



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

### **1 Alertness management**

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**  
Course name: **“Assessment Coronavirus”**  
Login key: **Corona2019**
9. Hungarian and English information boards shall be installed at the entrances of the University about the current protocol of measures of the institution (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. A distance of 1.5 metres is required to be kept between people waiting at cafeterias, catering spaces, registrar’s offices, and libraries, by taking the rules of queuing up into consideration. (Recommendation: awareness raising signs, adhesive tapes to show distance).
11. Electronic correspondence and options through the system of studies should be preferred in contacts between administrative staff and students. Appointments are to be made in advance in cases requiring personal attendance.
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 an on-going or 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).

## 2 Educational arrangements

Academic year 2020/2021 at the University shall be organized in accordance with Joint Rector’s and Chancellor’s Instructions no. 17/2020.

Any derogation from the form of education set out in these rules of procedure shall be decided on by the Maintainer at the Rector’s initiative, in agreement with the Rector, following any epidemiological measure.

1. 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).

2. Persons who arrived from abroad within 14 days before entry to the University area may only enter in possession of 2 negative PCR tests not earlier than 5 days.
3. Any person being aware of having stayed in the same air space for a prolonged period with any person arrived from abroad 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).
4. If entry is prohibited, entry will be allowed again with a negative COVID-19 virus test not earlier than 5 days or by completing another risk assessment questionnaire 14 days afterwards, the result of which shall repeatedly be subjected to the entry protocol and the obligation to fill in the risk assessment questionnaire.
5. It is obligatory to institute disciplinary proceedings against any person who supplies false data in the risk assessment questionnaire and who refuses to wear a mask.
6. Completion of any required COVID-19 tests shall not be financed by the University: they must be carried out at the student's / entrant's own expense.
7. 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.
8. In the event of a positive PCR test or a quarantine obligation:
  - Students shall be obligated to contact the Faculty Registrar's Office and professors electronically. Professors shall give orders regarding the possibilities and dates and times of making up for missed classes.
  - 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.
9. On occasion of education in attendance, it is obligatory to wash the hands with soap or to disinfect the hands with alcohol. Gatherings of students in front of classrooms should be



avoided. For hybrid forms of education, the timetable should be designed to enable students to take part in both their online and contact classes.

10. On occasion of education in attendance, arrangements should be made for lectures and classroom practice in a way that a protective distance of 1.5 metres can be kept.
11. On occasion of education in attendance, arrangement should be made for laboratory practice classes in a way that a protective distance of 1.5 metres can be kept to the extent possible.
12. Classes affecting a great number of students are expedient to be conducted online, possibly live, by ensuring an appropriate degree of interactivity – or broken down into groups if necessary.
13. In case of online education, opportunities for consultation in small groups are required to be provided according to a weekly schedule. Such schedule is required to be published to students, and online registration should be enabled, subject to headcount restrictions.
14. On occasion of education in attendance, professors shall be obligated to keep a protective distance of 1.5 metres or to wear a mask. Records (attendance sheets) are required to be kept about students attending in order to track down epidemiologically possible contact persons.
15. After each class, students shall be obligated to disinfect the surface of the desk they used (parties responsible: professors, students, Technical Directorate).
16. Before starting practice classes, equipment and facilities shall be cleaned by professors or a person designated by them (e.g. lab director or undergraduate teaching assistant) using a virucidal surface disinfectant – if such equipment or facilities are not damaged by it.
17. In the course of sports classes, activities in small groups should be preferred in order to avoid close physical contact.
18. In the event of any signs indicative of infection or disease can be detected in any of the students, such student shall be required to leave the University area (party responsible: professor).  
  
Such case is required to be promptly notified to the Registrar's Office, the head of the organizational unit, who in turn will notify the Operations Team, which latter shall take measures to report the case to the Maintainer and shall cooperate in searching for contacts.
19. 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.
20. 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.

21. 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).
22. 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).
23. In the course of online testing, it is recommended to apply the task types provided by the MOODLE system in a diverse manner, as well as to use MS Teams.
24. The requirement system and schedule of subjects should be designed in a way that the shift to remote education should be seamless in the event of any suspension of contact lessons.
25. Programs not directly related to education are only allowed to be held in exceptionally justified cases.
26. The total headcount of program attendees may not exceed the headcount conforming to legal regulations currently in effect. Consideration should be given to keeping the recommended protective distance (1.5 metres) and mask use in the course of conducting the program as well, even if it is organized outdoors.

### **3 In the event that contact classes are suspended**

In the event that contact classes are suspended by the Maintainer, arrangements should be made for classes to be held online according to the original timetable as much as technically feasible. We depart from the fact that employees will be available according to the original work schedule.

In such a case, it may be required to modify the schedule of the academic year. This, however, can only be planned in the knowledge of the date and duration of the suspension of contact classes.

