



Károli Gáspár University of the Reformed Church in Hungary

ACTION PLAN

for epidemiological preparedness and emergency management (as amended and consolidated with effect from 3 September 2021, 4 February 2022 and 7 March 2022)

1. To protect the life, health, personal, property and legal security of the citizens of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University), to guarantee the continuity of higher education and the operational stability at the University and to prevent the further spread of the coronavirus pandemic, the Rector, in accordance with his powers under Article 31 of the University's Organizational and Operation Rules (hereinunder referred to as OOR), in compliance with Article 1 (1) of Government Decree 283/2020 (17 June) introducing a state of epidemiological preparedness, and Article 1 (1) of Government Decree 27/2021 (29 January) on the declaration of a state of emergency and the entry into force of emergency measures, shall ensure that the University's institutional action plan for managing epidemic preparedness is drawn up on the basis of the document "Sectoral recommendation for the organisation of higher education during the state of health crisis" issued by the Ministry of Innovation and Technology (Hungarian abbreviation: ITM) on 17 August 2020 and kept up to date according to the „Sectoral Recommendation for the start of the academic year 2021/2022 during the state of danger” issued by ITM on 4 November 2021.
Accordingly, the provisions and tasks to be carried out in connection with epidemic preparedness relating to
 - a) the university as a whole
 - b) the resident halls, dormitories, colleges for advanced studies and other rented accommodationare regulated and updated as necessary in separate Rector's orders.
2. The University shall set up a thematic email address pandemia@kre.hu for the notification of matters relating to epidemiological tasks.
3. Instructions for creating a healthy and safe environment to perform the tasks of the University are included in Rector's Order No. 11/2021 (IX.03)/R on the organization and implementation of the academic year 2021/2022 during the period of state of danger (hereinunder referred to as Rector's Order No. 11/2021 (IX.03)/R) issued on 3 September 2021. In the buildings and training locations of the University, the Directorate General for Economic Affairs, with the involvement of the tenant in the case of rented premises and with the involvement of the building operator in premises rented by the University, shall ensure the provision of antiviral hand disinfectant in sufficient quantity and distribution, at the entrances and other areas of the buildings.
4. The implementation and application of the provisions of this action plan shall be ensured by the heads of the following organizational units as specified in the OOR:
 - 4.1. pursuant to OOR, Article 2 (2), in the case of the faculties of the University, the Dean,
 - 4.2. pursuant to OOR, Article 2 (3), in the case of central organizational units,
 - a) in respect of the University Library Association and the faculty libraries operating under its professional supervision, the Head of the University Library Association in consultation with the heads of the libraries and the Dean of the competent faculty,

- b) in respect of the Károli Book Workshop, the Head of the Book Workshop together with the Dean of the Faculty of Humanities and Social Sciences,
 - c) in the case of the Directorate General for Economic Affairs, the Director General,
 - d) in the case of the Church and Society Research Institute, the Head of the Research Institute,
 - e) in respect of the IKT (Information and Communication Technologies) Research Institute, the Head of the Research Institute under the direction of the Dean of the Faculty of Humanities and Social Sciences,
 - f) for the other central organizational units, the head appointed by the Rector.
- 4.3. pursuant to OOR, Article 52
- a) in the case of resident halls, dormitories, colleges for advanced studies under faculty supervision, the Dean together with the head of the resident hall, college for advanced studies,
 - b) in the case of resident halls, dormitories, colleges for advanced studies under the Rector's supervision, the head appointed by the Rector.
5. The Head referred to in point 4 shall appoint an epidemiological officer and a deputy epidemiological officer. The list of the designated epidemiological officers and their deputies, also for buildings, shall be published on the University's website. The Head referred to in point 4 and the epidemiological officer and his/her deputy are responsible for the implementation of this action plan. The head referred to in point 4 may, if necessary, assign epidemiological officers to organizational units and training locations within the organization.
6. The Rector shall establish an Epidemic Committee for the University as a whole and appoint the Head of the Epidemic Committee as the person in charge of epidemiological matters at the University, his/her Deputy and the Secretary of the Epidemic Committee. To the Epidemic Committee
- 6.1. one (1) member is delegated by the Deans of the Faculties, as provided for in point 4.1
 - 6.2. for central organizational units, under point 4.2
 - a) according to 4.2 c), one (1) member is delegated by the Director General for Economic Affairs,
 - b) for other central organizational units, the Rector shall delegate one (1) person who may also be the person appointed as the Head of the Epidemic Committee.
 - 6.3. according to point 4.3
 - a) in the case of residence halls, dormitories, colleges for advanced studies under faculty supervision, the Dean shall delegate one (1) person who may also be the person designated in point 6.1,
 - b) in the case of residence halls, dormitories, colleges for advanced studies under the Rector's supervision, the Rector shall delegate one (1) person who may also be the person appointed as Head of the Epidemic Committee.
7. Duties of the epidemiological officer designated by the University:
- 7.1. taking into consideration the relevant Rector's orders,
 - a) to direct and supervise the activities of the persons in charge of epidemiological matters and their deputies, the Deputy and the Secretary of the Epidemic Committee,

