electronic voting.

VI. Order of sports activities



1. Curricular sport sessions shall be suspended; no missed classes shall be registered for the period covered by this order.
2. It is forbidden to hold sports activities outside the educational period; university sports facilities (especially gyms) will be closed. An exception is made for events behind closed doors as well as trainings of competitive athletes under the Act on Sports.
3. Only individual leisure sports activities can be pursued on campus.

VII. Restrictions on travels

1. In times of the health crisis and state of danger, it is necessary to restrict foreign travels to prevent the spread of the coronavirus. University faculty, researchers, and other employees are prohibited from travelling abroad and receiving foreign guests.

VIII. Order of entry

1. The buildings are not open to students or outsiders. If an obligation requires the reception of outsiders/students, the permit for their reception must be submitted with a reasoned request at least three days before the planned arrival to the Rector (rektor@uni-miskolc.hu) who will decide on the admission. In this case, the Rector's Office will inform the applicant and the Dispatcher Centre/reception about the special permit in order to ensure uninterrupted entry.
2. The heads of economic units are kindly requested to take action to submit the keys (cards) to the university entrances set out above (except for workshops C/2 and C/3 for fire protection reasons) and their storage in accordance with the key management policy. Inform colleagues that anyone who, contrary to what is stated in the key management policy, still has a key has to submit it immediately. Please note that in breach of the measures set by management, the necessary legal action will be taken immediately.
3. There is continuous entry to study buildings through the "temporary main entrance" of Building A/1 at the Dispatcher Centre.
4. In Building A/4 - from Monday to Friday from 6:00 to 22:00 - the automatic doors next to the reception will operate, the entrance at the Telephone Exchange and the lower and upper entrances at the bridge to Building C/2 will be closed. On non-working days and public holidays, the entrance to Building A/4 will be closed.
5. At the Building of Information Sciences, entry is ensured by the continuous operation of the card access system.
6. Entry to Building B/2 is exclusively available by the card access system, reception service is provided from 07:00 to 19:00 from Monday to Saturday.
7. The opening hours of Stefánia Building, Music Palace and Office Building E/7 remain unchanged.
8. Entry to the workshop halls of Building C/2 is only allowed after body temperature measurement at the reception of the FIEK building, which is open from 6:00 to 18:00 from Monday to Friday.



9. I would also like to draw everyone's attention to the fact that the mandatory use of the mask and hand sanitizing are checked by the security staff together with the porters and they also measure body temperature. In order for the measures ordered to be effective, it is strictly forbidden to use the entrances and escape doors of buildings where body temperature cannot be measured!

IX. Provisions concerning curfew and university services

1. The opening hours, the organization of work at the University are in line with the curfew, so from 19:00 to 06:00 the University will be closed. Exceptions to this are multi-shift and on-call employees as defined in their job description as well as those employed in flexible working arrangement. Work must be organized to ensure that everyone can get home by curfew in accordance with the curfew set out in Government Decree No. 484/2020 (XI.10.).
2. If, due to his or her work schedule, a university employee is unable to get home by curfew, he or she can present a deed of employee status to the authorities during a possible inspection. The Department of Human Resource Management and Strategy will prepare and forward the relevant document to the organisational units.
3. The services of the Library will exclusively available on online; the reading room is closed.
4. Despite the restrictions, the university canteen as a factory canteen is open to university employees ensuring increased compliance with epidemiological rules.

X. Cleaning guidelines

1. Virucidal surface disinfection is used in all educational and community spaces, together with the required documentation.
2. Frequently touched surfaces (door handles, lift knobs, switches, handles, railings, etc.) must be disinfected regularly, at least every two hours.
3. Rooms must be continuously ventilated as naturally as possible. If possible, air conditioning must be avoided. If a split air conditioner is used, the appliance must be set so that it does not cause a large air flow in the lower half of the room.
4. In dormitories, bed linen must be collected in a closed system (e.g. plastic bags) and washed using disinfectant.
5. Liquid soap, paper hand towels and toilet paper must be placed in the toilets, hand sanitizer shall be available in the corridors and public places.
6. The placement, refilling and control of hand sanitizer is a continuous task.
7. The employee's own or disposable items may be used for meals only.
8. Kitchenettes can only be used for heating food and washing dishes from now on. Kitchenettes can accommodate up to two people at a time. Meals should be taken primarily in the offices, and kitchenettes can only be used for meals in particularly justified cases. It is recommended to use one's own dishwashing sponge for washing dishes.



