

ACTION PLAN FOR THE SITUATION CAUSED BY CORONAVIRUS DISEASE

1 Standby management

The Óbuda University (hereinafter: the University) has prepared the institutional action plan to handle the situation arose due to the coronavirus pandemic. , We are in constant contact with the relevant organizations, and are updating the its proceduresrecommended by the Ministry of Innovation and Technology, which all university citizens are obliged to follow. The University will do its utmost to prevent the spread of the disease.

1. The action plan applies to all institutions / facilities maintained and operated by the University (hereinafter: the University premises).
2. Adherence to health instructions is mandatory for everyone.
3. The University premises can only be visited by a healthy person who shows no symptoms of coronavirus disease. A person infected with or suspected of having COVID-19 virus must not enter. In this case, it is advisable to notify the competent GP (local health practioner/doctor) and follow their instructions.
4. Observance of personal hygiene is necessary for all students of the University. This includes frequent soap hand washand / or alcoholic disinfection of hands, adherence to cough etiquette, and adherence to the use of a mouth- and nose-covering (hereinafter: mask). The use of the hand sanitizers at disposal is mandatory on entering the University premises (responsible: Technical Directorate). Students must wear masks on campus. Students are obliged to take care of their own masks.
5. Completion of the risk analysis questionnaire is mandatory for all students prior to the first entry.

Link: exam.elearning.uni-obuda.hu

Course title: "**Coronavirus Risk Assessment**"

Login key: **Corona2019**

6. Keeping the biggest possible physical distance within the University is extremely important in preventing the spread of the virus. In canteens, cafés, student admin offices , a distance of 1.5 meters must be kept between waiting people, taking into account the rules of queuing. (Recommendation: warning sign, distance tape)
7. Information boards both in Hungarian and English about the current protocol of the institution will be on display at the entrances of the University (responsible: Chancellery).
Depending on the pandemic situation, students are informed about the change through the Neptun system (responsible: Directorate-General for Education (OFIG))
8. Electronic correspondence and the services of the study system should be preferred in communication between administrators and students. In cases requiring personal participation, an appointment must be made in advance.
9. The use of antiviral surface disinfectants and cleaning agents in the University is continuous, with special attention to the disinfection of frequently affected surfaces (door handles, elevator buttons, switches, handles, railings, etc.). (responsible: Technical Directorate).

10. In order to reduce the concentration of possible pathogens in indoor spaces, special attention should be paid to continuous or regular, intensified natural ventilation. In the case of artificial ventilation, if the windows can be opened, it is recommended to use natural ventilation as often as possible at the same time (responsible: instructors, Technical Directorate).

2 Organizing education

The academic year 2020/2021 is organized according to the rector's and the chancellor's joint order no. 17/2020.

1. Any person who is known to have been permanently in an airspace with a person with COVID-19 infection or suspected symptoms, may enter the University only either after an absence of 2 weeks after completing the questionnaire or in possession of 2 negative PCR tests not older than 5 days (i.e. there is an entry ban even for potential contacts).
2. Within 15 days before entering the University, a person coming from a country, member state or province classified as epidemiologically risky (yellow or red) may only enter with 2 negative PCR tests not older than 5 days. The regulation applies to those coming from countries of this grade (foreign student) or spending any amount of time in this country within 15 days before entering the dormitories (for example, a Hungarian student passing through or vacationing in a yellow / red country).
3. Any person who is known to have been permanently in an airspace with a person coming from a country, member state or province classified as epidemiologically risky (yellow or red), may enter the University only either after an absence of 2 weeks after completing the questionnaire or in possession of 2 negative PCR tests not older than 5 days (i.e. there is an entry ban even for potential contacts).
4. Following an entry ban, a person may reenter only with a negative COVID-19 virus test not older than 5 days or after having filled in another risk assessment questionnaire 2 weeks later, the results of which are repeatedly subject to the entry protocol and the risk assessment questionnaire.
5. In case of quarantine obligation, students must contact the Registrar Office, as well as the instructors, electronically. The instructor provides the opportunity and time to make up the missed lessons. In the case of instructors and staff, the head of the relevant department must be notified immediately.
6. Disciplinary action must be taken against the person providing false information in the risk assessment questionnaire, as well as against the person refusing to wear a mask.
7. The prescribed COVID-19 tests are not financed by the University, they must be performed by the student or entrant at their own expense.
8. In case of face-to-face classes, soap hand wash or alcoholic disinfection of hands is mandatory before the start of class.
9. During face-to-face classes, the instructor is obliged to maintain a protective distance of 1.5 meters or to wear a mask.
10. After class, all students are required to disinfect the surface of the table they used (responsible: lecturers, students, Technical Directorate).

