

ORDER

Tallinn 31.08.2020 nr 1-10/49

Instructions for Preventing the Spread of Coronavirus in the Fall Semester 2020/2021**1. Facilities Administration**

1.1. The EKA building is open from 8:00-23:00. Entrance is from the main door with your security card. Persons, who do not possess a security card (guest lecturers, Open Academy students, guests) must ring the doorbell. Entrance to the EKA gallery is from Kotzebue street.

1.2. Only persons showing no signs of illness may enter the EKA building.

1.3. All guests entering the EKA building must be registered at the security desk, not including library visitors, who must be registered in the library, and EKA gallery visitors, who must be registered in the gallery.

1.4. Hygiene requirements must be followed closely in the building (including the use of existing handwashing and disinfection facilities) and close contact should be avoided.

1.5. Wearing a mask is mandatory, if:

1.5.1. There are more than 30 people in a room, exceptions are room A-101, where masks must be worn if there are more than 90 people and room A-501, when there are more than 45 people.

1.5.2. The professor or workshop instructor requires it.

1.5.3. You are arriving from a foreign country with a high infection rate deemed a risk by the Estonian Ministry of Foreign Affairs and your coronavirus test is negative, but you are unable to quarantine for 14 days due to work.

1.6. Guests and students must have their own mask; employees can get a mask from the security desk if needed. Guests and students can purchase masks from the canteen.

1.7. If you suspect you may have coronavirus ([Symptoms](#)) or you have been in contact with an infected person, you should consult your GP to be tested for coronavirus. If you're unable to contact a GP, you must call the GP advice line number 1220, where you can get a referral for a coronavirus test if necessary.

1.8. The renting of EKA rooms for events will be decided by the crisis committee. Events may be organized if the crisis committee deems there is no heightened risk of infection and the instructions herein are followed.

1.9. When dining in the EKA canteen you must follow the instructions of the operator.

2. Working arrangements

2.1. Every EKA employee and student is obliged to take good care that he or she does not pose a threat to other employees, students and the work environment.

2.2. For safety reasons, immediate managers may direct employees to work at home, unless the job responsibilities require otherwise.

2.3. If possible, avoid close contact and communicate by e-mail, telephone or video call.

2.4. The Academic Affairs office will inform on an ongoing basis about the instructions related to the carrying out of studies.

2.5. When organizing and conducting out-of-building studies, the requirements established by the

government and the instructions of accommodation establishments must be followed.

2.6. An employee/student who has been in the EKA building and has been diagnosed with coronavirus must inform the immediate supervisor/head of curricula so EKA can implement the necessary preventative measures in the work and study environment to protect other persons. The immediate supervisor/head of curricula must contact a staff member/student who has been absent from work/study with coronavirus symptoms and has not reported his/her illness to see if he/she has been diagnosed with coronavirus.

2.7. EKA has the right to ask the employee/student if he/she has been in contact with someone with coronavirus. EKA also has the right to ask for confirmation from the employee/student that the health condition of the employee/student does not hinder the performance of work tasks/participation in studies and is not a danger to other persons.

3. Travel

3.1. Travel should be avoided if possible. All persons arriving from foreign countries are required to inform themselves regularly of the recommendations and instructions on the [website of the Ministry of Foreign Affairs](#).

3.2. When planning trips, all means must be used to minimize possible financial damage (exchangeable airline tickets, travel disruption insurance, etc.), including ensuring insurance coverage. Costs incurred due to non-compliance with these instructions will not be reimbursed. If despite following the instructions the employee/student is in a situation caused by unpreventable forces, reimbursement is possible.

Heads of fields, deans and heads of departments are responsible for the implementation of this regulation. This regulation is valid from its adoption until the end of the autumn semester 2020/2021 or until new regulations are issued

With the adoption of this order, the Rector's 17.08.2020 Order No. 1-10/46 will become invalid.

/signed digitally/

Prof Mart Kalm Rector