

Dormitory Jarov II

Designation and address of facility:

Dormitory Jarov II
Pod Lipami 2603/3, 130 00 Praha 3

Operator:

Prague University of Economics and Business
Department for the Administration of Facilities
Jeseniova 208, 130 00 Praha 3
CRN: 61384399
TRN: CZ61384399

Representative:

Ing. Ota Zima, director

Employee responsible for administration of facility, phone:

Zuzana Fofňková, dormitory manager, phone 22409 2010

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I. Description of facility – category, administration, scope of service

Accommodation facility provides accommodation for students of VŠE in the first place. During summer free rooms are provided for hotel guests - according to DAF central accommodation regulations.

Total accommodation capacity of facility is 223 beds.

Rules and duties for students are stated in contract on accommodation, Halls of residence regulation – Dormitory rules and in Accommodation rules for hotel guests which can be found in reception.

Accommodation facility consists of eleven floors inside one building. Individual floors are interconnected by two elevators and stairs.

Accommodation is provided in form of units – in total 44. Unit consists of four rooms and shared kitchen and sanitary facilities.

8 VIP double rooms (approx. 40 m²) - Rooms have own sanitary facilities.

84 single rooms – (approx. 14 m²).

60 double rooms – (approx. 17 - 18m²).

3 rooms are reserved for employees.

Reception isn't available.

Individual floors are interconnected by elevator.

Excluding accommodation facility provides other services:

- Washing of linen (4 washing machines inside of building).
- Possible loan of iron, ironing board, dryer.
- 9 study rooms.
- TV hall.
- Table tennis.
- Projector.
- 1 Piano.
- Gym.
- Pool.
- Electronic darts.

II. Principles of prevention against contagious and other diseases**1. Types and symptoms of infectious diseases****What are infectious diseases**

Infectious disease is either symptomatic or non-symptomatic disease caused by originator or originators toxin which arise due to transmission of originator or toxin from infected person, animal or inanimate substrate to sensitive person. In case of infectious disease host organism is harmed by microorganism (parasite) which disturb internal environment of macroorganism inside of which have conditions for growth and reproduction.

Students are responsible for their health and in case of inkling for serious infectious disease find appropriate health care. After confirmation of infectious disease by doctor student is obligated notify reception or administration of accommodation facility. Below are listed examples of possible symptoms of infectious diseases.

Infectious diseases:

- hepatitis, mumps, measles.

Infectious diseases of central nervous system:

- headache, fever, nausea, increased sensitivity to light and sound, backache and joint ache, tough neck, disruption of consciousness, sudden change of behaviour, cramps, bleeding.

Respiration diseases:

- fever, cough, runny nose, fatigue, dizziness, headache, muscle pain, joint ache or in other parts of body.

Diseases of digestion system:

- abdominal pain, nausea, bloating, diarrhoea, yellowing of skin, fever, fatigue, dizziness.

Skin diseases:

- skin redness, swellings, pain, itching, presence of blisters or pustules, rash of various extent or character, flaking of skin, disappearance of hairs, change in quality of nails, fever.

Urinary diseases:

- problems with excretion, blood or mud in urine, lower abdominal pain, nausea, fever, shivers, backache.

Sexually transmissible diseases:

- discharge of various types, bleeding, itching, burning sensation, problems with excretion, redness and swelling of testes, formation of ulcers on outer part of genitals, fever, pain.

Instructions for prevention against spread of infectious diseases

- Its recommended find out health care especially in case of: feeling short of breath distress, cough persisting for more than 7 days, strong headache with fever, swellings, rash, sudden change of skin colour or long-lasting fever.
- Diseased is obligated follow recommendations of doctor and minimize possibilities of spread to other persons.
- Accommodation facility staff is obligated to follow pertinent instructions of hygiene station.

2. Disinfection**Hotel accommodation:**

- 1x every second day employees of dormitory/hotel perform disinfection of all sanitary facilities (toilets, bathrooms, showers) with antiviral agent.
- 1x per week employees perform disinfection of floors and smooth surfaces of all furnishings inside of room (wiping of surfaces) with antibacterial and fungicide agent.
- In case of contamination of spaces with biological materials (blood, faeces, vomit etc.) is necessary perform careful disinfection with disinfection agent with antivirus effect.

