

CEU Budapest Campus COVID-19 Protocol

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The Budapest Campus protocol is updated as and when new regulations come into place. We at the same time do recommend following the COVID-19 crisis communication via the updates from Covidinfo as these might overwrite the protocol's content in a very short notice.

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Please note that at all times, strict hygiene protocols and social distancing (min 1 m) are strongly recommended on all CEU premises.

1. Before accessing CEU premises

We are committed to your health and to the health of the entire CEU community, and we advise you, in agreement with your supervisor, to stay home and work remotely, unless your work demands it, or it is necessary to come to CEU premises. Do not enter the campus in case you have symptoms or positive test result, please contact your GP and report positive test result to covidinfo@ceu.edu . Entering CEU premises you need to have valid CEU ID card (for new students with no ID, temporary visitor card is accepted). Immunity (either through vaccination or previous infection) strongly recommended for access. Entry is allowed in mask only.

Please check the latest entry rules [here](#).

Access to buildings:

- Nádor 15 is designated as the sole Nádor entrance (opening times for CEU members: 7am – 23pm)
- (Open to public 8am-8pm)
- Nádor 9 and 11 are both closed
- Arany Janos u 34 (OSA): [here](#)
- Z14 is open between 9am – 5pm (only SOMBY Lab)
- O6/12 is open between 8am – 8pm
- Okt6/7 is open between 8am – 12pm

2. Entering the premises

Anyone entering the campus is expected to adhere to all special measures detailed in this protocol and on the information, posters displayed in prominent locations around the building.

Campus security personnel are authorized to check compliance and to remove anyone found contravening regulations.

To minimize interpersonal contact, departments / units that have administrative open hours for students and employees (depending on workflow) are advised to do so by providing online or onsite appointments based on supervisor approval.

3. Campus Hygiene

- Mask is mandatory for admittance to CEU premises.
- Optional on-campus antigen testing is available free of charge for CEU employees and students. To reserve a slot please contact medicalcenter@ceu.edu or book a slot [here](#)
- Use the hand sanitizers on site and to wash your hands regularly—following the posted guidelines—in the washrooms.
- When touching commonly used surfaces, e.g.: kitchen, elevator, doorknobs, we expect that you wash your hands frequently, avoid touching your own face, cough/sneeze in your shoulders or elbows (not in hands).
- Certain common kitchen equipment is removed to reduce contact: e.g., cutlery, sponges for washing up – read more on this in a later section on “Kitchen”. Please bring such items with you if you need them and do not leave them in shared spaces
- Disinfection dispensers are mounted throughout the campus. Equipment for temperature check is available at the Front Desk upon request for temperate measurement on the spot.

Please note that anyone coming to campus is expected to provide their own masks and will be provided with spare ones only as an exceptional measure in case they forget to bring one.

4. Common Areas

- **All must wear a mask when using common areas and classrooms at CEU.** Common areas include the Library, lobbies, washrooms, hallways, staircases, labs, classrooms, meeting rooms, kitchens, catering areas, elevators. Common areas will be disinfected regularly.
- It is recommended to keep at least 1 meter distance from others while on campus.
- Avoid spontaneous gatherings.

4.1 Classrooms, meeting rooms, computer labs

Access to classrooms, meeting rooms and computer labs is permitted under current protection measures (mask, social distancing, disinfection).

- We strongly advise against using computer labs. Where there is no other option, access is allowed. Social distancing is strongly recommended. Everyone must always wear a mask when using the labs (even if you are the only person in the room at that time).
- You must wash your hands before and after using the computers.
- Open windows and/or doors regularly (at least for 5 minutes every hour).
- Keep your workstation tidy, with all areas left completely empty when you have finished using the space so that surfaces can be cleaned properly.

- Clean the devices that you have personally used with the provided sanitizer.
- Hold meetings online or in bigger spaces, keep 1 meter distance and wear mask when attending onsite meetings
- To minimize transmission during meetings, avoid sharing pens and other objects.
- Rooms can be used only if they are reserved in the booking system.
- No self-service catering is allowed in meetings unless provided by a professional caterer with covid safety measures in place (food /drinks should be individually packed or should be served by catering staff). Please cross check the planning of any event with the ESM Team (esm@ceu.edu.) (see section Events below).

