



## **ACTION PLAN TO MANAGE THE SITUATION CAUSED BY THE CORONAVIRUS PANDEMIC**

### **1 Management of the emergency situation**

As from 04 November 2020, Hungary's Government announced an emergency situation for the entire territory of Hungary in Government Decree 478/2020 (XI. 3.) in order to avert the consequences of the coronavirus pandemic and to protect the health and life of Hungarian citizens. On 10 November 2020, the Hungarian National Assembly adopted Act CIX of 2020 on preventive measures against the second wave of the coronavirus pandemic.

Óbuda University (hereinafter: University) has completed its institutional action plan to manage the epidemiological alertness situation; it keeps on-going contacts with the relevant organizations, updating its rules of procedure by taking into consideration the recommendations of the Ministry for Innovation and Technology (ITM, hereinafter: Maintainer) and regulatory amendments, observance of and compliance with which is mandatory for each university citizen. The University makes every reasonable attempt to prevent the spread of the epidemic.

1. This action plan shall be applicable to all of the institutions / facilities maintained and operated by the University (hereinafter: University area).
2. Compliance with the provisions set out in the relevant joint Rector's and Chancellor's instructions as well as instructions intended for staying healthy shall be mandatory for everyone.
3. The University area may only be visited by healthy people not showing coronavirus disease symptoms. People infected by the COVID-19 virus or having suspicious symptoms thereof may not be admitted. In such cases it is appropriate to notify the competent general practitioner and to follow their instructions.
4. Only those persons are allowed to enter the University area whose body temperature does not exceed the degree specified by the National Chief Medical Officer, to be checked by body temperature measurements at the entrance of buildings (responsible unit: Technical Directorate).
5. Each person entering the University area is required to adhere to the rules of personal hygiene. This includes frequent hand wash with soap and / or hand disinfection with alcohol; adherence to the coughing etiquette; as well as compliance with the use of a device to cover the mouth and the nose continuously – a medical mask, a health and safety mask, or a mask made of textile or another material (hereinafter: mask). Except for minors below the age of six, each person entering the University area is required to wear a mask in the entire area of the University (in enclosed spaces within the institutions as well as at outdoor events). Everyone is obligated to procure that they have their own masks.



6. Public servants of the University are obligated to wear a mask outside their own offices. If they receive customers in their own office for administrative purposes, it is mandatory to wear a mask during the period of such administration. Protective masks to change are provided by the University for customer service staff (responsible unit: Technical Directorate).
7. It is obligatory to apply the hand disinfectant provided for use when entering the University area (responsible unit: Technical Directorate).
8. It is mandatory for each student to fill in the risk analysis questionnaire before the first entry.  
Link: [exam.elearning.uni-obuda.hu](https://exam.elearning.uni-obuda.hu)  
Course name: **“Assessment Coronavirus”**  
Login key: **Corona2019**
9. Hungarian and English information boards shall call people’s attention to the current protocol of measures at the entrances of the University (responsible units: Communication and Marketing Department, Technical Directorate). In reasonable cases, changes shall be communicated to students through the Neptun system in line with the pandemic situation (responsible unit: Directorate-General of Education).
10. It is extremely important to keep the largest physical distance possible within the University area in order to prevent the spread of the virus.
11. Electronic correspondence and the system of studies should be preferred in contacts between administrative staff and students. In duly justified cases, the Rector may permit personal attendance for administration. Appointments for administration are to be made in advance.
12. At the University area, virucidal surface disinfectants and cleaning agents shall be used on an on-going basis, with particular regard to the disinfection of frequently touched surfaces (door handles, elevator buttons, switches, grips, handrails, etc.), to be carried out at least every two hours (responsible unit: Technical Directorate).
13. In order to reduce the concentration of any pathogens in enclosed spaces, particular attention should be paid to natural airing with increased intensity on a regular basis. In case of artificial airing, if windows can be opened, it is advised to apply natural airing simultaneously as frequently as possible (parties responsible: professors, Technical Directorate).
14. Any person being aware of having stayed in the same air space for a prolonged period with any person infected by COVID-19 or having suspicious symptoms thereof shall be allowed to enter the University area only after a 14-day absence following the completion of the questionnaire or in possession of 2 negative PCR tests not earlier than 5 days (meaning that potential contact persons are also prohibited to enter).
15. No persons suspected of coronavirus based on their symptoms may enter the University area. An exception shall be if they present a medical certificate that their symptoms are not related



to a coronavirus infection.