Dormitory accommodation:

- Inside of rooms and unit's disinfection is performed individually by students with use of commonly accessible agents (Halls of residence regulations – Dormitory rules).
- For disinfection agents below can be use:
 - With antivirus effect:
SAVO Originál.
 - With antibacterial and fungicide effect:
SAVO Originál, SAVO proti plísňím DOMESTOS 24h, FIXINELA, CILLIT BANG extra.

Dilution and treatment period is performed according to product recommendations.

Disinfection solutions are prepared fresh for every cleaning with use of measuring jug and bucket.

Principles for disinfection with chemical agents

During disinfection of surfaces following procedure must be meet:

- cleaning (sometimes spread out into two phases based on degree of fouling pre-cleaning and main cleaning) elimination of dirt from surfaces with proper use of various tools and cleaning agents,
- intervening wash– always with enough quantity of water due to possible residues of cleaning agents,

- disinfection – use of disinfection agents for treatment period prescribed by product,
- final wash always with enough quantity of water due to possible residues of disinfection agents and possible chemical contamination,
- drying – let dry or wipe with onetime rag.

For successfully performed disinfection following requirements must be meet:

- don't establish inaccessible places inside of facility which can be source of dirt and hide for various vermin roaches, mites, darkling beetles, flies etc. and thus become danger,
- surfaces and floors must be easily cleanable and washable, i.e. without clefts and from material resistant against cleaning and disinfection agents,
- during operation time storage for cleaning and disinfection agents, cleaning room and enough sinks for fill up and waste disposal must be established,
- choose proper disinfection (with cleaning properties) agents and tools in relation to area and method of use, characteristics of dirt and material for which disinfection is used,
- use only recommended concentrations because in case of low concentration it's possible that appropriate effect will not be reached,
- adhere to treatment periods according to product instructions,
- during cleaning adhere to instructions of cleaning products and tools,
- during regular intervals ensure rotation of disinfection agents (according to effective constituent) in relation to resistance of microorganisms,
- have appropriately instructed employee,
- every employee must undergo training about safety of work according to valid laws, adhere to safety rules for manipulation with disinfection agents and use protective aids and tools ,
- its necessary adhere to warnings on labels and another related documentation of individual cleaning agents and warnings in safety sheets of agents marked as dangerous.

Responsible person: dormitory manager

3. Disinfestation and Extermination

Disinfestation

is elimination of detrimental crawling and flying insects, mites, roaches, louses, bedbugs, ants, beetles, mosquitos, flyers, fleas and others.

Extermination

is elimination (and dampening of incidence) of detrimental rodents.

Ordinary disinfestation during operation time

- is part of cleaning and ordinary technological and working procedures aimed to prevention of infectious diseases and presence of detrimental and epidemiologically relevant insects, rodents and other animals,
- in case of hotel accommodation disinfestation is performed by appropriate staff cleaners, chambermaids who are part of regular cleaning of facility,
- in case of dormitory accommodation disinfestation is also performed by students as part of regular cleaning according to Halls of residence regulations – Dormitory rules.

For reduction of incidents of detrimental insects inside of accommodation facilities its necessary adhere to following instructions:

- choose appropriate place for collecting garbage and ensure early elimination in such way that garbage will not accumulate, stink and could not cause contamination or spread of various vermin,
- maintain cleanness inside of storages and places for collection of garbage,

- maintain good technical state of buildings, secure all accessible places and apertures against insects and rodents,
- adhere to appropriate operational hygiene of entire accommodation facility – regular cleaning of all spaces, furnishings including upholstered parts, regular washing of laundry including curtains, hinges, bed covers etc., disinfection of equipment,
- adhere to appropriate hygiene of dormitory staff,
- dormitory staff regularly check state of facility for any occurrences or overgrowth of detrimental insects and rodents are present,
- it's necessary notify one's superordinate immediately in case of observed presence of vermin.