4.2 PhD Labs

PhD students may use the PhD Labs in line with the guidance below given to employees in shared offices, and with agreed measures in place always.

4.3 Offices

- Home office is encouraged, subject to role and supervisor approval.
- Shared office: wearing mask is strongly recommended. Use your own pen and office supplies, and workstations should be placed 2 meters apart where feasible. Work should be scheduled in a way that requires the least number of people to be present in an office at any one time
- All offices: do not use other employees' phones, desks, offices, office supplies, or any other work tool/equipment. Open the windows and/or doors regularly (at least for 5 minutes every hour). Keep your workstation tidy, with all areas left as empty as possible so that surfaces can be cleaned properly. If you have the means, please also clean the devices that you have personally used. Bring your own disinfecting wipes.
- Offices are cleaned at least once per day.

4.4. Library

For entry rules and opening hours, please visit [this site](#).

4.5 Kitchens

Using your own utensils is strongly recommended. We also advise you to spend the shortest possible time in the kitchen, i.e. no more than 15 minutes and consume your food in your office or in a dedicated lounge, gatherings are not allowed in the kitchens.

4.6 Catering services/Coffee shop

Catering services at N15 are available with limited operations and strict health protocols. Keep at least 1 meter distance when standing in line. Takeaway service is strongly recommended. If this is not feasible, maintain at least 1 meter distance and avoid eating in larger groups. It is suggested to spend the shortest possible time in the catering areas.

4.7 Events

Events are allowed according to the [current regulation updates](#), for onsite events immunity (either through vaccination or previous infection) is required.

- On-site events must be registered and approved by the Event and Space Management team (ESM), and if necessary, by the Emergency Response Team (ESM to make this call) to ensure all covid related requirements are met during the event. First point of contact: Events and Space Management – esm@ceu.edu

- You must submit to esm@ceu.edu a detailed concept of your planned event at least 2 weeks before the event is due to take place to allow a cross-checking with regulations in place—Please include: estimated number of participants (external or internal audience), responsible contact person, planned location of the event, draft agenda if available, proposed safety measures, any information you may find relevant.

Detailed COVID information for organizers and participants of CEU events at the Budapest campus is available [here](#)

4.8 Elevators

We advise you to use the stairs if possible. Elevators, where 1 meter distance cannot be kept, are for single-use only. Wear a mask, use your elbow to push the buttons, or wear gloves.

4.9 Gym

The gym is closed until further notice

4.10 Garage

Places are available for limited number of employees. Please contact the security manager: securitymanager@ceu.edu

4.11 Services available on site

- On-site maintenance for basic operations only is available between 8am – 5pm.
- IT support continues to be available remotely, further info [here](#)
- Internal mail and post services are operational, for further information please click [here](#)
- Front office services N15: please check [here](#)

5. COVID-related regulations

5.1 Definitions

Please see Appendix 3 for definitions and special Hungarian COVID Terminology.

5.2. If symptoms observed

Should you observe any of the following: any form of acute respiratory infection (with or without fever) with at least one of the following symptoms for which there is no other plausible cause: cough, sore throat, shortness of breath, respiratory catarrh, sudden loss of taste/smell or muscle pain, headache:

- Please do not enter the campus, stay at home in self-isolation
- consult with your GP or the [CEU Medical Center](mailto:medicalcenter@ceu.edu) (medicalcenter@ceu.edu or +36-1-327-3815) if needed.

5.3 If no symptoms observed

Should you have no symptoms, or you are only interested about general or specific COVID-19 information, or you would like to consult with a specialist, call +36 80 277455 or visit the Official Coronavirus webpage [here](#).

5.4 In case of contact

If you find out that **you were in the proximity of somebody tested COVID-19 positive**¹ in the last 10 days (regardless of whether you experience symptoms or not):

- Please do not enter the campus, consult with your GP.
- In case you or your general practitioner organized a test for you, please apply self-isolation until the results of your test are available. In case you test positive, please stay at home and inform covidinfo@ceu.edu (please see section below)
- In case you did not get tested: non-vaccinated people need to stay in quarantine for 10 days, vaccinated people do not have to, but are strongly advised to stay in self-isolation. For close contacts it is strongly advised to wear masks for 10 days at all times even if tested negative to reduce the chance of infecting others.

