

## **Dean's Instruction No. 21D/2020**

### **ACTIVATION OF THE CRISIS PLAN**

**with implemented Amendment No. 1 – 13 and Amendment No. 14 from 30. 1. 2022**

Following the current measures issued by the Ministry of Health of the Czech Republic in connection with the COVID-19 disease

**I am launching a crisis plan as instructed by the Dean' Instruction No. 20D/2020.**

At the same time, the faculty crisis committee is established.

#### **Entry of employees into the workplace**

- (1) Employees are obliged to undergo a rapid antigen test twice a week to determine the presence of SARS-CoV-2 virus at a contact person who records the test result in the range of name, surname, date of the test, and test result. The records are kept by the contact person for 90 days. The employee undergoes the first antigen test on 17 January 2022 or the first day of arrival at the workplace after this date, and then always no earlier than the third day after the previous testing. This obligation does not apply to persons who:
  - a. have undergone a negative RT-PCR test for the presence of SARS-CoV-2 with negative results in the last 72 hours, or
  - b. have undergone a rapid antigen test in the last 24 hours for the presence of SARS-CoV-2 virus by a healthcare professional with a negative result, or
  - c. can prove by another employer's confirmation that they have undergone a rapid antigen test to determine the presence of SARS-CoV-2 virus, or
  - d. can prove by a school confirmation that he/she is undergoing preventive testing as part of school testing measures, or
  - e. have undergone laboratory-confirmed COVID-19 disease, and no more than 30 days have elapsed since a positive RT-PCR test for SARS-CoV-2.
- (2) Testing of employees takes place daily at the contact person between 8:00 and 10:30, unless the Head of the Department stipulates otherwise.
- (3) The contact persons are:

- KEE – Ms. Glaserová,	- KET – Mr. Řeřicha,
- KEI – Ms. Vítková,	- KEV – Ms. Hebrová,
- KEP – Ms. Peckertová,	- RICE – Ms. Pangrácová,
- Dean's Office – Ms. Nováková.	

- (4) At the request of the employee, the contact person shall issue a confirmation of the performed testing - see the Annex No. 1.
- (5) Contact persons shall keep records of the tests performed to the extent specified in the Annex to the Rector's Decision No. 30R/2021.
- (6) The duties imposed by the Head pursuant to the Rector's Decision No. 30R / 2021 are provided by the contact person.
- (7) In the event of a positive result of the antigen test performed, the employee shall immediately leave the workplace and inform his / her superior. On the first day of his presence at the workplace after the quarantine, the employee undergoes a rapid antigen test to determine the presence of SARS-CoV-2 virus at the contact person.
- (8) An employee who is not allowed to enter the workplace, resp. he / she is ordered quarantine or isolation, performs work from home in agreement with his / her superior.
- (9) Superior employees keep records of the presence of employees at the workplace.

### **Entry of doctoral students into the FEE premises**

The conditions stated in the previous section apply to students of doctoral study programmes at FEE.

### **Presence of employees and students of doctoral study programs on the premises of FEE**

- (1) Employees and students of doctoral study programs carried out in full-time form, who participate in conducting seminars, laboratory exercises, measurements in the laboratory within the final theses (hereinafter referred to as teachers) are required to wear a respirator min. class FFP2 or KN95.
- (2) During lectures, all teachers are recommended to use a respirator min. class FFP2 or KN95 and keep distance from students min. 2 m.
- (3) Meetings of teams and working groups, meetings of FEE bodies, or negotiations with external entities may be carried out physically in a maximum number of up to 10 people, provided that all participants in this event will have a respirator min. class FFP2 or KN95 on for the entire duration of the meeting, and the spacing of individual persons will be maintained min. 2 m. Negotiations with a larger number of participants will take place online.

### **Entry of students to the FEE premises**

- (1) The personal presence of the student is possible only if the student is entitled to enter the school facility in accordance with the currently valid measures.
- (2) Students are required to use a respirator of at least FFP2 or KN95 class at all FEE schedule events.
- (3) Students are obliged to wear a respirator of class at least FFP2 or KN95 also in the common areas of FEE.

### **Presence of external persons on the FEE premises**

- (1) The presence of external persons, i.e. persons who do not have an employment relationship at UWB or are not UWB students, is possible provided that these persons do not show signs of respiratory disease accompanied by symptoms of COVID-19 and must meet one of the following conditions:
  - a. are vaccinated against COVID-19 and at least 14 days have elapsed since the completed vaccination schedule according to the summary of product characteristics, or

- b. have undergone laboratory-confirmed COVID-19 disease, the ordered isolation time has elapsed and no more than 180 days have elapsed since the first positive rapid antigen test (RAT) for SARS-CoV-2 antigen or RT-PCR test for SARS-CoV-2, or
  - c. have undergone a negative RT-PCR test for the presence of SARS-CoV-2 with negative results in the last 72 hours, or
  - d. have undergone a rapid antigen test in the last 24 hours for the presence of SARS-CoV-2 virus by a healthcare professional with a negative result, or
  - e. have undergone a rapid antigen test at the contact person of the workplace to which the external person comes.
- (2) Contact persons shall keep records of antigen tests performed by external persons on site, to the extent of the name of the external person, the date of the test and its result. The contact person archives this information for a period of 14 days.
- (3) When staying in all FEE premises, all external persons are obliged to wear a respirator min. class FFP2 or KN95.

prof. Ing. Zdeněk Peroutka, Ph.D.  
Dean of the Faculty of Electrical Engineering,  
University of West Bohemia

**POTVRZENÍ O PROVEDENÉM TESTOVÁNÍ FORMOU ANTIGENNÍHO TESTU  
NA PŘÍTOMNOST ANTIGENU VIRU SARS-COV-2 PROVEDENÉHO LAICKOU  
OSOBOU (SAMOTEST) /  
CONFIRMATION OF THE ANTIGEN TESTING FOR THE PRESENCE OF SARS-  
COV-2 VIRUS PERFORMED BY A NON-PROFESSIONAL PERSON (SELF-TEST)**

Zaměstnavatel / Employer Západočeská univerzita v Plzni .....

IČO / Identification No 49777513.....

Kontaktní osoba / Contact person .....

Tel. kontaktní osoby / Contact person's phone .....

POTVRZUJE, ŽE JEHO ZAMĚSTNANEC /  
CONFIRMS THAT THE EMPLOYEE

Příjmení / Surname .....

Jméno / Name .....

Datum narození / Date of birth .....

Číslo pojištění / Insurance number .....

**PODSTOUPIL/A DNE / UNDERWENT ON**

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**ANTIGENNÍ TEST V RÁMCI PRAVIDELNÉHO TESTOVÁNÍ ZAMĚSTNANCŮ A  
VÝSLEDEK TOHOTO SAMOTESTU JE NEGATIVNÍ. /  
ANTIGEN TEST IN THE FRAMEWORK OF REGULAR EMPLOYEE  
SCREENING TESTING AND THE RESULT OF THIS SELF-TEST IS NEGATIVE.**

V / In ..... dne / date.....  
razítko a podpis zaměstnavatele / stamp and signature of the employer