11. Prior to the start of the laboratory sessions, the equipment shall be cleaned with an anti-viral surface disinfectant by the instructor or his / her designee, provided this does not damage it. (e.g. laboratory manager, demonstrator)
12. If a student shows any sign of infection or illness, they must leave the University (responsible: instructor). The case must be reported immediately to the Operations Team, which will take action on the report to the supervisory authority (ITM) and assist in finding contacts.
13. In the case of online education, meeting in small groups on a weekly basis should be offered. The timeslot must be made public to the students, and registration must be made available online, subject to a limit on the number of participants.
14. Prior to face-to-face oral tests, students are required to complete a risk analysis questionnaire. If a protective distance of 1.5 meters cannot be maintained during the exam, a mask must be worn. A maximum of two students can be in the room at a time.
15. For written examinations, the rules for face-to-face classes apply. Written papers may be marked only after a 24-hour wait by following hygienic rules.
16. During the online examination, it is recommended to use the diverse types of tasks provided by the MOODLE system and to use MS Teams.
17. The requirements and the schedule of subjects must be designed in such a way that the transition to distance learning be smooth when classroom learning is suspended.

3 When contact hours are suspended

If the supervisory authority (ITM) suspends contact hours, it must be ensured that courses are held online according to the original schedule to the extent technically possible. We assume that employees are available according to the original work schedule.

It may be necessary to change the order of the academic year by this scenario. However, this can only be planned with knowledge of the time and duration of the suspension of contact hours.

1. Employees will be notified through mindenki@uni-obuda.hu about the suspension of contact hours and what to do (responsible rector and chancellor)
2. Students will be notified in a Neptun message, as well as on the Neptun website (both in Hungarian and English) about the suspension of contact hours and what to do (vice-rector for education).
3. The University publishes information on the suspension of contact hours and what to do on its website and on the faculty websites (responsible: KMO and deans)
4. Unless otherwise instructed by the supervisory authority, dormitories will not close due to the presence of foreign students. Hungarian students are advised to return to their homes (responsible: dormitories director).
5. As soon as the duration of the suspension of contact hours becomes known, the Senate may change the order of the academic year (responsible: rector).
6. The lectures will be held online according to the original timetable. The necessary methodological information is published by the EDTI, the IO provides the technical conditions for the mediation (responsible: EDTI director, IO head of department).

7. All instructors in charge of the subject assess and declare the possibility of holding classroom and laboratory sessions online. The instructor notifies the students attending the given course in a Neptun message about any missed classes. The vice-deans for education summarize the needs for this, which is sent to EDTI, which will provide feedback on the feasibility of the lessons. If online transmission is not possible at the scheduled time due to server congestion, classes will be rescheduled in the time reservation table provided by EDTI. The instructor notifies the students attending the given course (responsible: instructor, EDTI director, faculty vice-deans) about the new timeslot of the classes in a Neptun message.

8. As soon as the duration of the suspension of contact hours becomes known, an additional timetable may be drawn up to make up for the missed hours and the schedule for closing the school year may be amended (responsible: OFIG).

9. In Neptun, the appropriate deadlines should be adjusted accordingly (responsible: director of the Neptune Office).

4 Dormitory measures

The rector's and the chancellor's joint order no. 18/2020. (VIII. 13.) on the pandemic safety protocol for dormitory buildings for the academic year 2020/2021 introduces strict risk management measures in many areas in the context of the declared preparation for the coronavirus pandemic.

4.1 Dormitory Entry

1. A person infected with or suspected of having COVID-19 shall not enter the dormitory. The area of the dormitory is the whole dormitory-classified building used in the dormitory function.

2. A person, who is known to have been permanently in an airspace with a person with COVID-19 infection or suspected symptoms can enter the dormitory only either after an absence of 2 weeks after completing the questionnaire or in the possession of 2 negative PCR tests not older than 5 days (i.e. there is an entry ban even for potential contacts). At least the later of the 2 negative PCR tests must be performed in Hungary.

3. A person coming from a country, member state or province classified as epidemiologically risky (yellow or red) within 15 days before entering the dormitory may only enter in possession of 2 negative PCR tests not older than 5 days, of which the second was done in Hungary. The regulation applies to those coming from countries (yellow or red) of this grade (foreign student) or spending any period of time in this country within 15 days before entering the dormitory (for example, a Hungarian student passing through or vacationing in a yellow / red country). For foreign students coming to the University, PCR tests are performed by Semmelweis University (contact: Judit Kissné Fekete, fekete.judit@rh.uni-obuda.hu).

