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Instruction from the Director No. 1/2020
Laying Down a Preventive Procedure to Eliminate the Spread of the COVID-19
Infectious Viral Disease
of the Service Facilities Administration of the Czech Technical University in Prague
when Providing Accommodation Services

Article 1
Subject Matter

This Instruction, issued further to the measures taken by the Government of the Czech Republic, ministries, other authorities concerned and to internal regulations of the Czech Technical University in Prague (hereinafter referred to as "CTU"), in relation to reduction of the risk of infection by infectious viral disease (hereinafter referred to as "COVID-19 Disease") and on the basis of up-to-date information about the development of the situation regarding COVID-19 Disease, lays down the procedure of the Service Facilities Administration of the Czech Technical University in Prague (hereinafter referred to as "SFA"), SFA managerial personnel (hereinafter referred to as "Managerial Employee"), SFA employees and clients inside the SFA accommodation facilities of SFA in case of presence of the COVID-19 disease.

Article 2
Infection Risk Reduction Measures

(1) In order to eliminate spread of the COVID -19 disease all employees and clients of SFA are obliged to follow this Instruction, the instructions from the Ministry of Health of the Czech Republic, Decrees of the Czech Government or other binding legal regulations and CTU internal rules, relating to the ongoing COVID-19 disease pandemic. All SFA employees are obliged to ensure their implementation within their working capability.

(2) During the performance of their work and during the time beyond the performance of their work, the SFA employees are obliged to behave in a manner to avoid endangering of other employees, clients and employees of suppliers of services and goods to SFA.

Article 3
Obligations of Clients on Entering the SFA Accommodation Facilities

(1) SFA clients are obliged to follow the valid procedure ordered according to Section 69(1) I) and (2) of the Act No. 258/2000 Coll., on Protecting Public Health and Amending Certain Related Acts, as amended, published by the Ministry of Health of the Czech Republic or by a locally competent public health office. Information about current measures shall be always published in a visible place at the entrance into the individual SFA accommodation facilities.

(2) The SFA clients coming from the countries not included in the update Announcement of the Ministry of Health of the Czech Republic, providing the list of countries or their parts with low COVID-19 disease contagion risk, are obliged to submit a negative RT-PCR test for the presence of SARS CoV-2 performed in the Czech Republic (hereinafter referred to as "TEST"), when commencing accommodation in the SFA accommodation facility.

(3) The SFA clients coming from the countries included in the update Announcement of the Ministry of Health of the Czech Republic, providing the list of countries or their parts with low COVID-19 disease contagion risk, are obliged to confirm with their signature of the Affirmation that they have shown no signs of a viral infection, and that they are not subject to quarantine measures (Annex No. 1 to the Instruction), presented to the employee of the SFA Accommodation Service Department and the SFA Service Facilities Administration (hereinafter referred to as "Accommodation Provider"), that they show and have not shown any signs of COVID-19 disease during the last days and that they are without current health troubles corresponding to COVID-19 disease. The Affirmation is available at the Accommodation Provider or on the website www.suz.cvut.cz.

(4) A SFA client with COVID-19 disease shall not be accommodated in the SFA accommodation facilities.

(5) In case that, upon his arrival to the Czech Republic, the SFA client mentioned in paragraph (2) of this Article is waiting for results of the TEST, the accommodation may be provided by SFA solely in compliance with currently applicable measures of the Government of the Czech Republic, ministries or other authorities concerned and with the internal regulations of CTU issued in connection with COVID-19 disease contagion risk reduction. In such case the accommodation shall be performed in the SFA commercial accommodation facility – hotel Masaryk Dormitory or in another determined SFA accommodation facility. The price for accommodation for the SFA clients to whom the accommodation was provided in CTU dormitories is in this case determined to CZK 147/night, for the period of time strictly necessary. The Accommodation Provider is obliged to keep records on the above mentioned accommodation. After subsequent submission of the TEST results by the client, the Accommodation Provider shall proceed as follows:

a) in the event that the presence of SARS CoV-2 is proven with a SFA client on the basis of the TEST, the SFA client is obliged to contact immediately the locally competent public health office and also announce this fact to the Central Reception of the Strahov Dormitory – block 1. Should the locally competent public health office decide on quarantine measures, the Client is obliged to respect all rules related to the quarantine measures;

b) in the event of a negative result of the TEST submitted by the client to SFA, the Accommodation Provider shall further proceed in compliance with the SFA internal rules and shall provide the SFA client accommodation in the allocated dormitory;