1. Employees shall be 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).
2. Students shall be 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).
3. 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).
  4. Unless otherwise provided by the Maintainer, Student Hostels shall not be closed because of international students. Hungarian students are recommended to travel home (party responsible: Student Hostel Director).
  5. As soon as the duration of the suspension of contact classes becomes known, the Senate may modify the schedule of the academic year (party responsible: Rector).
  6. Lectures shall be held online according to the original timetable. The methodology information required for this shall be 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).
  7. Each professor as subject owner shall assess – and supply a statement on – the feasibility of conducting classroom and laboratory practice classes online. Professors shall notify students attending the course concerned of any cancelled classes in a Neptun message. 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 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 (parties responsible: professor, Director of EDTI, Faculty Deputy Deans of Education).
  8. As soon as the duration of the suspension of contact classes becomes known, a supplementary timetable shall be drawn up to make up for cancelled classes, and the timeline related to the closure of the academic year may be modified (responsible unit: Directorate-General of Education - OFIG).
  9. The relevant deadlines shall be required to be adjusted accordingly (party responsible: Director of Neptun Office).

## **4 Measures related to student hostels**

### **4.1 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. Persons who arrived from a country, member state or province qualified as epidemiologically risky within 14 days before entry to the area of the student hostel may only enter in possession of 2 negative PCR tests not earlier than 5 days, out of which 2 PCR tests at least the second one was carried out in Hungary. This requirement shall apply to people arriving from countries thus classified (international students) or to people who spent any time in such country within 14 days before entry to the student hostel. PCR tests for international students arriving at the University shall be carried out by Semmelweis University.
4. Any person being aware of having stayed in the same air space for a prolonged period with any person who arrived from a country, member state or province qualified as epidemiologically risky (classified as yellow or red) within 14 days before entry to the area of the student hostel may only enter 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.
5. 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 4 (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.
6. Based on the risk assessment questionnaire, persons carrying a risk as per 1-4 are prohibited to enter the student hostel.
7. 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.
8. 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.



9. 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.

#### 4.2 Rules on moving in

1. Moving in shall be carried out at the dates and times specified (booked), in bands to avoid congestion. Banding can be different by member student hostel and those who move in are required to apply according to the band of the member student hostel concerned.
2. A student moving in may be accompanied by 1, that is, one person as escort.
3. Prior to moving in, both the person moving in and the escort shall be subject to the requirements set out in section 4.1.
4. In the course of moving in, both the student moving in and the escort are required to wear a mask.
5. Prior to entry, both the student moving in and the escort are required to disinfect their hands.
6. Hand disinfectant shall be provided by the student hostel; everyone is required to make sure that they have their own masks.

#### 4.3 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.

#### 4.4 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 4.1. 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 4.1.
2. Students are advised to plan their stay in for the entire period between September and December if possible (in case of a yearly stay, between September and June), and to try to minimize the number of visits home.

#### 4.5 Receiving visitors and guests

1. Depending on member student hostel – site –, visitors
  - a) may not be received
  - b) may be received in limited numbers (in return for a maximum number of access cards), under the following terms and conditions:
    - visitors shall be subject to the protocol set out in 4.1 on occasion of each entry,
    - it shall be obligatory for visitors to wear a mask and to keep a distance of 1.5 metres in the entire area of the student hostel, except for the residence room of the receiving party.

Different classifications for each member student hostel and the number of visitors allowed to be received shall be updated and published by the Student Hostel management on a weekly basis.

2. Depending on member student hostel – site –, visitors (visitors sleeping in the member student hostel)
  - a) may not be received
  - b) may be received in limited numbers (in return for a maximum number of access cards), under the following terms and conditions:
    - visitors shall be subject to the protocol set out in 4.1 on occasion of each entry,
    - it shall be obligatory for visitors to wear a mask and to keep a distance of 1.5 metres in the entire area of the student hostel, except for the residence room of the receiving party.

Different classifications for each member student hostel and the number of visitors allowed to be received shall be published by the Student Hostel management, and shall be reviewed, as necessary, by taking epidemiological data into account.



3. The case-by-case reception of external overnight guests staying for less than 30 days is suspended. The suspension of accommodation services shall also apply to correspondence and evening course students intending to stay for several nights. The University's own professors shall constitute an exception; they, however, shall be subject to all entry requirements on the commencement of each repeated recourse to accommodation.

#### 4.6 Programs

1. No indoor programs with a headcount exceeding 50 persons may be held in the area of the student hostel. Outdoor programs with a larger headcount maybe held in reasonable cases (e.g. assembly of delegates) with up to 200 attendees, subject to compliance with the distance keeping obligation.
2. Programs with a headcount not exceeding 50 persons may be held under the condition that participants may only include boarder students, depending on the nature of such program – in a reasonable case – non-boarder students of the university, and competent university staff. Special college and student hostel group self-study programs and special evening programs shall constitute an exception, subject to prior permission, in the case of which, however, non-boarder participants shall be subject to the rules and headcount restrictions of receiving visitors on occasion of each entry.
3. Briefings, members' meetings, assemblies of delegates shall also be allowed to be held in seatings of up to 50 persons, or separated to 50 persons in terms of each of the premises or online.
4. Each program shall be subject to prior permission.

#### 4.7 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 decision.
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.
- Temporary quarantine accommodation in Budapest: 1085 Budapest, Mária utca 7., up to the headcount allowed to be filled.
- Quarantine accommodation in Budapest if the temporary accommodation at Mária utca cannot be used: 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.

#### 4.8 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.

Dated: Budapest, 06. 10. 2020.