- b) to comply with the statutory reporting obligation on the basis of the data provided by the persons in charge of the epidemiological matters for the units referred to in point 4.1 and summarized by the Secretary of the Epidemic Committee,
 - c) to convene the meetings of the Epidemic Committee, as necessary,
 - d) to decide on the measures to be taken at the request of the epidemiological heads or deputies of the buildings.
8. Duties of the person in charge of epidemiological matters referred to in point 4:
- 8.1. taking into consideration the relevant Rector's orders,
 - a) to determine the rules for visiting the buildings and inform the Head of the Epidemic Committee at pandemia@kre.hu,
 - b) to determine the rules to ensure compliance with the requirements for the establishment of a health-safe environment,
 - c) to designate the isolation rooms in the buildings and inform the Head of the Epidemic Committee at pandemia@kre.hu,
 - d) determine the equipment of the isolation rooms,
 - e) ensure the supply and delivery of the required sanitary products to the buildings,
 - f) direct and supervise the activities of the persons in charge of epidemiological matters and their deputies in the organisational units and at the training locations.
 - 8.2. in the case of a suspected SARS-CoV-2 inspection in any university citizen,
 - a) determine the exact procedure to be followed on the basis of the alert protocol specified in points 11-13 of the action plan,
 - b) on the basis of a written report on the case, decide whether to impose or lift restrictions,
 - c) unless otherwise instructed by the Rector, send a written report to the University's Rector and the Epidemic Committee to the email address pandemia@kre.hu by the end of working hours on the last working day of the week,
 - d) in case of involvement of another university unit, inform the head of the relevant organizational unit,
 - e) act and take measures in the case of an epidemiological event on the instructions of a doctor who calls in or comes to the University or of the epidemiological experts on duty,
 - f) comply with the statutory obligation to provide information on the number of cases in the organizational units indicated in point 4,
 - g) in the case of a suspected mass contamination, make a proposal to the head of the organizational unit referred to in point 4 to evacuate or close the affected (part of the) building,
 - h) give instructions to disinfect the area affected by the contamination.
9. The rules for visiting the institution and holding events, and the rules for the compliance with the requirements for the creation of a health-safe environment are included in Rector's Order No. 11/2021 (IX.03)/R, and shall apply to the implementation of this action plan.
10. An isolation room must be designated in each building at each training site of the University. The buildings, the head, the epidemiological officer and his/her deputy responsible for the designation of the isolation rooms, their contact details and the isolation rooms shall be published on the website and in the usual manner on site.
11. If any university citizen is suspected of being infected with the COVID-19 virus, the so-called alert protocol, which is part of the action plan, shall be applied:



