

**ANNEX NO. 1 TO THE DEAN'S DECISION NO. 4/2020**

**Layout of the workplace presence for the THP, blue collar professions and other non-academic staff**

In order to protect the health and maintain the operation of the FA BUT in order of quarantine of one of employees, the non-academic staff will be divided into 2 groups with regard to mutual substitutability and in order to minimize the stay of more people in one space:

Group 1:  
Permitted presence in the workplace on  
Monday and Wednesday:

Barák Martin, DiS  
Galeová Nicol, Ing. Arch.  
Girethová Marie  
Havlová Dita, Mgr.  
Jandová Lucie, DiS  
Kilnarová Pavla, Ing. arch.  
Košťál Rostislav, Ing.  
Kristek Jan, Ing. arch. MArch  
Pátková Jana  
Pavlíková Jitka  
Pospíchal Lubomír  
Sládeček Svatopluk, Ing. arch.  
Toman Radek, Ing. arch.  
Tomášková Romana  
Zámečnicková Petra

Group 2:  
Permitted presence in the workplace on  
Tuesday and Thursday:

Bárta Benjamin  
Bednářová Alena, Ing.  
Blümel Miroslav  
Doubravová Ladislava, Mgr.  
Foretník Jan, Ing. arch., Ph.D.  
Hasala Petr  
Hošťálková Anna  
Karásková Kristýna, Bc.  
Králík Martin  
Sedlák Petr, Ing.  
Palacký Jiří, doc. Ing. arch., Ph.D.  
Presová Radmila, Ing. Bc., Ph.D.  
Šrutková Helena, Ing.  
Viktorin Jan, doc. Ing., CSc.

**Detailed rules and recommendations:**

- 1) Members of group 1 shall not meet with members of group 2
- 2) There should be only one employee at a time per office
- 3) The present days are the maximum, the superior rule is the maximum possible home office
- 4) It is recommended to limit face-to-face meetings and meetings to the minimum necessary and to make maximum use of electronic communication tools and telephones
- 5) Hygienic recommendations:
  - a. Wash and disinfect hands
  - b. Wear a mask or a respirator during a face-to-face meeting (in case of a respirator with exhalation valve, it is necessary to cover it with a mask, therefore the masks are rather recommended)
  - c. Disinfect frequently touched surfaces several times a day: cell phone, telephone, keyboard, mouse, keys, card, handles, etc.
  - d. Fabric mask use maximum of 3 hours net time, then wash at 60 degrees and iron.
  - e. Ventilate frequently