16. In the event of a positive PCR test or a quarantine obligation:

- In case of professors and staff, the head of the competent organizational unit is required to be promptly notified.
- The Registrar's Department / heads of organizational units shall be obligated to promptly notify the case to the Operations Team, and to promptly spot contact persons, and to send the list thereof to the Operations Team.
- The organization unit concerned is also required to notify the Operations Team when the quarantine is lifted.

## 2 Introduction of a digital curriculum

1. Pursuant to Government Decree 484/2020 (XI. 10.) on the second phase of protective measures to be applied in the emergency situation period, Óbuda University shall shift to a digital curriculum in respect of all of its training courses at each of its sites and off-site trainings from 11 November 2020, as provided in Joint Rector's and Chancellor's Instructions No. 23/2020 (XI.11.).
2. Employees were notified of the suspension of contact classes and of the things to be done at the e-mail address [mindenki@uni-obuda.hu](mailto:mindenki@uni-obuda.hu) (parties responsible: Rector and Chancellor).
3. Students were notified of the suspension of contact classes and of the things to be done in a Neptun message and on the Neptun homepage (both in Hungarian and English) (party responsible: Vice-Rector of Education).
4. Information shall be published at the University homepage and at Faculty homepages about the suspension of contact classes and the things to be done (parties responsible: KMO and Deans).
5. The schedule of academic year 2020/2021 shall be unchanged for semester 1.
6. Before further measures are taken, students shall be prohibited to enter the University area. Exceptions shall be PhD students with a Rector's permit, students having a work contract with the University as undergraduate teaching assistants or otherwise, and HÖK officials. Permits are required to be presented upon entry to the University, and personal identity is required to be evidenced by a photocard. Electronic rules of procedure shall be applied in case of all administrative issues of students.
7. Work professors and staff shall continue unchanged.
8. University meetings and sessions and all programs shall be held online.
9. The buildings of the University shall close at 7.00 p.m. on working days, and shall be closed on



Saturdays, Sundays and official holidays. Weekend work may be permitted by the Rector based on prior written application – in case of Chancellery staff, by the Chancellor –, while entry to the institution by the Chancellor.

10. The University Library shall be closed from 11 November 2020; its services shall be available only online during the period of digital education. (party responsible: Library Director).

## 2.1 Educational arrangements

1. The requirement system and schedule of subjects should be designed in a way that the shift to a digital curriculum should be seamless.
1. Classes shall be conducted online, scheduled according to the original timetable, or in an E-learning format. In the course of digital education, it is recommended to apply the options provided by the MOODLE system in a diverse manner, as well as to use MS Teams. The methodology information required for this has been published by the EDTI (Office of Electronic and Digital Materials), and the IO (IT Department) shall provide the technical conditions required for broadcasting (parties responsible: Director of EDTI, Head of Department of IO).
2. Appropriate online consultation opportunities are required to be provided for students in all cases.
3. Each professor as subject owner shall assess – and supply a statement on – the feasibility of conducting classroom and laboratory practice classes online. Deputy Deans of Education shall summarize relevant demands and send them to the EDTI, which latter shall provide feedback on the possibility of conducting such classes. In the event that online broadcasting is not feasible at the time scheduled in the timetable by reason of server overload, the class concerned will be re-scheduled in the date and time reservation table specified by the EDTI. Professors shall notify students attending the course concerned of the new date and time of the classes in a Neptun message (parties responsible: professor, Director of EDTI, Faculty Deputy Deans of Education).
4. In the event that internship practice / practice training cannot be organized in the framework of digital education, the Minister responsible for higher education may grant an exemption, as initiated by the Rector of the higher education institution. Such Rector's request shall include the specific educational activity, appropriate reasons, and the duration requested for such exemption from the order of digital education. Demands therefor shall be forwarded to the Directorate-General of Education by Deputy Deans of Education until 18 November 2020.

