

**BURSAR'S METHODOICAL INSTRUCTION**

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**MEASURES FOR THE IMPLEMENTATION
OF THE RECTOR'S DIRECTIVE NO. 15/2021
AND MEASURES RELATED TO SELF-TESTING
OF TUKE EMPLOYEES UNTIL 31 DECEMBER 2021**

Overview of the amendments made to this document:

Number	Date	Overview of amended provisions, sections
No. 1	12/10/2021	pp. 2 to 3

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BURSAR'S METHODOICAL INSTRUCTION no. 1/2021**MEASURES FOR THE IMPLEMENTATION OF THE RECTOR'S DIRECTIVE no. 15/2021
AND MEASURES RELATED TO SELF-TESTING OF EMPLOYEES OF THE
TECHNICAL UNIVERSITY OF KOŠICE UNTIL 31 DECEMBER 2021**

The Technical University of Košice (hereinafter referred to as "TUKE") issues this Bursar's Methodical Instruction for the purpose of guidance pursuant to Part 2, Point 8 of Rector's Directive no. PR/TUKE/15/21 of 26 November 2021 and in accordance with the Manual of the Ministry of Economy of the Slovak Republic (hereinafter referred to as the "ME SR") for employers to perform testing of the employees:

I.**Introductory Provisions**

1. Part 2 of the TUKE Rector's Directive no. 15/2021 contains provisions concerning the performance of work at TUKE workplaces in the period from 29 November 2021 **until further notice**.
2. The Manual of the ME SR for employers to perform testing of the employees is valid until 31 December 2021.

II.**Basic Measures**

1. According to Part 2, Points 2 and 3 of the TUKE Rector's Directive no. 15/2021 heads of departments or employees charged by them are authorized to control the OTP regime. Authorized employees for the purposes of control will be appointed immediately by the TUKE Bursar at the Rectorate and schoolwide departments and workplaces, and by the relevant deans at the faculties who will inform about it the person responsible for personal data protection at TUKE by e-mail (robert.polyacsko@tuke.sk). The training in the area of personal data obtained in this way, in accordance with the GDPR, will be provided immediately by the person responsible at TUKE. **This provision also applies in the event of the change of authorized employees.**
2. Authorized persons at the Rectorate and schoolwide departments and workplaces keep an up-to-date list of employees on a daily basis, stating the valid part of the OTP regime of employees in accordance with Annex no. 1. The records are in person or in a sealed envelope delivered daily to an authorized person (Art. III., Point 2 of this Instruction), which is authorized to check the validity of the tests performed.
3. The form of records of employees at the faculties and the student dormitories and canteens (hereinafter referred to as "ŠDaJ") is within their competence, and they may follow the provisions of this Instruction.

III.**Self-testing at TUKE**

1. Testing of TUKE employees before entering the workplace in order to comply with the OTP regime can take place in 2 ways:
 - a) self-testing in TUKE premises,
 - b) testing in mobile testing point (hereinafter referred to as "MOM").
2. According to the Manual of the ME SR, the Rector of TUKE has appointed an authorized person at TUKE who will supervise the proper performance of the antigen test. The authorized person at TUKE are the employees of the OHS Office, Mr. Juraj Anna and Ing. Martin Popovič.
3. If the faculty or ŠDaJ will perform self-testing of employees independently, they are obliged to appoint authorized persons.

4. Self-testing at TUKE under the supervision of a TUKE authorized person will take place on Mondays (until 31 December 2021) from 08:00 to 11:00 am in the premises of the TUKE Congress Center (ground floor, Letná 1/9, entrance next to the filling office) under the supervision of an authorized person.
5. Protective equipment for TUKE authorized persons will be provided by OHSE R TUKE, which will also ensure waste disposal.
6. The TUKE authorized person and any authorized persons of the faculties and ŠDaJ keep records of the tested employees in the range of first name, last name, birth certificate number, test date and test result.
7. If the faculties and ŠDaJ provide self-testing separately, they will still deliver the records of their tested employees to the TUKE Rectorate's OHS Office on Friday of the relevant week for the purpose of processing a comprehensive list/record for TUKE.
8. The results of the test will be made available to the tested person upon presentation of the identity card and a certificate will be issued to him/her. This certificate is valid and binding for the employer/TUKE - form in Annex no. 2.

IV.

Testing at MOM

1. If, for various reasons, the employee is unable to use the TUKE offer for self-testing on the TUKE premises **until 31 December 2021**, he or she can also be tested at MOM.
2. Reimbursement of the test performed according to the previous point is 5 €/test. The payment will be made by TUKE (faculty, ŠDaJ, Rectorate, Rector's departments) based on the employee's request - form in Annex no. 3, which together with the proof of payment for the test shall be submitted to its personnel department on the next working day after the test.
3. The payment for the test in the amount of 5 € will be paid to the employee either by payment at the cash office or in the next pay day. The Finance Department of the TUKE Rectorate will inform about this.

V.

Final Provisions

1. This Methodical Instruction is binding for all organizational units of TUKE.
2. This Instruction shall enter into force and effect on the date of its issue.
3. **The obligation of TUKE employees to comply with the OTP regime applies even after the termination of TUKE's obligation to ensure self-testing, i.e. from 01 January 2022.**
4. **Amendment no. 1 to this Bursar's Methodical Instruction shall take effect on 10 December 2021.**