

Current measures to prevent the spread of COVID-19

(update 23rd November 2021)

- Upon entering the Institute, please, use the hand sanitiser
- Upon entering the Institute, each employee is obligated to complete a **statutory declaration** of non-infectiousness. Exceptions are employees who have been vaccinated (and at least 14 days have passed since the vaccination was completed), and have already filled in this fact in the statutory declaration. Statutory declaration has to be submitted to the reception no later than 29th November 2021, in case of absence in the institute by this date, it has to be submitted on the day of first entry to the institute.
- After entering the Institute, the employee is obliged to undergo a rapid antigen test (test kit for collection can be obtained at the reception). This obligation does not apply if the employee meets at least one of the following conditions:
 - 1) he/she is vaccinated and at least 14 days have passed since the vaccination was completed
 - 2) he/she underwent covid-19, the period of his/her ordered isolation has ended and no more than 180 days have passed since the first positive test
 - 3) he/she underwent a PCR test or a rapid antigen test (RAT), performed by a healthcare professional, in the last 7 days and its result was negative
 - 4) he/she underwent a rapid antigen test (RAT, designed for self-testing) in the Institute in the last 7 days and its result was negative.

If the result of the antigen test performed in the Institute is positive, the employee is obliged to immediately notify Mrs. Černá of this fact, to leave the Institute and also to inform his/her general practitioner.

- Guests are allowed to enter the building of ICS only if at least one of the conditions 1)-3) above is met.
- Meeting of any of the conditions 1)-3) has to be proven by the appropriate vaccination certificate or confirmation issued by the health care provider.
- All ICS employees who come to work for the first time since their stay abroad, are obliged to complete a **statutory declaration after returning from abroad** (the same applies to guests)
- All ICS employees are also obliged to inform the employer about their travel abroad of the duration exceeding 12 hours (or 24 hours, in case of visiting a neighbouring country)
- After returning from abroad, the employees are obliged to pass a professionally performed test within the statutory deadline (the type of test depends on the degree of risk of infection in the visited country), unless he is covered by an exception to this obligation (completed vaccination, laboratory-confirmed covid-19 in last 180 days)
- The employer is obliged to prevent entry of persons to the Institute who do not present themselves with a negative certified test result for the presence of the SARS-CoV-2 virus after returning from abroad. An exception is granted to employees arriving from countries with low or medium risk of infection until obtaining the certified test result. Another

exception is guaranteed to employees who have completed vaccinations or have undergone covid-19 in the last 180 days.

- 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
- 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 (Mrs. Černá)
- 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 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
- Travel to all other countries is only possible in urgent and duly justified cases and with the express permission of the Director
- Upon returning from abroad, it is necessary to inform the head of the department and comply with all current regulations (<https://koronavirus.mzcr.cz/en/>)

Emil Pelikán, director

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