

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

### ACTIVATION OF THE CRISIS PLAN

**with implemented Change No. 1 from 9. 10. 2020, Change No. 2 from 26. 11. 2020,  
Change No. 3 from 22. 2. 2021, Change No. 4 from 15. 3. 2021  
and Change No. 5 from 3. 5. 2021**

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.

Current measures:

- (1) Consistent use of protective equipment, preferably respirators with protection class min. FFP2.
- (2) Prohibition of gathering on the premises of the Faculty of Electrical Engineering.

#### **Staff and PhD students**

- (1) Team leaders may allow their staff to have home office, use home office as much as possible. Team leaders will keep records of the staff and PhD students at home office.
- (2) To PhD students (full-time and part-time) in Czech and English degree programs who have an employment relationship with the FEE UWB, the conditions set for the employees of the FEE, according to paragraph 1, apply equally (hereinafter collectively referred to as employee).
- (3) Limiting contacts between teams or groups.
- (4) Restrictions on business trips: Possible exceptions are permitted by the Head of the workplace if absolutely necessary.
- (5) Course guarantors decide on the method of providing the teaching with regard to current epidemiological regulations and will inform students.
- (6) Activities such as language courses, trainings, workshops for employees, etc. may take place only in an online form.
- (7) Conferences, meetings, etc. is preferred in an online form. If this is not possible, the spacing of at least 2 meters must be kept between the participants.
- (8) Students of doctoral study programs will handle study matters using electronic communication.
- (9) Prohibition of site visits. Possible exceptions are allowed in the necessary cases by the head of the workplace.

## **Employee testing**

- (1) Personal presence at the workplace is possible only if the employee has undergone in the last seven days RT-PCR test for the presence of SARS-CoV-2 virus, POC antigen test for the presence of SARS-CoV-2 virus, or preventive test to determine SARS-CoV-2 antigen and the test result must be negative. This does not apply to persons listed in Article 3 of the Extraordinary Measure of the Ministry of Foreign Affairs of 5 March 2021, file no. MZDR9364/2021-1/MIN/KAN.
- (2) For the performance of tests, employees shall use test centers established by the UWB, or public test centers.
- (3) If it is not possible for objective reasons to use testing according to the previous paragraph, then it is possible to use a self-test set provided by the employer after prior agreement with the contact person of the workplace. The FEE reception space is reserved for the employee to perform the self-test.
- (4) Contact persons are:
  - KEE – Ms Glaserová,
  - KEI – Ms Vítková,
  - KEP – Ms Peckertová,
  - KET – Mr Řeřicha,
  - KEV – Ms Hebrová,
  - RICE, Dean's Office – Ms Pangrácová.
- (5) Before entering the workplace, the employee shall send the result of the test to the contact person of the workplace, whereas this action does not have to be repeated for the period of validity of the test, i.e. 7 calendar days from the test. The workplace contact person registers the employee and the test result in a shared table. For possible control, the employee must be able to prove a negative test result (electronic form is sufficient).
- (6) Employees to whom the exemption applies under paragraph 1 shall document this exemption and the date of validity of the exemption to the workplace's contact person before entering the workplace.
- (7) Head workers are responsible for the registration of employees on the tests performed and also the registration of employees who fall under the exceptions where it is not necessary to perform testing.

## **Students**

The FEE Study Office cancels contact office hours for students. Use electronic communication channels to deal with study matters. Through these communication channels, the FEE Study Office will also communicate with students on Mondays, Wednesdays, and Fridays from 8:00 am to 3:00 pm.

## **Student testing**

- (1) Personal presence is possible only if the student has undergone in the last seven days RT-PCR test for the presence of SARS-CoV-2 virus, POC antigen test for the presence of SARS-CoV-2 virus, or preventive test for the determination of antigen virus SARS-CoV-2 and the test result must be negative. This does not apply to persons listed in Article 2 of the Extraordinary Measure of the Ministry of Foreign Affairs of the Czech Republic of 6 April 2021, File no. MZDR14592 / 2021-3 / MIN / KAN as amended.
- (2) To perform the tests, students will use testing points established by the UWB, or public testing centers.
- (3) To enter the FEE, it is necessary to fill in the Affidavit (see Annex No. 1) and submit it at each entrance to the FEE building.
- (4) Teachers are entitled to perform random checks on the fulfillment of the conditions for entry. FEE employees are entitled to expel a student from the FEE facilities if they do not meet the conditions under paragraphs (1) and (3).

## **Student self-testing**

- (1) In cases where it will not be possible to use the free capacities of the UWB testing center or another public testing center, the student is obliged to perform a self-test.

- (2) The student will pick up the self-testing set at the FEE reception, the area at the FEE reception is determined for performing the self-test.
- (3) In the case of the use of self-tests, it is then necessary to immediately register the test result in the UWB database and further prove it with a printed Affidavit of a negative test result. The following procedure is the same as in the previous section (the Affidavit in Annex 1 for each entry, possible inspection by employees).

Evidence of test results:

<https://forms.office.com/pages/responsepage.aspx?id=aMfVm7iQT06EFhR3KdkcU7zbI8frXyFMqFrGWeRS8iRUQlpOUTRYUzRQVFJDUUg2TDg3QTVIMTdZUC4u>).

Affidavit of a negative test result:

<https://doc.zcu.cz/share/page/context/shared/document-details?nodeRef=workspace://SpacesStore/fddde41e-bc34-4326-a509-7fd006264860>

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

## AFFIDAVIT

.....  
(name, surname)

Date of birth: .....

Permanent address: .....

I declare that (select one variant with a cross on the line):

..... I have undergone a laboratory-confirmed COVID-19 disease, where the period of isolation in accordance with a valid extraordinary measure of the Ministry of Health has ended, and no more than 90 days have passed from the first positive antigen test or RT-PCR test for the presence of SARS-CoV-2;

..... I have a negative result of the POC antigen test for the presence of SARS-CoV-2 virus or RT-PCR test for the presence of SARS-CoV-2 virus, which were performed in the last 7 days by the health service provider according to the currently valid emergency measure of the Ministry of Health;  
The test was performed by .....  
(fill in the workplace that performed the test – UWB testing center, University Hospital Pilsen, etc.);

..... I have a negative result of the POC antigen test for the presence of SARS-CoV-2 virus antigen, which I performed in the form of a self-test in the premises of FEE UWB using the test provided by FEE UWB;

..... I have a certificate of the Ministry of Health of the Czech Republic on vaccination against COVID-19, and at least 14 days have passed since the application of the second dose of a vaccine in the case of a two-dose scheme in accordance with the summary of product characteristics (hereinafter “SPC”) or at least 14 days have passed since the application of the first dose of a vaccine in the case of a single-dose scheme in accordance with the SPC;

I further declare that I do not show symptoms of COVID-19.

**I am aware of the legal consequences if this statement is not true.**

In Pilsen on .....

.....  
signature