

**Masaryk University Language Centre Measure No. 1/2020**

**PERSONAL DATA PROCESSING IN CONNECTION WITH COVID-19  
INFECTION**

*(in the version effective from 19 June 2020)*

*In accordance with Section 4(5)(e) of the Organizational Regulations of Masaryk University Language Centre, I issue the following Measure:*

Section 1

**Introductory Provisions**

This Measure sets forth the obligations of MU employees as well as the procedure for processing special categories of personal data of MU employees for the purpose of health protection of Masaryk University (hereinafter referred to as "MU") employees and students, as well as for the purpose of fulfilment of the prevention obligation and other statutory obligations in accordance with public interest under Article 6(1)(d), (e), (f); and Article 9(2)(g) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Section 2

**MU Employee Obligations**

- (1) All employees are obliged to inform MU without undue delay of:
- a) having been tested for SARS-CoV-2,
  - b) having been ordered or recommended quarantine or isolation,
  - c) the fact that they live in the common household with a person who has tested positive for SARS-CoV-2,
  - d) the fact that they live in the common household with a person who has been ordered quarantine or isolation,
  - e) the fact that they met a person who has tested positive for SARS-CoV-2,
  - f) the fact that they met a person who has been ordered quarantine or isolation,
  - g) the fact that they met a person who has probably been infected (clauses a) to f)).

**Masaryk University**

**LANGUAGE CENTRE**

ŽEROTÍNOVO NÁM. 617/9, 601 77 BRNO, CZECH REPUBLIC

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- (2) All employees are obliged to inform MU without undue delay after they identify a change in facts stated in subsection 1 (e.g. new testing, termination of the quarantine or isolation).
- (3) Employees shall fulfil their obligations under subsections 1 and 2 by reporting the above facts to their immediate superior.

### Section 3

#### Final Provisions

- (1) I authorize the heads of LC units at the Faculty of Medicine, the Faculty of Economics and Administration, the Faculty of Law, the Faculty of Science, the Faculty of Informatics, the Faculty of Sports Studies, the Faculty of Education, the Faculty of Arts, and the Faculty of Social Studies to interpret the individual provisions hereof.

I further authorize the head of the Finance Office, the head of the Project Support Office, and the head of HR Department based at Komenského nám. 2 to interpret the individual provisions hereof.

- (2) The compliance with this Measure shall be inspected by Mgr. Lenka Pešková.
- (3) This Measure shall enter into force on the day of its execution.
- (4) This Measure shall enter into effect on 19 June 2020.

In Brno on 19 June 2020

PhDr. Mgr. Libor Štěpánek, Ph.D.

Language Centre Director

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Annex to Measure No. 1/2020

**Infection at the workplace**

**Recommended procedure (unless provided otherwise by the Regional Public Health Department)**

- In case an employee reports having met an infected person (e.g. in the common household), but has no symptoms or a positive test: the immediate superior finds out with whom the employee was in direct contact in closed premises of the workplace at the distance less than 2 meters for more than 15 minutes. Such persons shall be contacted and advised to monitor their health condition and report occurrence of symptoms, if any. The employee shall work from home for 14 days or until tested negative. The surfaces at the workplace and in closed premises where the employee spent more than 15 minutes shall be disinfected. Disinfection of other surfaces (e.g. the toilet, elevator etc.) or blanket disinfection of the premises shall be carried out based on the assessment of the transmission risk depending on local conditions. The head of the economic unit shall be informed of the case.
- In case an employee reports having symptoms (fever, cough, shortness of breath) and has not tested positive: the immediate superior finds out with whom the employee was in direct contact in closed premises of the workplace at the distance less than 2 meters for more than 15 minutes. Such employees shall work from home for 14 days or until tested negative. The employee shall follow the instructions of the general practitioner. The surfaces at the workplace and in closed premises where the employee spent more than 15 minutes shall be disinfected. Disinfection of other surfaces (e.g. the toilet, elevator etc.) or blanket disinfection of the premises shall be carried out based on the assessment of the transmission risk depending on local conditions. The head of the economic unit and MU crisis manager shall be informed of the case.
- In case the employee has tested positive further procedure for the workplace shall be ordered by the Regional Public Health Department (RPHD). The MU Crisis Board recommends implementing the following procedure in addition to the measures ordered by the RPHD or in case the RPHD fails to give orders: the superior finds out with whom the employee was in direct contact in closed premises of the workplace at the distance less than 2 meters for more than 15 minutes. Such employees shall work from home for 14 days or until tested negative. A blanket disinfection of the workplace and the premises where such employee spent more than 15 minutes shall be carried out. Disinfection of other premises shall be carried out based on the assessment of the transmission risk depending on local conditions. The head of the economic unit and MU crisis manager shall be informed of the case.
- The Technical Operations Office of the Rector's Office and the crisis manager are available for consultations about the above measures, building operation, blanket disinfection, hiring an external company, etc.

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