## 2.2 Arrangements for testing

1. Intra-semester and end-of-year testing shall be conducted in an online format. It is recommended to apply the task types provided by the MOODLE system in a diverse manner, as well as to use MS Teams.



2. In exceptionally justified cases, if no arrangements can be made for testing / reporting in the framework of digital education, and the higher education institution has been permitted to do so, such testing may be conducted in an attendance format as well. In such cases:
  - a. In case of oral testing in attendance, students shall arrive at previously agreed dates and times as scheduled. Students shall be obligated to complete risk assessment questionnaires before such testing. Mask wearing shall be mandatory. Up to two students may stay in the room simultaneously.
  - b. In case of written testing, the rules applicable to education in attendance shall prevail; it is recommended to apply one's own personal aids of use. Written papers are allowed to be corrected after a waiting period of 24 hours, by observing hygiene rules. Opportunities for viewing the evaluation of documents to be submitted or classroom tests are still required to be provided, in the course of which particular care should be taken to compliance with security rules.
  - c. In the course of both written and oral testing, records (attendance sheets) are required to be kept about attending students in order to search for epidemiologically potential contact persons. The rules of the coughing etiquette must be strictly adhered to, and candidates' attention should be called thereto verbally as well prior to such testing (party responsible: professor).
  - d. At the location of testing, frequent airing – possibly natural – should be ensured. At all instances, both before and after testing, cleaning for disinfection is required in classrooms, along corridors and at social premises, including the cleaning of surfaces frequently touched by hand (door and window handles, keyboard, monitor, mouse, light switches, other switches, handrails, faucets, etc.) with a virucidal disinfectant (responsible unit: Technical Directorate).

### **3 Measures related to student hostels**

1. The member student hostels of Óbuda University shall be closed from 11 November 2020, for the period of the digital curriculum. Student hostel residents with a permanent address in Hungary shall be required to move out completely from the student hostel building according to a coordinated schedule between 11 and 15 November 2020, by preserving their student hostel membership at the same time. Student hostel accommodation shall be suspended from 16 November 2020.
2. Student hostel accommodation shall be provided – at the designated member student hostel – only for foreign students and professors without a permanent address in Hungary, operating and educational staff, staff performing other tasks, students who are Hungarian citizens with a permanent address in Hungary and are internship training participants, are involved in work



besides their studies, are epidemiologically jeopardized, are socially exposed, as well as for those who perform their authority home quarantine obligation at the student hostel.

3. It is within the Rector's sphere of authority to adjudge the student hostel stay of Hungarian students. Applications therefor – substantiated by reasons – may be submitted to the head of the student hostel concerned, but addressed to the Rector of Óbuda University, until 12.00 noon on 13 November 2020. No appeal lies against such decision.

### 3.1 Admission to the student hostel

1. No persons infected by the COVID-19 virus or showing suspicious symptoms thereof may be admitted to the area of the student hostel. The area of the student hostel means the entire building classified as a student hostel and used for a student hostel function.
2. Any person being aware of having stayed in the same air space for a prolonged period with any person infected by COVID-19 or having suspicious symptoms thereof shall be allowed to enter the University area only after a 14-day absence following the completion of the questionnaire or in possession of 2 negative PCR tests not earlier than 5 days (meaning that potential contact persons are also prohibited to enter). At least the later of the 2 negative PCR tests must have been carried out in Hungary.
3. In the event of the first entry to the area of the Student Hostel and – in case of boarder students – after the first entry following each night spent other than in the Student Hostel, it shall be compulsory to fill in a COVID-19 risk assessment questionnaire, where it is required to supply a statement on the risks indicated in sections 1 to 2 (stay in a risky country experiencing COVID-19 symptoms, and any potential contact persons thereof). Such risk assessment questionnaire shall be processed by the Student Hostel in accordance with GDPR requirements. Employees working within the area of the Student Hostel shall be required to fill in the risk assessment questionnaire once a week.
4. In the event that entry is prohibited, repeated entry shall be allowed in possession of a negative COVID-19 virus test not earlier than 5 days or by filling in another risk assessment questionnaire 2 weeks later, the result of which shall again be subject to the entry protocol and the obligation to fill in a risk assessment questionnaire.
5. Any person supplying false data in the risk assessment questionnaire shall be prohibited from the area of the student hostel for the period specified in the Student Hostel and Accommodation Regulations.
6. Completion of any required COVID-19 tests shall not be financed by Óbuda University: they must be carried out at the student's / entrant's own expense. In the case of courses covered by an insurance policy, students concerned shall be provided customized information on the possibility of settlement to the debit of such insurance policy.