(6) in the event of failure to follow the rules provided in points 1-5, Article 3 of this Instruction, the Accommodation Provider shall be entitled to refuse the accommodation services.

(7) The accommodation conditions for SFA clients in the SFA commercial accommodation facilities shall be governed by the instructions of the Ministry of Health, Decrees of the Government of the Czech Republic or by other legal regulations. Changes of the accommodation conditions according to the first sentence and the Client's failure to observe them shall not be the reason for repayment of the accommodation fee.

Article 4

Obligations for Clients Accommodated in the SFA Accommodation Facilities

(1) All already accommodated SFA clients with proven positivity on the basis of the TEST result and to whom quarantine measures were ordered by the locally competent public health office or by the attending physician, are obliged to announce this fact to the Accommodation Provider in the

respective accommodation facility. The SFA client shall at his discretion inform the Accommodation Provider where he will be staying during the period of the quarantine measures. In case that the SFA client:

a) requires termination of the Accommodation Agreement, then he shall carry out a complete vacation in cooperation with the Accommodation Provider and the accommodation deposit shall be returned to him at the same time;

b) announces the Accommodation Provider that during the period of the quarantine measures he will be staying in a place different from the SFA accommodation facility, he shall be obliged to announce this fact to the locally competent public health office. The SFA client shall keep the statute of an "accommodated in the dormitory" and is obliged to observe the provisions of the Accommodation Agreement, including payment of the price for accommodation. Upon termination of the quarantine measures he shall proceed in compliance with directives of the competent public health office. Subsequent continued accommodation in the SFA accommodation facility in compliance with the Accommodation Agreement shall be possible only after submission of a negative TEST or on the basis of terminated quarantine measures by the attending physician or the locally competent public health office, protection without the obligation to pass the TEST;

c) requires accommodation in the SFA accommodation facility, he shall be accommodated in the quarantine spaces determined by the Accommodation Provider. The Accommodation Provider shall inform the SFA clients about their location. The prices for accommodation are in such cases governed by the published price lists for accommodation on www.suz.cvut.cz for individual categories of clients and the payment for accommodation in his home dormitory is suspended at the same time;

(2) The Accommodation Provider prefers the procedure in compliance in paragraph (3), items a) and b) of this Article 4 hereof;

(3) Should the client of the SFA commercial accommodation facility have a positive result of the TEST, the Accommodation Provider shall contact the locally competent public health office and follows its directives and recommendations. Should the locally public health office order a quarantine in the respective accommodation facility, this accommodation shall be subject to a charge in compliance with the current price list for the commercial accommodation.

Article 5

Steps to be Taken by the SFA Employees in the Event of a Client with the COVID-19 Disease in the SFA Accommodation Facility

(1) The Accommodation Provider is obliged to register all information about the clients of the SFA accommodation facilities who were ordered quarantine measures or whom the COVID-19 disease was proven.

(2) Should a SFA client with identified presence of the COVID-19 disease be accommodated in the SFA accommodation facility, the Accommodation Provider shall be obliged to ensure, beside normal cleaning and exchange of bed linen or curtains, as applicable, a disinfection of the room in which the SFA client was accommodated. It is obligatory to disinfect all contact surfaces (switches, doorhandles, handgrips etc.) and the objects used by the SFA client (remote control, phone etc.). It is also necessary to disinfect the bathroom, toilet and kitchenette and common spaces used by the SFA client.

