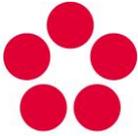


RECTOR'S DECISION No. 3 ON THE CURRENT DEVELOPMENT OF THE CORONAVIRUS EPIDEMY

In connection with the current development of the coronavirus epidemic in the Czech Republic and the steps taken by the Government of the Czech Republic, the USB Rector issues the following **instructions for USB employees and students**, based on the meeting of the USB Emergency Committee.

1. The USB canteen is closed from today until further notice.
2. The Childrens' group Kvítek is closed until further notice.
3. All visits at USB dormitories are forbidden until further notice.
4. The cash desk office at the Rectorate is closed for students and the public; in urgent cases, it is possible to send a request via e-mail and requested payment can be sent to the applicant's bank account.
5. The Rectorate building closes for employees from today at 18:00 p.m. until further notice.
6. Meetings of the Rector's Collegium, the Internal Evaluation Board and the USB management are cancelled until further notice. Depending on the particular case, substantial matters are communicated electronically or voted per rollam. Meetings at the faculties are upon the responsibility of the Deans. It is strongly recommended to minimize all contact meetings.
7. The USB buildings are closed to students (except dormitories) and the public until further notice. The presence of students at the faculty workplaces, which does not have the character of teaching but individual work (eg consultations and laboratory research for qualification works) is allowed according to the conditions set by the Dean.
8. The return of foreign students to their home countries is handled in coordination with the relevant embassies and International Offices of the respective faculties where the students belong. The Rectorate International Relations Office provides methodological guidance to the faculty coordinators in this matter.
9. Quarantine placement for students and employees who do not have the possibility to spend a quarantine stay at their place of residence in the Czech Republic shall follow the instructions of the Secretary of the USB Emergency Committee. In accordance with the Rector's previous decisions and the following methodological instructions, the



relevant faculty to which the student or employee belongs ensures the transport of the person concerned and the quarantine. If necessary, USB has reserved quarantine rooms at K5 dormitory. All cases must be announced and handled by the Emergency Committee Secretary.

10. Deans of faculties and Directors of other USB constituent parts (in the case of the Rectorate, the decisive persons are the Rector, the Bursar and the Vice-Rectors) are strongly recommended to arrange that the maximum of non-academic employees shall work in the form of home office or to provide the paid time off (according to the Labour Code § 208). It is also possible to use substitute time off for previous overtime hours. Let employees remain in the workplace just in cases when the work is necessary to be secured and cannot be done from home. It is necessary to provide evidence of the real time of stay at the workplace (directed by the superiors). In their decision-making process, they should act prudently and take into account the following issues:

- the real need for the physical presence of the employee at the USB premises,
- the risks associated with the work of the employee concerned,
- the age and health conditions of the employee, taking into account the risk of infection,
- kind of transport of the employee to the workplace (public transport should be avoided as far as possible),
- the possibility of visiting the workplace only on some days to the extent necessary to carry out the necessary tasks to ensure the functioning of the institution,
- to minimize all work meetings with people outside and within the USB as much as possible

This recommendation is valid for the period of validity of the quarantine measures issued by the Government of the Czech Republic. The specific form of decisions at individual workplaces is the responsibility of the Deans and the Directors according to the conditions and needs of individual faculties and other constituent parts of the USB.

All information about the situation and reporting of unexpected events can be sent to:
hmartinkova@jcu.cz, svarc@jcu.cz

These measures are valid until further notice.

doc. Tomáš Machula, Ph.D., Th.D.

V Českých Budějovicích, 16. 3. 2020