Responsible person: dormitory manager

Protective disinfestation and extermination during operation time (further also PDD)

- service is provided by firm Klaučys Michal, TIN: CZ 61384399, Pohnertova 1120, 182 00 Praha 8,
- Protective disinfestation and extermination are provided regularly, two times per year.

Special protective disinfestation and extermination during operation time (further also SPDD)

- specialized work intended for elimination of originators and carriers of infectious diseases and higher presence of detrimental and epidemiologically relevant arthropods, rodents and other animals,
- is performed beyond regular prevention always in case of presence of detrimental and epidemiologically relevant arthropods, rodents and other animals,
- is provided in collaboration with specialized contractor company (viz. above), provide services on demand.

Responsible person: dormitory manager

4. Measures in case of discovery of bedbugs, louses and scabies

In accordance with Halls of residence regulations – Dormitory rules students are obligated immediately notify dormitory manager during office hours and reception otherwise in case of observed presence of any kind of insects (ants, bedbugs, louses, scabies etc.) or detrimental rodents.

Dormitory staff are obligated immediately notify dormitory manager in case of observed presence of any kind of insects (ants, bedbugs, louses, scabies etc.) or detrimental rodents, including non-working days.

All measures and agents in relation to disinfection, disinfestation and extermination of personal things of accommodated are paid from accommodated resources. Also, elimination of infested creams and ointments is paid from accommodated resources without any possible compensation.

General principles in case of presence of bedbugs, louses, scabies and other detrimental insects

1. Scabies are treated by doctor, louses by afflicted, bedbugs by accommodation facility – always in cooperation with students.
2. In case of occurrence of infection originators, detrimental and epidemiologically relevant mites, arthropods and other insects, administrator of entity is obligated according to law no. 258/2000 Sb., § 57 solve situation by means of specific protective disinfestation (SPD); immediately notify company performing SPD about discovery – insist on soon date of intervention.
3. Dormitory administration will provide option for alternative accommodation and during night option for alternative overnight stay if students/guests health allow it and if its necessary due to waiting time for arrival of technical expert from company performing SPD or due to necessity to meet protective period for use of insecticide.

4. During relocation of student/guest to alternative room, afflicted can carry only necessary things according to instructions of technical expert performing SPD and dormitory staff. In case scabies are present it's not even possible to carry personal things.
5. Person afflicted by lice or scabies must visit a doctor immediately. Person must obey on appeal of dormitory employee.
6. It's necessary to avoid direct contact with the skin of the afflicted person.
7. If student/guest isn't willing to cooperate in case of occurrence of lice, bedbugs or scabies, he/she must immediately leave the accommodation facility for the duration of the disinfection process, delousing or treatment of scabies otherwise transmission to other students/guests can occur.
8. Afflicted persons by lice, bedbugs or scabies are forbidden to visit other rooms and spaces in the dormitory nor receive guests.
9. In need of any kind dormitory staff is obligated to help the technical expert performing SPD.
10. Dormitory staff consult the procedure of intervention with the technical expert performing SPD (spraying, treatment by heat, use of thermostat for vermin irritation etc.).
11. Dormitory staff will perform a check of the room, fix shelves, return furnishings back to their proper place, attach drawers and light covers after intervention by the company performing SPD inside of the room.
12. After intervention dormitory staff supervise that the protection period before moving in is met.
13. Return of student/guest to the room isn't possible earlier than 2 - 24 hours after intervention (depending on the used agent). It's necessary to follow instructions of the technical expert performing SPD.
14. Student/guest will be informed by dormitory staff about possible return into the room.
15. Dormitory staff consult with the technical expert performing SPD next date of intervention in the infested room according to recommendations.

