Preparation of the workplace for the coronavirus disease COVID-19
(novel coronavirus SARS - CoV2)
Version 1.1
This manual for preventing infection by the virus responsible for the coronavirus disease COVID-19 provides recommendations only. The procedures described herein must always be adapted to suit the requirements of the given workplace.
How COVID-19 spreads
COVID-19 is spread into the surrounding area by an infected person coughing or exhaling droplets of infected liquid. These then fall on nearby surfaces and items such as tables, computers, telephones, food, etc. Other people may become infected by touching these surfaces or items – this may be through contact with their eyes, mouth or through inhalation. COVID-19 is also transferred through the air up to a distance of 1 to 2 metres from an infected person. It is therefore true that COVID-19 spreads in a similar manner to the flu. The majority of people infected with COVID-19 exhibit mild symptoms and will recover. However, the course of the disease has been more serious for certain people and hospital care has been required. The risk increases with age and where there are other medical complications (diabetes, heart or lung diseases, etc.).

How to prevent the spread of COVID-19 at your workplace
The measures listed below may help restrict the spread of infection at your workplace (without any significant costs). It is advisable to start using these measures immediately, i.e. before the occurrence of COVID-19 in your area. This may lead to significant cost savings relating to the potential occurrence of COVID-19.

1) Make sure that your workplaces are clean and hygienic.
   • Surfaces (e.g. tables and chairs) and items (e.g. telephones and keyboards) must be regularly treated with a disinfectant.
   • Why? Because contamination of surfaces that employees and customers touch is one of the main causes of the spread of various infections, including COVID-19.

2) Remind everyone at the workplace to wash their hands regularly and thoroughly with soap and to use the appropriate sanitisers.
   • Place hand sanitiser dispensers at visible locations around the workplace. Make sure that these dispensers are regularly refilled.
   • Promote the washing of hands using posters (example:)

![MYJTE SI PRAVIDELNĚ RUCE](Available to download HERE)
• Also inform your employees about these measures using other communication channels, e.g. on the intranet or by providing information at meetings.
• Make sure that everyone at your workplace is able to wash their hands regularly.
• Why? Because washing kills the virus on your hands and prevents the spread of COVID-19.

3) Ensure respiratory hygiene at your workplace.
People with respiratory symptoms (coughing or sneezing) should comply with the following measures:
• Cover your nose and mouth with a disposable tissue or face mask when you cough or sneeze.
• Dispose of used protective equipment immediately after use, perform hand hygiene as soon as possible.
• Provide disposable tissues and waste bins with lids at the workplace.
• Why? Because good respiratory hygiene prevents the spread of COVID-19.


5) Inform your employees, suppliers and customers that if they register any symptoms similar to COVID-19, or even a slight cough or fever (37.3 °C or over), they must stay at home. They should also stay at home (or work from home) if they have used any medicines to lower their temperature such as paracetamol/acetaminophen, ibuprofen or aspirin, which could temporarily suppress symptoms of infection with COVID-19.

6) It must be emphasised to employees that they must stay at home even if they exhibit only mild symptoms (they may have contracted COVID-19).

7) Allow your employees to take so-called sick days.
What you should consider if you and/or your employees are travelling abroad:

1) Before the trip:

- Make sure that your organisation and its employees have the latest information about regions where COVID-19 is spreading. An overview can be found here: [https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/)
- Regularly monitor the website of the Ministry of Foreign Affairs where information is published for citizens of the Czech Republic who are travelling abroad [https://www.mzv.cz/jnp/cz/cestujeme/index.html](https://www.mzv.cz/jnp/cz/cestujeme/index.html)
- Your organisation should evaluate the benefits and risks of the trip using the latest information.
- Avoid sending employees who may be at greater risk due to serious illnesses (e.g. older employees and those suffering from chronic health problems such as diabetes, heart or lung diseases) to regions where COVID-19 is spreading.
- Make sure that everybody travelling to places where COVID-19 has been reported have been provided with information by a qualified expert (e.g. healthcare provider or employee of a public health protection authority).
- Equip employees sent on business trips with small bottles (up to 100 ml) of sanitiser gel with a virucidal effect (or similar products). This will help them to regularly disinfect their hands.

2) During the trip:

- Remind employees you have sent on a business trip, in an appropriate manner, that they must regularly wash their hands and keep a distance of at least one metre from people who exhibit obvious symptoms of illness (e.g. coughing or sneezing).
- Make sure that employees know what to do and who to contact if they become ill while travelling.
- Make sure (by providing information before the trip and also during the trip) that your employees comply with the instructions of the local authorities, in particular if, for example, quarantine or isolation is ordered by the local authorities. Your employees should comply with all local restrictions while travelling and avoid large gatherings of people.

