



BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS
FACULTY OF CHEMICAL TECHNOLOGY AND BIOTECHNOLOGY

Dean

RULES OF PROCEDURE

for minimising the risks of the COVID-19 pandemic

Modified on 17 September 2020

Introduction

According to our current knowledge, in a university environment SARS-CoV-2 is transmitted primarily through droplets in the air or by touching contaminated surfaces. Every university citizen (lecturer, researcher, other staff member and student) is personally responsible for protecting the health of others. By establishing the best practice, the academic staff of our Faculty can be an example to the wider public, due to their teaching experiences and fields of expertise. Therefore I ask all employees and students of the Faculty of Chemical Technology and Biotechnology (VBK) to set an example by acting in a professional manner, avoiding the creation of panic, ensuring smooth teaching and research activities, while also minimising the risk of infection in every way possible. Please find below the main rules of procedure at VBK. These are not a substitute for complying with general behavioural norms and a level-headed approach.

The staff and students of BME's Faculty of Chemical Technology and Biotechnology, as well as any other person entering the premises of VBK shall comply with the following rules and regulations:

I. General rules on entering the Faculty's premises, events, lectures and classes

Anyone showing or experiencing the symptoms of an infection shall be denied access to VBK's premises.

1. If a person engaged in teaching activities feels ill (experiences the symptoms of an infection), they shall notify the head of department immediately.
 - a. If their condition allows, they shall hold their lecture or calculation practice online. Students shall be notified of this in a Neptun message on the preceding day at the latest.
 - b. If remote teaching is not an option due to the health condition of the lecturer or the nature of the teaching activity, the head of department shall assign a substitute lecturer.
 2. If a student feels ill (experiencing symptoms that probably do not suggest a COVID infection), they shall report this by completing the form available on the VBK website (<https://www.ch.bme.hu/en/education/actual-semester/daily-absence-form/>) no later than one hour before their first scheduled engagement, and also notify by email of their absence the lecturers and instructors of all their lab work and other practical courses of that day. The student may not enter the premises of BME on the day that their illness was reported. Spot-checks will be carried out to monitor this. Absence reported in the aforementioned way shall be acknowledged as an excused absence.
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- a. In case of absence from lab work or practical courses as described in Section 2, the student shall consult their lecturer on repeat options. Such repeats shall be organised primarily online or by joining a parallel group. Should neither of these options be available, repeats shall be organised in the form of individual work or assignments.
 - b. If the repeat as per Section 2a is considered incomplete and such repeats for absence from lab work do not constitute 30% of classes requiring attendance in person, the student's grade shall be based on the completed tasks and assignments. In case of a higher ratio of incompletely repeated classes the course may not be completed in the 2020/21/1 term.
3. If a BME employee is proven to be COVID-infected or has been in contact with a COVID-infected person and/or has been placed under official quarantine, they shall report this immediately by email to the head of department and the dean. During the quarantine period the provisions of Sections 1a and 1b shall apply. Any further decisions on the applicable procedures shall be made by the dean.
4. If a student is showing symptoms of COVID infection and/or has been verified as COVID-infected, it shall be reported in Neptun using the form 088. Sections 2a and 2b shall apply for the duration of absence regarding the repeat of their lab work.
5. If a student is under voluntary or official quarantine due to contact with a verified COVID-infected person it shall be reported by completing the form available on the VBK website (<https://www.ch.bme.hu/en/education/actual-semester/quarantine-notification-form/>). Sections 2a and 2b shall apply for the duration of absence regarding the repeat of their lab work.
6. Students participating in BME VBK's academic programmes shall complete the online pre-triage form (<https://www.ch.bme.hu/en/education/actual-semester/pre-triage-form/>) by not later than the first day of teaching attended. If any of the questions in the questionnaire are answered with a "yes" initially or at any time during the 2020/21/1 term, the student shall be denied access to BME's premises and shall use the designated sites (see Sections 2, 4-5) to report their symptoms, the duration of their voluntary/official quarantine and the duration of their absence.
7. In the aspect of this procedure contact or close contact with a COVID infected person shall be considered to be the person who has been with the confirmed COVID infected person for 2 days prior to the testing (or the appearance of COVID-specific symptoms) of the COVID infection, was together for at least 15 minutes within 2 m without wearing face mask as defined in the procedure, and / or shared equipment which was used by the infected person without using gloves and disinfectant, and / or direct physical contact was established by other means (eg. handshake).
8. Students completing Neptun request no. 088 are noted in writing to notify their close contacts defined in Section 7 of their involvement.
9. Confirmed COVID-infected BME employees are required to provide a list of close contacts of BME employees and students to the head of department and the dean.
10. Certified COVID-infected or officially quarantined person may re-enter the university only if he / she holds an official / medical certificate allowing him / her

