

**The University of Economics, Prague**  
**The Department for the Administration of Facilities**  
**Order of the Director of DAF VŠE in Prague No. 5/2020**

Ref. No.: VŠE/1404/7000/2020

Reg. No.: VŠE/1900/2020

In Prague, March 4<sup>th</sup>, 2020

**Measures to reduce the risk of coronavirus infection.**

*„COVID-19 is primarily spread through respiratory droplets. The incubation period is one week to fourteen days. After infection, the disease manifests itself with a fever that does not subside. They may be accompanied by discomfort, pain in the joints and muscles, and symptoms of cough soon.“*

Following the recommendation of the Ministry of Health of the Czech Republic \*) and following the Rector's Order No. 01/2020 (see Appendix) to reduce the risk of coronavirus infection (COVID disease 19.)

**issue this order of the director of DAF VŠE:**

**A. Persons**

- a) staying at the dormitories of the VŠE who have arrived from countries where coronavirus infection (2019-nCoV) has been showed: China, Hong Kong, Macau, Taiwan, Afghanistan, Algeria, Australia, Austria, Bahrain, Belgium, Brazil, Cambodia, Canada, Croatia, Egypt, Finland, France, Germany, India, Iran, Iraq, Israel, Italy, Japan, Kuwait, Lebanon, Malaysia, Nepal, Oman, Philippines, Russia, Sri Lanka, Singapore, Spain, Sweden, Switzerland, Thailand, Korean Republic, United Arab Emirates, United Kingdom, United States, Vietnam, or others according to the current situation (via: <https://www.cdc.gov/coronavirus/2019-ncov/locations-confirmed-cases.html>),
- b) and those showing symptoms of COVID-19, i.e.: fever, cough, respiratory problems, muscle and joint pain, whether or not they have visited one of the countries mentioned above

are obliged:

to report the above mentioned facts at the reception of the dormitory of the University of Economics, where they are accommodated and to fill out a short questionnaire, [here](#), and submit to the 14-day quarantine, which will be:

- a) especially in your home (i.e. not at the VŠE dormitory);

- b) only in necessary and justified cases in a specially reserved quarantine cell at the Blanice dormitory or other dormitories.

Report this fact as soon as possible at the VŠE dormitory reception by phone or email. In the extreme case, when they come to the dormitory to report this fact, they are obliged to use protective face mask (even improvised face mask designed primarily to protect the environment, so that the sick person no longer spread the disease droplets) and before visit the dormitory to disinfect hands with the virucidal disinfectant. If the above symptoms of COVID 19 do not appear, they may collect the necessary items from their room under the above conditions.

At the dormitory reception, the University of Economics will report whether it shows symptoms of COVID-19 and at what address it will spend quarantine or treatment of the disease and phone contact. The receptionist has the right to measure their body temperature with a contactless thermometer.

Persons who staying at the dormitory of the University of Economics and experiencing the above-mentioned symptoms of COVID-19 regardless of whether they have returned from the above countries or whether they have come into contact with someone who has visited those countries, they immediately report this fact at the reception of the VŠE dormitory. In exceptional and justified cases, they apply for placement in special quarantine cells of the VŠE dormitory. When placed in quarantine cells, they are required to use disposable tissues and towels, and to observe hygiene especially by hand.

Persons who travel to their residence are personally responsible for observing quarantine measures, in case of an outbreak, persons are responsible for reporting to their doctor and the manager of their dormitory of the University of Economics, to which they are staying.

#### **B. Dormitory workers (primarily reception staff):**

are obliged:

1. to carry out a random screening of persons accommodated at the dormitories of the University of Economics, i.e. note whether the guests and hotel guests show signs of respiratory disease and symptoms of COVID-19,
2. for all residents who report their arrival from the above mentioned countries, respectively they are diagnosed with COVID-19 at the random checkpoint, to record from which country they came from, whom they have met, whether they show symptoms of COVID-19 and the address where they will quarantine or will be treatment and phone contact,
3. to report this fact immediately to the Department of Hygiene Stations of the city of Prague, phone number: **733 673 900**,
4. to immediately report any cases of quarantine or COVID-19 disease to the Head of Sales Department at the address [michal.smid@vse.cz](mailto:michal.smid@vse.cz) ,
5. the Head of the Sales department will keep a table of reported cases, which will be continuously updated and shared to all heads of every dormitory for monitoring;
6. to consistently check compliance with the director's order No. 4/2020;

are entitled:

7. if the symptoms of COVID-19 are suspected, measure the temperature with a non-contact thermometer.

\*) [http://www.mzcr.cz/dokumenty/koronavirus-2019-ncov-informace-pro-obcany\\_18432\\_4122\\_1.html](http://www.mzcr.cz/dokumenty/koronavirus-2019-ncov-informace-pro-obcany_18432_4122_1.html)

**C. Other provisions:**

1. Persons with symptoms of COVID-19 disease will be accommodated separately on the quarantine cells of the VŠE dormitory from persons without symptoms of COVID-19 disease.
2. Temporary accommodated persons in quarantine cells at the dormitories of the University of Economics will not pay additional dormitories.
3. The management of the dormitory of the VŠE will place face masks for persons with symptoms of COVID 19 and a virucidal product for hand disinfection at the VŠE dormitory reception.
4. This Order becomes effective on the day of its publication on the DAF VŠE website.

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Ing. Ota Zima, CSc., MBA  
Director DAF VŠE