(3) In case of a SFA client with the COVID-19 disease who is already accommodated in the SFA accommodation facility, the Accommodation Provider is obliged to inform the client living together with the infected SFA client and perform without undue delay his quarantine in compliance with Article 4 paragraph 2 and inform the locally competent public health office, in case that the locally competent public health office has not already done so.

(4) In case of quarantine measures the alimention is ensured by the SFA clients at their own costs.

(5) In case of a SFA client with the COVID-19 disease who is accommodated in the SFA commercial accommodation facility, the Accommodation Provider is obliged to contact the locally competent public health office and follow its directives and recommendations. Should the locally competent public health office order a quarantine in the respective commercial accommodation facility, such accommodation shall be subject to a charge in accordance with the current price list for commercial accommodation.

(6) Should a quarantine be ordered which shall be performed by decision of the attending physician or the locally competent public health office outside the SFA commercial accommodation facility, the Accommodation Provider, in agreement with the SFA client, shall terminate the accommodation in the accommodation facility and deposit the personal items of the SFA client in a commissional manner on a safe place, to be returned to him on demand after termination of the quarantine. The accommodation shall be charged to the SFA client in compliance with the valid price list for the commercial accommodation.

Article 6

Steps to be Taken by the SFA Employees and Clients in the Event of Extraordinary Measures Connected with Outbreak of the COVID-19 Disease

(1) In case that in compliance with the relevant instructions of the Ministry of Health of the Czech Republic, Decree of the Government of the Czech Republic or with other binding legal regulations and CTU internal rules relating to the ongoing pandemic of the COVID-19 disease there will be necessary to leave the SFA accommodation facility (e.g. quarantine measure for the City of Prague etc.), the SFA client accommodated in the SFA accommodation facility shall be obliged to terminate the accommodation, including vacation of his items from the allocated room and relevant facilities. This SFA client shall be charged for the accommodation until the termination date of the accommodation and the accommodation deposit shall be returned to him at the same time.

(2) After termination of the extraordinary measures, the Accommodation Provider shall further continuously accept and handle the accommodation requests for the current academic year. Accommodation reservations for the next academic year shall be simultaneously enabled to the SFA clients who have terminated the accommodation.

(3) In the event that in compliance with the relevant instructions of the Ministry of Health of the Czech Republic, Decrees of the Government of the Czech Republic or other binding legal regulations and with CTU internal rules relating to the ongoing pandemic of the COVID-19 disease there will be necessary not to leave e.g. the territory of the City of Prague (e.g. quarantine measures for the City of Prague etc.), the SFA clients who will continue to be accommodated in the SFA accommodation facility shall be charged with a standard accommodation price according to the price lists for accommodation published on www.suz.cvut.cz for individual categories of clients. In such cases the SFA reserves the right to move together the SFA clients to allocated accommodation capacities.

(4) At the time when extraordinary measures are adopted in compliance with the relevant instructions by the Ministry of Health, Decrees of the Government of the Czech Republic or other binding legal regulations and with CTU internal rules relating to the current pandemic of the COVID-19 disease all SFA clients are obliged to report leaving the SFA accommodation facilities for a period exceeding 7 days to the Accommodation Provider. During the accommodation period, they are obliged to pay all their costs connected with the accommodation in compliance with the Accommodation Agreement. In case of default on payment pursuant to the Accommodation Agreement exceeding one calendar month the SFA may undertake a commissional moving out of the SFA client.

(5) In case of a reduced interest in accommodation in the SFA accommodation facilities, the SFA may move together the accommodated SFA clients within the respective accommodation facility or move

the accommodated SFA clients to another SFA accommodation facility, in order to minimize the consumption of power, accommodation related services (waste collection, door guard activity, cleaning etc.) within the unoccupied accommodation facilities a optimise the number of the SFA employees.

(6) Accommodation of the SFA clients in the SFA commercial accommodation facilities is subject to the conditions provided by the relevant legal regulations governing this kind of accommodation.

Article 7
Effectiveness

This Instruction shall become valid and effective by the issue date.

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Director of SFA CTU in Prague

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