Should a participant of an on-site class or event at CEU test positive, Covidinfo Team needs to be informed immediately (covidinfo@ceu.edu) Depending on the size of the class, the infection and vaccination ratio etc the class might be put online in short notice.

5.5 Should you be tested positive

(Epidemiological separation (járványügyi elkülönítés)²)

- Do not enter the campus, stay at home and start your quarantine of 10 days, follow instructions from your GP
- Please inform your supervisor/head of department and covidinfo@ceu.edu about your status. Should you have close contacts amongst your CEU colleagues, fellow students, faculty members in the previous 10 days please share this information with covidinfo@ceu.edu to help avoiding further infections.

¹ See Annex 3

² See Annex 3

5.6 Entering campus after being tested positive

After the 10 days quarantine, you may enter the campus in case you have been tested negative and have no symptoms.

5.7 Financing of COVID-19 PCR or antigen test

- Faculty, staff and students are expected to self-finance their tests performed at their own initiative.
- CEU provides optional free antigen testing at Medical Center. For appointment, please contact: medicalcenter@ceu.edu or reserve a slot [here](#)
- CEU covers the costs of COVID-19 PCR tests only for faculty and staff with high-risk exposure, i.e.:
 1. who had direct physical contact with a confirmed case at CEU,
 2. who had cumulative face-to-face contact with a confirmed case at CEU for 15 minutes or more at a distance of ≤ 2 meters (e.g.: household contacts),
 3. who were in the same room with a confirmed case at CEU at a distance of ≤ 2 meters for 15 minutes or stayed longer.
- CEU covers PCR tests for commuters - those employees and TAs with employment contract - who need to commute from Budapest to Vienna and are vaccinated with Sputnik or Sinopharm.

How to get reimbursement for a PCR test:

- address the PCR test invoice to the employer (KEE, OktSzolg or CEU GmbH);
 - fill a Payment to Individual (PI) form, attach the invoice;
 - provide business reason for the travel; the budget code OTHERCVPO111; the entity;
- send all of the above to Dora Sarosi sarosid@ceu.edu and financesupport@ceu.edu (in case the invoice is not electronically issued, the original shall be mailed to Eszter Pallagi in Vienna and Zsófi Váncza in Budapest)

A full list of examination points in Budapest are available [here](#).

Annex 1 - Coronavirus protocol for CEU events at the CEU campus in Budapest

Events are allowed according to the [current regulation updates](#).

Please be aware that as regulations are liable to change at short notice, organizers should be prepared to switch an event online.

Should onsite events be allowed, please follow the regulations below.

Registering your event with CEU

- On-site events must be approved by the Event and Space Management team (ESM), and if necessary, by the Emergency Response Team (ESM to make this call) to ensure all covid related requirements are met during the event. First point of contact: Events and Space Management – esm@ceu.edu
- You must submit to esm@ceu.edu a detailed concept of your planned event at least 2 weeks before the event is due to take place to allow a cross-checking with regulations in place—Please include: estimated number of participants (external or internal audience), responsible contact person, planned location of the event, draft agenda if available, proposed safety measures, any information you may find relevant.

Entry rules

- Should you feel sick or have symptoms, do not enter the campus, stay at home and consult your doctor if needed.
- Do not enter the campus if someone living in your household is sick, or in the past two weeks you have been in contact with a person who is sick and shows the symptoms of coronavirus.
- By entering the campus you acknowledge and accept the special measures detailed in this protocol and in the information posters in the building. Campus security personnel are authorized to check compliance and can remove anyone who is found not adhering to the safety regulations.
- Onsite events can be attended only with a valid immunity certificate (EU or Hungarian).
- We kindly ask each participant to show their immunity certificate together with a personal identification document to the organizers and security guard when checking-in for the event onsite.
- Entry is allowed in masks only. Upon entering the buildings security service might do random body temperature checks. It is strongly advised to use the hand sanitizers and wash hands regularly following the guidelines in the washrooms. It is advised to keep at least 1 meter distance while on campus. All must wear a mask when using common spaces at CEU. Common spaces include classrooms, lobbies, washrooms, hallways, staircases, kitchens, catering areas, elevators.
- Spontaneous gatherings should be avoided. Open windows and/or doors regularly. Avoid transmission during events, meetings, for example avoid sharing pens and other objects.
- Elevators: It is advised to use the stairs if feasible. It is advised to use the elevators with the lowest possible number of passengers, maximum 2 people should travel at the same time. Use your elbow to push the buttons.
- No self-service catering is allowed unless all items are previously and safely packed and ordered from a professional provider.