Specific principles in case of occurrence of scabies

1. Disease incurred by scabies is subject of mandatory announcement to public health authority according to § 62 para. 1 law no. 258/2000 coll. regarding protection of public health - doctor or laboratory where disease was discovered is responsible for announcement.
2. During change of bedlinen appropriate handling of used laundry and clothes is necessary. During handling is also necessary to use personal equipment for protection. All things used by the infested person mustn't be placed inside of common spaces (kitchen, bathroom, toilet, corridor).
3. Infested person is obligated to wash and boil all personal clothes, own bedlinen including towels or do thorough ironing on the highest temperature at least.
4. Things that cannot be exposed to high temperature (don't forget for stoves etc.) must be saved for several days (3-7) inside of closed plastic bags and sprayed according to product instructions with appropriate insecticide agent (PIF PAF, BIOLIT P2000, FAST PL, PERIPEL 55) and left tightly closed for several hours.
5. Technical expert will perform on request of dormitory manager or hygienic advice chemical treatment of room and furnishings/equipment inside of it by insecticide agent and let dry.
6. Afflicted person (excluding hotel guests) is obligated to perform thorough vacuuming of bed and mattress during the contamination period.
7. Creams, ointments or lotions must be eliminated by the afflicted person due to possible survival of mites up to 7 days.

Specific principles in case of occurrence of bedbugs

1. So called special protective disinfection (SPD) performed by licensed staff according to valid legislation is necessary due to resistance and specific behaviour of bedbugs. It's necessary to respect instructions of licensed staff performing SPD that determine scope and possible repetition of disinfection if needed.
2. Small things that can hide bedbugs and cannot be treated by spraying nor high temperature must be placed into plastic bags, closed and moved into the reserved freezer by the afflicted person and left in temperature of -18 °C for 84 hours (in case of temperature lower than - 20°C for at least 48 hours).

3. After disinfestation afflicted person is obligated wash all bed linen and clothes at least on 60 °C, after washing proceed to ironing or let dry in environment with 45 °C.
4. According to instructions of technical expert performing SPD dormitory staff must proceed to seal up openings, repair detached slats etc. Furnishings intended for disposal cannot be placed in area with waste containers and must be eliminated immediately.
5. Afflicted person must perform thorough cleaning including dead bedbugs, their droppings, sloughed skins and egg coats according to instructions of staff responsible for SPD.

Specific principles in case of occurrence of louses(pediculosis)

1. Symptoms of pediculosis include itching of head caused by insects bites or moves of insects, nits (usually behind ears, nape etc.). Pediculosis is often described as mass disease, because louses are transmitted between hosts (children and adults) during contact of heads, change of caps, scarfs etc.
2. Only possible prevention is regular check of hair especially in case of persons who often attend social environment (school, dormitory, etc.) Same principles apply in case of family circle.
3. During delousing only approved agents bought from resources of afflicted person must be used. It's necessary always proceed according to product instructions. As additional procedure mechanical comb of one's hair (above white paper) for 3 - 5 minutes can also help. After that louses must be sprayed with insecticide agent. Agent cannot kill nits that are stickled by females with special paste on hair closely to skin of head and therefore agents are often applied again after 7 - 10 days after first use (according to product instructions). Nits are also pulled off with use of comb or hands.
4. Also bedlinen bought from resources of afflicted person must be chemically treated with disinfectant agent and after that washed and ironed. With similar procedure afflicted person treat other things which are in direct contact with hair (caps, collars, etc.)

Responsible person: dormitory manager

III. Cleaning of accommodation facility

Rooms of hotel guests, sanitary facilities, all public spaces and also closed side rooms and sanitary facilities for employees must be carefully maintained clean, devoid of mould and smells, protected against dust, insects and rodents. Cleaning must be performed continuously and cleaning service must take care for cleaning of all surfaces and furnishings/equipment also.

Cleaning in common spaces of dormitory and kitchens on individual floors is provided by dormitory staff. Cleaning of common spaces take place during working days from 7:00 to 15:00 o'clock.

Cleaning in hotel rooms is provided by dormitory staff.

Inside of student rooms/units cleaning is performed by students themselves according to Halls of residence regulations – Dormitory rules.

Maintenance service of dormitory is responsible for repairs.

Hotel:

Inside of hotel rooms cleaning is performed every second day always during 10:00 - 14:00 o'clock.

