

Current measures to prevent the spread of COVID-19

(valid from 17th January 2022)

- Upon entering the Institute, please, use the hand sanitiser and put on a respirator.
 - After entering the Institute, the employee is obliged to undergo a rapid antigen test (test kit can be obtained at the reception, testing is performed in a designated test room). This obligation does not apply if the employee meets at least one of the following conditions:
 - 1) he/she underwent a PCR test in the last 72 hours and its result was negative
 - 2) he/she underwent a rapid antigen test (RAT), performed by a healthcare professional, in the last 24 hours and its result was negative
 - 3) he/she underwent a RAT designed for self-testing in the Institute within the allowed period* and its result was negative
 - 4) he/she underwent RAT with a negative result within the allowed period* at another employer, which can be proven by a digital EU certificate, confirmation from the health care provider, or written confirmation from the other employer.
- *The allowed period is either 2 or 3 days, since the employee is obliged to be tested twice a week and the second test of the week will take place no earlier than the 3rd day after the first.
- After the allowed period*, the employee is obligated to complete a **statutory declaration** upon entering the Institute and submit it to the box at the reception. In the case of a RAT performed in the Institute, it is necessary to fill in some personal data required by law.
 - If the employee is not present in the Institute on the day when the allowed period* ends, he/she will fill in the statutory declaration (and perform the test) on the day of his/her arrival to the Institute.
 - Each employee controls the test dates themselves, so we recommend to record each test date in a diary or calendar.
 - If the result of the RAT performed in the Institute is negative, the employee can go to his/her office.
 - If the result of the RAT performed in the Institute is positive, the employee is obliged to immediately notify Ms. Zátopková (tel. 3110) of this fact and to leave the Institute. Subsequently, he/she will provide co-operation to the Regional Hygiene Station, which will send him to the 5-day quarantine.
 - The ordered quarantine ends after 5 days if the employee does not show symptoms of covid-19. On the first day when the employee is present at the institute after the quarantine is completed, he/she is obliged to undergo a RAT. The Regional Hygiene Station may end the quarantine prematurely if the employee passes the confirmatory PCR test with a negative result.
 - Guests are allowed to enter the Institute only if at least one of the conditions 1), 2) or 4) above is met, which they will fill into the statutory declaration.
 - Meeting of the conditions 1) or 2) has to be proven by the appropriate confirmation issued by the health care provider.

- In case of mandatory quarantine or positive test result for COVID-19, it is obligatory to inform the head of your department and the Assets Management (Ms. Zátopková).
- Please, be meticulous when noting down your presence in the Institute to the attendance book (guests will use the guest book).
- Hand sanitisers are placed in kitchenettes, in the library and at the reception desk.
- In all bathrooms, disinfectant soap is available in the containers on the wall.
- In all public areas of the Institute, it is mandatory to wear a respirator or similar device (without an exhalation valve) with a filtration effectiveness of at least 94 % in accordance with the relevant standards (e.g. FFP2, KN 95).
- Wearing a respirator is mandatory in the office, if the employee is not in one place and at a safe distance from his/her colleagues (e.g. when he/she comes to a colleague's table).
- If the work duties do not prevent it, home office is still recommended (its conditions are set by the Order of the Director No. 4/2020), but it is necessary to have the consent of the head of your department and inform the secretary of your department.
- Be cautious in case of a suspicion of contact with an infected person.
- It is possible to hold personal meetings at the Institute, but all participants must keep a distance of at least 1.5 meters and disinfect their hands before entering the meeting room. The room should be ventilated during the meeting. However, it is still recommended to hold meetings online.
- All employees are obliged to follow the current version of the hygienic rules on the Institute's website and to observe all valid hygienic regulations.

Regulations concerning foreign travel:

- **Business trips abroad can be made only in compliance with all currently valid hygiene and anti-epidemic measures and after considering all possible risks.**
- All ICS employees are also obliged to inform the employer (by email to Ms. Zátopková) about their travel abroad of the duration exceeding 12 hours (or 24 hours, in case of visiting a neighbouring country) and comply with all current government regulations (<https://koronavirus.mzcr.cz/en/>).
- **After returning from abroad, the employee is obliged to pass a PCR test within the statutory deadline (5-7 days), unless he/she is covered by an exception to this obligation (completed vaccination or covid-19 in the last 180 days). While waiting for the test result, he/she must always wear a respirator complying with the FFP2 or KN95 standard when leaving the place of residence (and therefore also the entire period of his/her stay in the Institute).**

Emil Pelikán, director

Marie Turčičová, ICS paramedic