

# Current measures to prevent the spread of COVID-19

(update 14th October 2020)

- upon entering the institute, use the hand sanitizer
- be meticulous when noting down your presence in the institute to the attendance book (guests use the guest book), because of later traceability of present people
- hand sanitizers are placed in kitchens, in the library and at the reception
- in the bathrooms, disinfectant soap is available in the containers on the wall
- in the public areas of the institute, wearing of facemasks is obligatory
- In your office, you can stay without a facemask
- 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
- in case of ordered quarantine or positive test for COVID-19, it is obligatory to inform the head of your department and the Assets Management (Mrs. Černá)
- be cautious in case of suspicion of contact with an infected person
- Personal meetings can be held in the building of the institute for a maximum of 6 participants, and only in a well-ventilated room, using facemasks and maintaining a sufficient distance between participants. In addition, everyone must have their own seat. However, it is strongly recommended to hold meetings online.
- 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 are allowed only to countries with a low risk of infection (<https://koronavirus.mzcr.cz/en/list-of-countries-according-to-the-level-of-risk/>) and after considering all possible risks
- trips to all other countries are only possible in urgent and duly justified cases and with the express permission of the director
- when returning from a holiday or business trip abroad, it is necessary to inform the head of the department and comply with all current regulations

Emil Pelikán, director

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