- Everyday cleaning
 - make the bed,
 - ventilate room,
 - wipe dust (with dampen cloth/duster) from table surface, backrest etc. (all flat surfaces in reachable height),
 - take out rubbish, change single-se bag from rubbish bin,
 - clean floor,
 - wash and disinfect sanitary facilities - shower, washbasin, toilet,
 - polish glass surfaces (mirrors),

- regular change of towels and bedlinen, also after leaving of guests.
- Major cleaning (once a year)
 - window cleaning,
 - mattress cleaning - disinfection of mattress with vapor steam cleaner (temperature +200°C),
 - major cleaning is provided by external company especially at the end of school year or during time when room is empty. Company is reserved more often in case of need for major cleaning.

Dormitory:

Accommodated students perform cleaning of units themselves according to Halls of residence regulations – Dormitory rules (in terms of scope and frequency of cleaning). Accommodated guests provide their own cleaning products. They use them in accordance with the instructions given on these resources.

- Everyday cleaning:
 - take out rubbish to the allocated dustbins in proper place chosen by dormitory manager, waste sorting,
 - ventilate room,
 - aerate bedlinen,
 - inside of units perform primary cleaning in the kitchen, clean surfaces, wash cooker and remove remnants of food,
 - inside of units perform primary cleaning in the bathroom and toilet, maintain cleanliness and hygiene after every use.
- Once a week:
 - clean floor inside of room, balcony also if needed, carpets (if used) clean with vacuum cleaner (can be loaned in reception),
 - clean surfaces of tables and furnishings,
 - wipe dust from furnishings and window sill,
 - clean and polish mirror inside of units,
 - clean panelling inside of units (kitchen, bathroom, toilet),
 - clean and disinfect floors inside of units (kitchen, bathroom, toilet),
 - defrost and clean interior of fridge,
 - disinfect all parts of toilet including seat, wash-basin, shower inside of units,
 - check stored food regularly (don't store expired or rotten food).
- Once every second week
 - wash (or change) own bedlinen that wasn't provided by accommodation facility. Cleaning agents are provided by accommodated themselves from their resources. Agents are used according to product instructions.
- Once a year
 - windows cleaning; provided by external cleaning service.

General instructions for cleaning inside of accommodation facility

- For washing and cleaning only appropriate agents and tools must be used - safety sheets are available in accommodation facility for every chemical agent.
- Cleaning agents are centrally stored in storage for cleaning agents. Agents and tools are taken from storage gradually as needed and moved into individual cleaning rooms on individual floors.
- Cleaning solutions are prepared according to product instructions (technical sheets, guides) inside of cleaning rooms with drains that are connected to source of cold and hot drinking water.
- Cleaning agents are applied manually (spray) or with use of washing and cleaning tools (rags, sponges, mops).

- Cleaning tools (rags, buckets) are differentiated by colour or by kind of cleaning procedure applied (floors, toilets, surfaces, dusters etc.)
- During work with sanitary equipment and agents its necessary adhere to principles for health protection and safety of work and use personal protective aids. Employees are instructed about first aid.
- Used washing equipment and cleaning agents are eliminated only inside of cleaning rooms by pour out into the drains.
- Cleaning machines and other appliances are used according to product instructions.
- Cleaning agents and equipment are placed only into cleaning rooms reserved for such purpose. Put down equipment in public spaces of facility is forbidden.
- Cleaning equipment must be cleaned thoroughly after use and disinfected if needed. Also moved into proper place for drying inside of cleaning room (racks, grates, hangers, dryers etc.).

IV. Handling of bedlinen and clothes

Hotel:

Change of bedlinen and linen inside of bathroom is always performed after check out of guest. In case of long-term accommodation change of bedlinen and linen inside of bathroom is performed when needed (always after accidental stain by biological material or in case of other visible stains).

Washing of guest's clothes is not included in services of facility, but guests can use laundry room on the lower ground floor where eight washing machines and two drying machines are available.

Collected used linen from rooms is placed into the closable containers and regularly moved into the storage for used linen.

Dormitory:

Students change lend bedlinen as necessary according to Halls of residence regulations – Dormitory rules (however once every second week minimally).

Change of bedlinen is possible during office hours of bedlinen depot two times per week. Students can use laundry room for washing of their own clothes.

Rules for handling of linen

During handling of linen and clothes additional contamination (contact with clean linen) must be prevented. Clean linen must be transferred and maintained strictly separated from used linen and other contaminants. Facility have separated rooms for clean and used linen.