### 3.2 Staying in; precautions during residence

1. In the classrooms, study rooms, community areas, and halls in the area of the student hostel within the admission system (residential levels) it is obligatory to wear a mask and to keep a distance of 1.5 metres, as well as to disinfect the hands on a regular basis. In the areas of member student hostels used not only by students residing in the student hostel (community areas, halls, and classrooms within student hostel buildings but outside the point of admission) as well as in each elevator it is obligatory to wear a mask and to keep a distance of 1.5 metres.
2. Subsection 1 also applies to students, professors and other employees who do not reside in the student hostel but use the classrooms located in the area of the student hostel.
3. Multiple breaches of the precautions during the course of staying in / residence shall entail banning from the area of the student hostel.
4. Boarder students are required to comply with disease control rules outside the student hostel as well. In the event that such rules are failed to be complied with outside the student hostel as evidenced, subsection 3 shall take effect. In the interest of both students' own health and the health of their fellow students, students are recommended to minimize their stay outside of the student hostel, to be limited to visits to educational buildings, practice locations and workplaces, as well as to visit supermarkets, shops, and pharmacies only as required. Please conform to the rules of hygiene to the utmost.

### 3.3 Visit home, trip, return

1. At the first return following a stay of at least one night outside of the student hostel (visit home, travel), boarder students shall be obligated to comply with the requirements set out in section 3.1. Accordingly, in case of returning students carrying a risk based on the risk assessment questionnaire, entry may be refused, and a repeated entry (return) may be allowed in possession of a negative COVID-19 virus test not earlier than 5 days or by the completion of another risk assessment questionnaire 2 weeks later, which shall again be subject to the requirements set out in section 3.1.
2. Students staying in the student hostel are recommended to try to minimize the number of visits home.

### 3.4 Receiving visitors and guests

Reception of visitors and overnight guests shall be completely suspended from 11 November 2020 until countermanded.

### 3.5 Programs

No programs shall be allowed to be conducted at the member student hostels of Óbuda University during the period of education according to a digital curriculum.



### 3.6 Procedure to be followed by students in case of a suspected or actual disease at the student hostel

1. Boarder students of the student hostel shall be obligated to notify any suspected infection to the head of the member student hostel:
  - they shall be obligated to inform the head of the member student hostel in case of detecting any symptoms,
  - they shall be obligated to inform the head of the member student hostel in case of any contact notification received from the faculty,
  - in connection with any quarantine decision imposed by an authority (entry into effect, expiry).
2. In the event that COVID-19 symptoms appear in case of a boarder student of the student hostel, such student shall be referred to the competent general practitioner of the member student hostel by the head of the member student hostel.
3. The general practitioner shall decide whether it is necessary to have a PCR test carried out.
4. In the event that it is not necessary – meaning that there is no suspicion of a COVID-19 infection –, students with symptoms shall be required to stay in their room – or in a designated isolation room – and cure the illness in bed rest. In such a case, room mates shall not be required to be subjected to special measures. In case of severe symptoms, room mates may also be obligated to stay in indoor quarantine.
5. In the event that it is necessary to have a test completed on the basis of the general practitioner's instructions, students shall be obligated to make prompt arrangements. During the period of testing and the reception of test results, students with symptoms shall be obligated to stay in indoor quarantine ordered by the university. During such a period, the room mates / residential unit partners of such students with symptoms shall also be obligated to stay in indoor quarantine ordered by the university.
6. In the event of a contact notification, both the contact person and any room mates thereof shall be obligated to stay in indoor quarantine ordered by the university.
7. In the event of an indoor quarantine order, students may also spend such distancing period at their domicile at their own risk. In such a case, they may not enter the area of the university – including the area of the student hostel – until the expiry of the indoor quarantine period.
8. In case of authority quarantine, the quarantine period is required to be spent at the address specified in the authority resolution.
9. Principles of quarantine arrangements:





### 9.1.

- In case of a room / residential unit with an own bathroom and kitchen it shall be prohibited to leave such room / residential unit.
- In case of a common kitchen and sanitary facilities, a time band shall be designated for the parties subjected to a quarantine obligation to visit the sanitary facilities and the kitchen, in which time band only the persons subjected to a quarantine obligation shall be allowed to stay at the premises concerned, and only by wearing a mask and disinfecting their hands on an on-going basis. Such premises shall be required to be disinfected after such time band use, to be performed by cleaning personnel during working hours, and by a duty service or voluntary students in agreement with the students' interest representation organization outside working hours.

### 9.2.

- In case of students with symptoms, the quarantine shall be lifted after two negative PCR test results.
- In case of a positive test, both the student with symptoms and their residential unit partners shall be quarantined. Room mates and residential unit partners shall be obligated to carry out PCR tests.

### 9.3. Designated quarantine accommodation in case of a positive result:

- persons with a domicile in Hungary shall primarily be returned home; if this is not feasible, quarantine accommodation shall be required to be used.
- for international students, quarantine accommodation shall be designated by the university.

#### Premises for quarantine accommodation:

- Székesfehérvár: 8000 Székesfehérvár, Hosszúsétatér 8. A segregated corridor for the entire academic year.
- Quarantine accommodation in Budapest: a complete residential unit, a complete floor or a complete wing of the member student hostel concerned, possible to be segregated as being affected.

### 9.4. People subjected to quarantine are required to take care of themselves by home delivery service. In case of services that cannot be arranged this way, member student hostel staff or voluntary students shall secure shopping and procurements during working hours.

- Goods received by home delivery or secured by staff or voluntary students are required to be handed over on the principle of "clean premises", that is, by avoiding direct contacts, in a sluice gate manner.



- Having regard to the febrile illness, each member student hostel is required to be provided with several types of fever reducers and preparations to promote respiration; the head of the student hostel shall procure that they are acquired at general student hostel level.

9.5. Heads of member student hostels shall be responsible for making quarantine arrangements.

- Heads of member student hostels shall inform the director of services on a daily basis in respect of people subjected to a quarantine obligation and any changes of data related to infections, and the latter shall consolidate and process them with reference to the student hostel.

9.6.

- Voluntary students taking part in quarantine provisioning shall be obligated to fill in a declaration of commitment and non-disclosure.
- Voluntary students taking part in quarantine provisioning shall be entitled to pro-rata student hostel fee reductions in proportion to the period concerned.

9.7. Quarantine relief:

- In case of a contact person, the expiry of the designated quarantine period.
- In case of a person with symptoms, following the expiry of the treatment period ordered by the general practitioner.
- In case of a student who received an evidenced COVID+ test result, the result of 2 negative tests received after recovery.

### 3.7 Procedure to be followed by employees working in the area of the student hostel in case of a suspected or actual disease at the student hostel

1. In case of employees working in the area of the student hostel – irrespective of organizational unit classification –, employees shall be obligated to consult their medical practitioner immediately if COVID-19 symptoms appear.
2. The general practitioner shall decide whether it is necessary to have a PCR test carried out or to send the employee concerned on sick leave.
3. Employees may return to the student hostel to work in possession of an earning capacity document issued by the general practitioner or the occupational health service provider, and following completion of the risk assessment questionnaire and the no-risk evaluation result thereof.



ÓBUDAI EGYETEM  
ÓBUDA UNIVERSITY

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