to return to the community. Students apply for the certificate at Neptun request 088, BME staff members submit it to the Dean's Office.

II. Rules on personal protection (social distancing, wearing of masks and gloves, disinfecting hands)

Access to VBK's premises is only allowed in personal protective equipment (e.g. disposable masks or regularly washed and disinfected reusable masks). It is recommended to use such protection as widely as possible and also to avoid gatherings in general.

1. When staying indoors (including corridors and staircases)
 - a. university citizens shall follow the rules on social distancing by keeping 1.5 m apart and wearing masks or other, equally efficient, protective equipment (hereinafter: mask) which covers the mouth and the nose;
 - b. it is not mandatory to wear masks for people having to work in a room on account of their job (including PhD students doing their lab work), if there is no one else present in the room. Be sure to observe social distancing rules during your work even in this case.
 - c. lecturers/lab or practice instructors do not have to wear masks, because it would render their speech less audible or understandable, but they can wear appropriate face shields or visors if they wish.
2. People who are not VBK employees or students (e.g. delivery, maintenance, etc. personnel) may enter only when wearing a mask that covers the nose and mouth, and which should be worn at all times during their stay at VBK's premises. Warning signs on this rule shall be placed by the entrances to departments.
3. When entering departments or the Dean's Office, hand sanitation available by the entrance or own hand sanitisers shall be used by all.
4. When waiting or queuing in front of the entrances to the buildings, the 1.5 m social distancing rule shall be observed and each member of a gathering shall wear a mask.

III. Special rules on classrooms and equipment

1. The maximum amount of natural ventilation appropriate for the prevailing weather conditions shall be ensured in classrooms and other rooms used for teaching.
2. Lecture halls shall be aired for a minimum of 20 minutes between lectures, with the first lecturer staying in the room for the first ten and the second lecturer for the second ten minutes of this break.
3. No food and beverages shall be consumed in rooms used for teaching.
4. During lab practice, as instructed and advised by the lab practice staff, students shall disinfect their own work areas and the surfaces of the lab equipment which are touched during lab work and considered unclean (e.g. knobs, dials, keyboards, etc.) before use by using the surface disinfectants available in the lab. Otherwise gloves shall be worn during lab practice.
5. In front of the labs or in the changing rooms, the separate collection of disposable gloves and masks shall be provided for, so that gloves and masks can be placed in the bins in sealable bags.
6. The head of department shall make sure that the relevant surfaces of the lab facilities and other rooms used for practice and teaching are cleaned and disinfected.

IV. Rules on organised events

1. Department meetings, the defence of doctoral dissertations and other organised events shall be held in rooms where social distancing rules can be observed. Everyone shall wear a mask apart from the actual speaker.
2. Attendance by non-BME citizens should be avoided with the option of online participation provided for them.
3. During department meetings, the defence of doctoral dissertations and other organised events the consumption of food and beverages in the form of buffet receptions, as well as forms of congratulation involving personal contact (handshake) are not allowed.

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Dean