4. A person who is known to have been permanently in an airspace with a person coming from a country, member state or province classified as epidemiologically hazardous (yellow or red, respectively) may enter the dormitory only after being absent for 2 weeks after completing the questionnaire or in possession of 2 negative PCR tests not older than 5 days (i.e. there is an entry ban even for potential contacts). At least the later PCR test must be performed in Hungary.

5. Before the first entry in the premises of the dormitory, it is obligatory to fill in the COVID-19 risk assessment questionnaire, where it is necessary to declare the risks indicated in points 1 to 4 (stay in a risky country, showing COVID-19 symptoms, being the potential contact of such persons). The risk assessment questionnaire is handled by the director of the dormitory in accordance with the GDPR regulations.

6. According to the risk assessment questionnaire, a person who carries a risk according to 1 to 4 is prohibited to enter the premises of the dormitory.
7. Following an entry ban, a person may reenter only with a negative COVID-19 test not older than 5 days or by filling in a new risk assessment questionnaire 2 weeks later, the results of which are repeatedly subject to the entry protocol and the risk assessment questionnaire.
8. A person who provides false information in the risk assessment questionnaire will be banned from the dormitory for the period specified in the Dormitory and Accommodation Regulations.
9. The prescribed COVID-19 tests are not financed by the Óbuda University, they must be performed by the student or entrant at his / her own expense. In the case of courses involving insurance, the students concerned will be provided with personalized information on the possibility of accounting for insurance.

4.2 Moving-in rules

1. Moving in is possible at designated time periods to avoid congestion. The moving-in periods may differ from one dormitory to another and the person moving in must show up at the designated time according to the arrangements of the hostel management.
2. The student moving in can only be accompanied by 1, i.e. one accompanying person.
3. Prior to moving in, the requirements of Chapter 4.1 apply to both the person moving in and the attendant.
4. During moving in, both the student and the attendant must wear masks.
5. Before entry, both the student and the attendant must disinfect their hands.
6. Hand sanitizer is provided by the dormitory, everyone has to take care of their own face masks.

4.3 Staying in, precautions during the stay

1. It is recommended to wear a mask and keep a distance of 1.5 meters, as well as regular hand disinfection, in classrooms, study rooms, public spaces and halls located in the dormitory area (residential levels). In subsidiary dormitory areas used not only by resident students (communal areas in the dormitory building but outside the entry point, halls, classrooms) and in all elevators, wearing a mask or scarf or shawl covering the face and keeping a distance of 1.5 meters are mandatory.
2. Point 1 applies to non-resident students, lecturers and other staff using the classrooms located in the dormitory/college.
3. Repeated breaches of stay or residential precautions shall result in expulsion from the dormitory.
4. Resident students are required to comply with epidemiological rules outside the dormitory..

Failing to comply with these rules outside the dormitory, Clause 3 shall apply. In the interest of both the student's own health and that of his or her fellow students, we recommend that students limit their stay outside the dorm building to visiting educational buildings, internships, workplaces, and visiting only the essential stores, shops, pharmacies. Please fully observe hygiene rules.

4.4 Home visit, travel, return

1. On the first return after a stay outside the dormitory (home visit, travel) for at least one night, the boarding student must comply with the provisions of Chapter 4.1. Accordingly, in the case of a returning student who is at risk on the basis of the risk assessment questionnaire, entry may be denied and they may enter again only with a negative COVID-19 test not older than 4 days or 2 weeks later by completing another risk assessment questionnaire.

2. Students are advised to plan their stay indoors for the whole of September-December (September-June in the case of an annual stay) and to try to reduce the number of home visits.

4.5 Visitor and guest reception

1. Depending on the subsidiary dormitory - location - visitors

a) cannot be received;

b) can be received in a limited number (by issuing a limited number of access cards), subject to the following conditions:

- protocol 4.1 applies to the visitor at each entry,

- visitors must wear masks and keep a distance of 1.5 meters throughout the dormitory, except for the host's living room.

The different regulations of each dormitory and the number of visitors that can be received are updated and published weekly by the dormitory management.

2. Depending on the dormitory - location - guests (sleeping in)

a) cannot be received;

b) can be received in a limited number (by issuing a limited number of access cards), subject to the following conditions:

- protocol 4.1 applies to the guest at each entry,

- guests must wear masks and keep a distance of 1.5 meters throughout the dormitory, except for the host's living room.

The different regulations for each dormitory, as well as the number of eligible guests, are updated and published weekly by the dormitory management.