- 11.1. On the University's premises, any person with symptoms of suspected COVID-19 virus infection shall be immediately reported to the person in charge of epidemic matters in the building concerned. The epidemic supervisor shall take the necessary measures without delay, including
- a) the immediate notification of a suitably qualified medical body or person (general practitioner, doctor on duty, attending physician, university physician or a physician under contract with the University, or a doctor named in the insurance policy of the person concerned, hereinafter collectively referred to as the doctor),
 - b) placing the person with symptoms in a designated isolation room in the building, supervising him/her, recording the details for the report, sending the case to pandemia@kre.hu and drawing up a report,
 - c) the provision of the supervising person(s) with protective gloves and a facemask covering the nose and the mouth until the competent doctor is notified. The person(s) supervising the isolated person must wear protective gloves and a mask covering the nose and the mouth.
- 11.2. Thereafter, the person in charge of epidemiological matters in the building and the colleagues involved must follow the doctor's instructions.
- 11.3. If the person showing the symptoms of suspected COVID-19 virus infection
- a) is an employee or a person employed under contract by the University, the person in charge of epidemiological matters for the building concerned shall inform the manager in charge of the work and the leader exercising employer's rights.
 - b) is a student having student status with the University, the person in charge of epidemiological matters for the building concerned shall inform the Head of the Registry of the Faculty responsible for the training.
 - c) the person showing the symptoms must contact his/her GP at the same time.
- 11.4. Primarily the general practitioner, the doctor on duty, the attending physician, university physician or physician under contract with the University, or the doctor named in the insurance policy of the person concerned is entitled to comment on the suspected COVID-19 infection. If the doctor confirms the COVID-19 infection, the person in charge of epidemiological matters for the given building shall take further measures (e.g. contact investigation) in accordance with the current procedures issued by the National Public Health Center.
- 11.5. The isolation room must be disinfected immediately after the health care measures have been taken and the person showing symptoms has left, which, based on the indication of the person in charge of epidemiological matters, shall be carried out by the Facility Management's Operational Group of the Directorate General for Economic Affairs, with the involvement of the tenant in the case of rented premises, and with the notification and involvement of the building operator in the case of premises rented by the University.
- 11.6. As regards building evacuation,
- a) in the case of an educational building or the educational part of a multifunctional building, the Dean of the Faculty is entitled to decide on the evacuation. In the case of an educational building used by more faculties, the deans of the faculties providing training in the building shall decide jointly.
 - b) in the case of non-educational buildings
 - ba) the Rector is entitled to decide on the evacuation of the building or parts of the building of the Rector's Office, with the exception of point 11.6 a),



- bb) the General Director for Economic Affairs decides on the evacuation of the building of the General Directorate for Economic Affairs,
 - bc) in the case of residence halls, dormitories, colleges for advanced studies under faculty supervision, the Dean shall decide, together with the director of the residence hall, dormitory, college for advanced studies,
 - bd) in the case of residence halls, dormitories, colleges for advanced studies, the head entrusted by the Rector is entitled to decide.
12. With symptoms of suspected or confirmed COVID-19 virus infection,
 - a) students,
 - b) employees or persons employed under employment contract by the University shall be placed in quarantine for 7 days, after written notification by email to the epidemiological officer of the organizational unit, in compliance with the applicable epidemiological rules. The quarantine may be terminated after 7 days if the student or the employee or person employed under employment contract by the University has been free of fever for at least three days and his/her respiratory symptoms have disappeared. If he or she is free of symptoms for three days, he/she may return to the University premises with the negative result of a rapid test carried out on the 5th day after the beginning of the symptoms. Typical symptoms of the COVID-19 are listed in Annex 1 to Rector's Order No. 11/2021 (IX.03)/R.
 13. Depending on the development of the epidemiological situation and taking into account the experiences of the previous academic years, the Rector shall ensure the preparation and issue of Rector's Order on distance (online) education for the academic year 2021/2022.
 14. The Director shall ensure the publication, observance and enforcement of the rules and sectoral procedures for public education at the Kaszab Street Reformed Kindergarten of Károli Gáspár University of the Reformed Church in Hungary in the usual manner.
 15. The Rector shall ensure that the Rector's orders already issued are reviewed on the basis of Government Decree 283/2020 (17 June) introducing a state of epidemiological preparedness, Government Decree 409/2020 (30 August) on certain rules applicable to epidemiological observation related to the COVID-19 disease, Government Decree 484/2020 (10 November) on the second phase of protective measures applicable during the period of state of danger, Government Decree 553/2020 (2 December) on protective measures applicable within the premises of public institutions during the period of state of danger and Government Decree 27/2021 (29 January) on the declaration of a state of emergency and the entry into force of emergency measures are supervised, and that the amended orders are issued from 3 September 2021.
 16. This action plan (protocol) contains the consolidated version of the document issued on 1 September 2020, amended on 1 September 2021 and 4 February 2022, and effective from 7 March 2022 until it is amended or revoked, depending on the epidemiological situation, taking into account the experiences gained.

Budapest, 7 March 2022.

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Rector