3) After returning from the trip:

- Employees who have returned from a region where COVID-19 is spreading should be monitored for symptoms for 14 days and have their temperature taken twice a day.
- If they start to cough or show signs of fever (i.e. a temperature of 37.3 °C or more), they should stay at home and remain in isolation. This means that they should avoid close contact (1 metre or closer) with other people, including members of their family. They should also contact their healthcare provider by telephone and the local regional hygiene station and provide them with information about the course of their trip, describe their current medical symptoms and provide the names of people they have come into contact with. The employee must also inform his or her supervisor (the employer) of this fact in writing or by telephone and agree on the conditions for short-term absence from work.

4) Prepare a plan for COVID-19 occurrence in your company

For large employers:

- Elaborate a plan on how to proceed if anybody becomes ill with suspected COVID-19 at one of your workplaces.
- The plan should include placing the ill person in a room where he or she is immediately isolated from others at the workplace. This will limit the number of people who come into contact with the virus. Contact the hygiene station responsible for your region. Ventilate all the remaining rooms at the workplace.
- Define how to identify people who may be at risk of COVID-19 and help them. This concerns people who have recently travelled to regions where cases have been reported. Consult the hygiene station responsible for your region regarding your plan and follow recommendations on the website of the Ministry of Health [www.mzcr.cz](http://www.mzcr.cz).
- If possible, allow your employees to work from home as much as possible. If a local outbreak of COVID-19 occurs, employees should completely avoid public transport and crowded places. Monitor the website of the Ministry of Health [www.mzcr.cz](http://www.mzcr.cz). Remote work will help your company maintain operations while your employees remain in relative safety.
- Provide your employees and business partners with information about your plan and make sure they are aware of what they must/must not do under the plan. Emphasise the key points of the plan, such as the importance of isolation even if they have only mild symptoms or had to take any medicines (e.g. paracetamol or ibuprofen) which could temporarily suppress symptoms.
- Make sure that your plan addresses mental health and the social consequences of the occurrence of COVID-19 at the workplace, and provide information and support.
For small and medium-sized employers:

- Monitor the www.mzcr.cz website for the latest information and recommendations, and consult the hygiene station responsible for your region regarding the situation.

Remember
Now is the right time to prepare for COVID-19. Simple preventative measures and planning can help significantly. Good preparation will help protect your employees and your business.

How to stay informed:

www.mzcr.cz
https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/
Advice and instructions from the WHO regarding COVID-19
https://www.who.int/emergencies/diseases/novel-coronavirus-2019
https://www.epi-win.com/
Annex No. 1 – Frequently asked questions (will be updated as required)

(1)

Sick pay in the event of quarantine being imposed

If an employee is in quarantine and is therefore unable to go to work, who will reimburse him or her for the time spent in quarantine, and by how much, and who should such a person contact in this regard? Similarly, who will reimburse a self-employed person for this period?

In accordance with Section 167 of Act No. 187/2006, on Sickness Insurance, as amended, in order to exercise entitlement to benefits in the case of quarantine, Section 109, para. 3 b) and para. 5 c) of the same act shall apply mutatis mutandis. The procedure followed is thus the same as in the case of temporary inability to work and the provision of sick pay. The insured party, i.e. the employee, is entitled to sick pay, which is a benefit provided through sickness insurance, if a doctor has confirmed his or her temporary inability to work due to illness or injury, i.e. to perform the insured activity he or she previously performed, or if such a person is unable to perform the insured activity he or she previously performed due to quarantine having been imposed and if he or she meets other determined conditions.

This means that for the first 14 days, the employer pays the employee “WAGE COMPENSATION” (60% of the average hourly earnings). The employee is then entitled to sick pay from the 15th calendar day, this being paid by the district social security administration authority. Self-employed people are entitled to sick pay from the 15th calendar day if they are voluntary participants in sickness insurance.

Emergency measures in the event of an epidemic and risk of its outbreak

For the purposes of Act No. 187/2006, on Sickness Insurance, quarantine is also understood to mean isolation, quarantine measures in the form of supervision by a doctor or increased medical supervision (Section 2, para. 6, 7 of Act No. 258/2000) if a ban on activity has been imposed preventing insured parties from performing work or activity as self-employed persons, and emergency measures imposed in the event of an epidemic and risk of its outbreak in accordance with the Act on Protection of Public Health and on Amendment of Certain Related Acts, if this concerns a ban or restriction on contact by groups of natural persons suspected of being infected with other natural persons, and a ban or imposition of other specific activities to eliminate an epidemic or risk of its outbreak, if such bans, restrictions or orders prevent insured parties from performing work or activity as self-employed persons. Section 105 shall apply mutatis mutandis for confirmation of emergency and quarantine measures as specified in the first sentence by the public health protection authority with jurisdiction over the issue; Section 109, para. 3 b) and para. 5 c) shall apply mutatis mutandis for exercising entitlement to benefits.