9. Hand washing or using hand sanitizer before and after using common kitchen utensils (e.g. microwave ovens, coffee makers) is compulsory.

XI. Order of work

1. Working from home/flexible work arrangement is ordered for all organisational units. The person responsible for directing work is obliged to organize the most optimal local work schedule regarding epidemiological control. Particular attention should be paid to employees over the age of 60 and those with kindergarten and/or primary school children when making working arrangements (working from home/ flexible working arrangements. In case of working from home/flexible working arrangement - based on the agreement with the employee - the person responsible for directing work plans and prescribes the schedule of working hours, checks the performance of tasks, while keeping in constant contact with the employee concerned. The employee is obliged to keep a record of working hours in case of working from home/flexible working arrangement, as well.
2. For jobs where working without a personal presence is unfeasible, it is not possible to allow working from home/flexible working arrangement.
3. Those responsible for directing work of the organizational units should arrange work and schedule for the employees by providing two thirds of the employees with the opportunity to work from home, if possible. Deviation from this is possible with the permission of rector on an individual basis for reasons arising from the system of tasks of the relevant organizational units and the job of the employees.
4. Work must be organized so that only one employee stays in the enclosed space of an office. If the size of the office allows, the presence of two people is allowed with strict adherence to epidemiological rules.
5. Performing tasks without a personal presence must be ensured for people employed under an agency contract, if possible.
6. The work area should be disinfected regularly during the day and thoroughly at the end of the day.

XII. Providing day care for children under the age of 14 at the place of residence if need be

1. With regard to the kindergarten and primary school closures defined in Section 11 of the Government Decree, the fact that the employee can provide care for the child living in the same household only personally is already an exemption from the requirement of work duty pursuant to Section 55(1)(k) of the Labor Code. On this ground a certified but unpaid absence is ensured to the employee for the time lost due to personal childcare.
2. The employer cannot refuse to allow absence on the above grounds, but nevertheless the employer is expected to come to an agreement with the employee - on the proposal of the person responsible for directing work. They must examine which of the following employment law solutions do not make



a loss of earnings for the employee, if possible, and which may make the operation of the employer smoother.

a. Taking paid leave for the purpose of taking caring of the child

At the request of the employee, he or she can even take the whole annual leave for the year 2021. For this period the employee is entitled to the absentee pay.

b. Working from home while taking caring of the child

If it is possible to perform the employee's job working from home while taking caring of the child and if the employee undertakes this, he or she must be provided with the opportunity to work from home at his or her request. If the employee performs his or her job working from home, he or she is entitled to his or her salary.

c. Working off the time lost subsequently

At the written reasoned request of an employee who personally provides day care for his or her child under the age of 14 and has already taken at least some of the paid leave pro rata temporis available in 2021 but the job cannot be performed by working from home, working off the time lost subsequently can be allowed. Thus, due to the day care of his child the employee is entitled to the basic salary for the time lost during the reference month and the employer provides the opportunity to working off the time lost subsequently until 31 December 2021. Working off the time lost subsequently does not constitute overtime work. At the reasoned written request of the employee, the employer shall decide on granting working off the lost time subsequently on the proposal of the person responsible for directing work. By submitting his or her request the employee consents to the fact that the employer is entitled to recover the basic salary paid for the hours not worked if the total amount of lost working time is not worked off by 31 December 2021. The Department of Human Resource Management and Strategy must be informed if working off the time lost subsequently has been granted and then about the amount of working time and that of the actual time worked off subsequently.

We will provide information immediately in the event of a change in the epidemiological situation, so all university citizens are asked to monitor university communication platforms on a regular basis.

This order shall enter into force on 8 March 2021 and its provisions shall remain in force until further notice. Rector's Orders No. 1/2020, 2/2020, 6/2020, 9/2020, 10/2020, 11/2020, 12/2020, 15/2020, 1/2021, 4/2021, 9/2021 issued earlier shall be repealed upon issuance of the present order.

I ask every leader to act fairly and prudently when executing the order.

I would like to draw the attention of all university citizens to the importance of vaccination to take responsibility for our own health and the health of others.

Miskolc, 7 March 2021



Prof. Zita Horváth
Rector