During change of linen student must notify dormitory staff about any contamination with biological material (blood, vomit, faeces etc.).

In case of linen contaminated with biological material disinfection and decontamination must be performed immediately after discovery - rag soaked in disinfection agent with viricidal effect is placed onto contaminated part of linen (disinfection by use of spray isn't possible). Agent needs to be left for some time according to instructions. When needed linen have to be pre-washed on 90°C in washing machine - separated (only for contaminated linen).

Used linen is sorted by type (towels, bedlinen). Towels are placed into bags and linen tied and moved into cages provided by external laundry. Linen is transported every second week on Tuesday.

Clean and ironed linen is transported in cages. Linen is separated to racks for clean linen inside of bedlinen depot. Damaged linen (holey or teared) is discarded.

Clean linen is received by the same entrance as taken out and which is used for garbage also. These works must be performed timely and not at the same time due to possible contamination of clean linen.

Also, during handling of linen its necessary provide separate spaces due to possible contamination of clean linen. For this reason, storages for clean and used linen are separated and rules for collecting and handling of used linen and handling of clean linen are defined.

Only responsible employees are allowed to handle used linen (cleaner, administrator of bedlinen depot, manager and deputy of dormitory).

Handling of clean hotel linen is performed every day from bedlinen depot and moved only to the clean carts separated from carts for used linen. Common carts are never used.

V. Other information

Supply of drinking water

- Accommodation facility is supplied with drinking water from public water mains. Supplier of drinking water is Pražské vodovody a kanalizace, a.s.

Disposal of sewage

- All sewage from dormitory is directed into closed sewerage system of building which is connected to the public sewerage system. Provider of sewerage system that is responsible for disposal of sewage from dormitory is Pražské vodovody a kanalizace, a.s.

Hot water, heating

- Provided centrally by company Pražská teplotrenská a.s.
- Temperature during heating period is 19 - 22°C.

Method of ventilation

- Ventilation inside of accommodation facility is solved both artificially and naturally.

Handling of waste

- Accommodation facility itself isn't producer of biologically decomposable or dangerous waste. Ordinary waste from rooms and common spaces is classified as mixed waste. Dormitory is equipped with enough number of rubbish bins for mixed waste inside of all spaces where production of waste is predictable (rooms, common spaces). Rubbish bins inside of common spaces are equipped with single-use bags. Regular elimination of waste inside of common spaces is performed minimally once a day (emptying of rubbish bin and insertion of new single-use bag). Elimination of waste and change of single-use bag inside of rooms is performed by accommodated according to Halls of residence regulations – Dormitory rules.
- Sanitation of rubbish bins inside of common spaces is performed minimally once a week. Sanitation of rubbish bins inside of rooms and units is performed by accommodated.
- Moreover, waste sorting is established inside of facility – plastic, paper. Sorted waste is separated to appropriate containers and temporarily saved in areas of waste production according to type of waste (facility provides bags for sorted waste on request) and is moved into containers outside of accommodation facility.
- Waste is collected into dumpsters located outside of facility (3 x 1100 l for mixed waste, 1 x 1100 l for paper, 1 x 1100 l for plastic, 1 x 125 l for bio-waste). Waste collection is provided three times per week (Mon, Wed, Fri) in case of mixed waste, two times per week in case of plastic and paper, one time per two weeks in case of bio-waste, by Pražské služby a.s., Pod Šancemi 441/1, 190 00 Praha 9.

Hotel accommodation rules

- Accommodation facility have accommodation rules available on website <https://www.hotelvse.cz/en/accommodation-rules/>.

Halls of residence regulations – Dormitory rules

- Accommodation facility have Halls of residence regulations – Dormitory rules available in reception and website. Regulations contain information and instructions for accommodated students.

First-aid kit

- First-aid kit is located at the reception for all accommodated employees, students and guests.
- First-aid kit is equipped for common first aid - according to VŠE regulations. Check of expiration dates on medications must be performed regularly. Dormitory manager is responsible for check of expiration dates.

Date: 14. 05. 2019

Responsible person: Zuzana Fofňková, dormitory manager