Should a participant test positive within 10 days after the event, they should contact their GP, inform the GP that they attended an event and follow their instructions. CEU community members should also contact covidinfo@ceu.edu. Authorities might request the registration list for contact tracking.

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Annex 2 - Composition of the CEU Pandemic Leadership Team

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CEU Pandemic Response Leadership

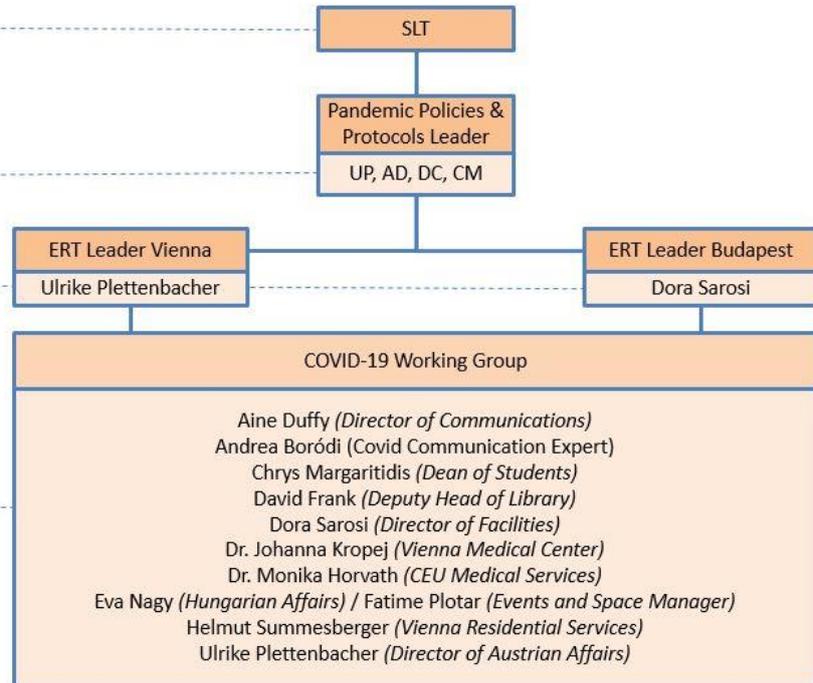
Primary responsibilities in COVID-19

Approves ERT proposals, releases key crisis communications, gives guidance to Ulrike, Aine, Dora and Chrys

Leads Working Group sessions to plan for continuity, develop campus protocols, pandemic related policies

Monitors COVID-19 trends and country regulations, leads operative response to COVID-19 alerts and emergencies with Working Group members in ERT*

Receives COVID-19 alerts, queries and concerns from students, faculty, and staff on covidinfo@ceu.edu, organizes and monitors the quarantine of students in need, keeps current on medical advice and drafts updates to CEU community on the latest pandemic development and guidance (also publishing these on COVID-19 CEU web site), assesses the risks and develops mitigating ERT actions, communicates ERT response, or develops proposal for SLT to approve, develops protocols, policies



* ERT leaders invite to ERT sessions those members of the Working Group who are required for the specific emergency, e.g., typically medical and communication experts, alongside selected local leaders from the given campus/residence home e.g., student services or library



Meeting regularly, the PLT acts as a prevention and control committee (as recommended by the Ministry of Innovation and Technology), recommending decisions, policy changes and measures to the Senior Leadership Team (SLT). Following SLT’s decision/approval, measures are implemented by the appropriate unit(s). Implementation is monitored and reported back to SLT by the PLT.

One of the major outputs of the PLT are the COVID-19 Campus Protocols—issued separately for each campus (including student housing in given city)—that serve as the operating plan for prevention and control.

Universities in Hungary must prepare and update their own COVID19 action plan based on the sectoral recommendations of the State Secretariat for Higher Education, Innovation and Vocational Training.