3. Accommodating short-term guests at the hostel for a period of less than 30 days in the premises of the dorms is suspended. The suspension of the accommodation service also extends to correspondence, evening students wishing to spend a few nights. An exception is the University's own lecturers, who are, however, subject to all entry regulations at the start of each use.

4. Allowance of visitors and hostel guests, as well as the maximum number of external visitors and guests inside at the same time, Monday, August 28, 2020 - Sunday, September 6, 2020

	Visitor reception	Guest reception	Maximum entries
Bánki Donát Dormitory	Yes	No	20 persons
GEO Dormitory	Yes	No	20 persons / outdoors
Hotel@BMF	Yes	No	30 persons

Kandó Kálmán Dormitory	Yes	No	30 persons
Óbudai Diákhotel	Yes	No	20 persons

5. During the move-in period and during the registration week, overnight stay is prohibited in all dormitories. Daytime visits are limited to the numbers specified in point 4.

6. From 7 September 2020, the table shall be revised in the light of pandemic data. If the pandemic situation deteriorates in the week before moving in, the conditions of visitor reception will be further restricted.

4.6 Events

1. Indoor events for more than 50 people cannot be held in the dormitory area. Outdoor events with a larger number of people can be held in justified cases (eg delegates' meetings) for up to 200 people, observing the mandatory distance.

2. An event of less than 50 people may be held on the condition that only boarding students, in justified cases non-resident students of the university, as well as competent university staff members may participate, depending on the nature of the event. Exceptions are - in case of prior permission - the self-training events of the dormitory or the colleges of further studies, in the case of which, however, the rules for visits and the limits of the number of participants apply to non-residents.

3. Briefings, member meetings, delegate meetings may also be held in shifts of up to 50 people, or for 50 people per room or online.

4. All events are subject to prior authorization.

4.7 Procedure for students of suspected or confirmed illness

1. When a boarding student in a dormitory shows COVID-19 symptoms, the head of the dormitory shall immediately refer the student to the competent general practitioner of the dormitory.

2. The GP will decide if a PCR test is necessary.

3. If it is not necessary – i.e. there is no suspicion of COVID-19 infection - the student with symptoms is obliged to self cure in their own bedroom. In this case, no special action is required for roommates.

4. If it is necessary to perform a test by the instructions of the family doctor, the student is obliged to submit to it immediately. During the period of testing, until the arrival of test results, the student showing symptoms must be quarantined. During this period, the roommate of the student with the symptoms and the companion of the residential unit are also subject to quarantine.

4.8 Procedures to follow in case of suspected or confirmed illness of dormitory staff

1. If a dormitory staff member shows COVID-19 symptoms, regardless of the classification of the organizational unit, in the event of, the employee is obliged to consult his / her doctor immediately.

2. The GP shall decide whether it is necessary to carry out a PCR test or to send the staff member on sick leave.

3. The employee may return to work at the dormitory with an earning capacity document issued by a GP or occupational health service provider, and after completing the risk assessment questionnaire evaluated risk-free.

5. Directives for organizing quarantine:

5.1. En-suite rooms with built-in kitchens must not be left.

In the case of shared bathrooms and kitchens timeslots must be designated for quarantined persons, during which only they may be present in the room, only in a mask and with continuous hand disinfection. The room must be disinfected after the use of the timeslot, this is taken care of by the cleaning staff during working hours, or a staff member on duty or a volunteer student after working hours.

5.2. In the case of a student with confirmed COVID-19 infection, the quarantine is lifted after the results of two negative PCR tests.

In the case of a positive test, both the student with symptoms and the companions of the room or residential unit must be quarantined. Room and living companions are subject to PCR tests.

5.3. Designated quarantine accommodation in case of a positive result:

Székesfehérvár: Hosszúsétatér 8. separate corridor for the whole academic year

Budapest: 1085 Budapest, Mária utca 7. September 02, 2020 - October 15, 2020. From 15 October, an entire floor or full wing of a given subsidiary dormitory is concerned.

5.4. Quarantined persons must look after themselves by means of a home delivery service. In the case of services that cannot be organized in this way, the staff of the dormitory or voluntary students do the shopping during working hours.

Goods delivered to the dormitory or provided by the staff or volunteer students, must be handed over in accordance with the "clean room" principle, i.e. avoiding direct contact.

In view of febrile illnesses, each member dormitory must be provided with several types of antipyretics and respiratory facilitators, and the head of the dormitory is responsible for the procurement for the whole dormitory network.

5.5. The head of the member dormitory is responsible for organizing the quarantine.

A volunteer student participating in quarantine care is entitled to a reduction in the dormitory fee in proportion to the period in question.

Budapest, August 31, 2020.