Annex 3: Responsibilities - preventing, controlling and providing the necessary materials

The prevention of Covid-19 across CEU units (KEE, CEU PU, OktSzolg) is managed by the Pandemic Leadership Team (PLT), joint team comprising representatives from the Hungarian and Austrian CEU entities.

Main roles and responsibilities:

Role/Responsibility	Responsible
Approves protocols, policies and proposals from Emergency Response Teams (ERT). Releases key communication	Senior Leadership Team (SLT)
Develop COVID-19 protocols and policies, plan for continuity	Pandemic Policies and Protocols Lead (PPP Lead)
Provides regular status updates to SLT	Pandemic Policies and Protocols Lead (PPP Lead)
Monitor Hungarian and Austrian COVID-19 trends and country regulations	ERT Leads
Leads local operative responses to COVID-19 alerts and emergencies	ERT Leads
Ensures all COVID-19 alerts, queries and concerns are received and acted upon. Manages covidinfo@ceu.edu. Assesses the risks and develops mitigating actions	Pandemic Working Group (PWG)
Organizes and monitors the quarantine of students. Provides support for faculty and staff in quarantine	Pandemic Working Group (PWG)
Drafts updates to CEU community on pandemic developments	Pandemic Working Group (PWG)
Publishes updates and medical advices to the whole community	Communication
Defines and implements required hygiene measures within the Library	Library
Plans, designs and implements preventive actions, e.g. signage, marks on entrance and staircases, installation of disinfection equipment, insures visibility and access to communication, etc.	Facilities
Medical advisory to PLT	Dr. Monika Horvath (Budapest) Dr. Johanna Kropej (Vienna)

Annex 4 – Definitions and Special Hungarian Terminology

- **Epidemiological monitoring (járványügyi megfigyelés)** Those who have been in contact with a person infected by coronavirus, and are therefore probably in the incubation period, must be under epidemiological monitoring. The same applies for those who have been in close contact with coronavirus infected patients (with their respiratory exudate). The monitoring lasts 10 days. The method of epidemiological monitoring (isolation at home or epidemiological confinement if needed) is defined regarding the individual circumstances of the contact person by which further transmission of the disease can be prevented. If clinical symptoms appear during this period, further examination of the patient is required.
- **Epidemiological separation (járványügyi elkülönítés)** It means the confinement of the contagious patient to their home or a hospital. Isolation is mandatory for those who are confirmed to suffer from coronavirus.
- **Confirmed positive** A person is confirmed Covid positive based on the result of an official COVID19 PCR test performed by any of the accredited labs.
- **Duration of isolation and quarantine** = 10 days from the last contact with a confirmed COVID-19 positive person or 10 days from the day of performing the COVID-19 test. Should the symptoms persist, the duration of self-isolation, self-quarantine is prolonged to ensure to return of the individual is possible until min. 3 days without any symptoms
- **Proximity** persons with whom you had direct physical contact, persons living in the same household with you, e.g.: family members, roommate, persons you are sharing the same office or anybody with whom you spent at least 15 minutes and within 2 meters from each other, regardless whether any of you wore a mask, or not.
- **High risk exposure (Proximity):**
 - A person living in a household with the COVID-19 patient;
 - Neither the infected nor the contact person wore a mask;
 - A person in direct physical contact with the COVID-19 patient (e.g. handshake);
 - A person in contact with the infectious secretions of the COVID-19 patient without the use of a protective device (e.g. coughing or touching a used tissue);
 - A person in personal contact with the COVID-19 patient (within 2 meters and longer than 15 minutes, e.g. eating, having coffee or smoking together);
 - A person staying in a confined space with the COVID-19 patient (within 2 meters and longer than 15 minutes) [e.g. school classroom, office meeting, hospital waiting room];
 - A healthcare worker involved in the direct care of the COVID-19 patient or a laboratory worker who treated samples of the COVID-19 patient without the use of the required personal protective equipment.
- **Low risk exposure (short or occasional exposure)**
 - A person staying in an enclosed space with the COVID
 - 19 patient for less than 15 minutes or outside a distance of 2 meters;
 - A person travelling with the COVID-19 patient on public transport.

