

OPERATION REGULATION

for Accommodation Services

(§ 21a of the Act No. 258/2000 Coll. on the Protection of Public Health)

Operator: Silesian University of Opava
School of Business Administration in Karviná
Univerzitní náměstí, 1934/3
Karviná 733 40
Company reg.no.: 47813059
VAT reg.no.: CZ47813059

Registered office: Na Vyhlídce 1079/1, Karviná-Nové Město

The responsible person: Vlasta Avlojarisová, Head of Department of the Hall of Residence and Catering Services

1. The Hall of Residence Na Vyhlídce - commercial accommodation for the socially weak with the capacity of 20 places in double and triple rooms with a shared bathroom and kitchen for 1 person with an area of 9.5 m² and in double rooms of the cellular type including social facilities and kitchen for 1 person with an area 14.4 m². The operation of the Hall of Residence is provided by 20 workers.
2. All accommodation units, warehouses, laundries, workshops and garages are connected to a central source of heat and hot water, lighting is ensured by bulbs, fluorescent lamps, and fluorescent lights, the ventilation of the above mentioned places is provided by double glazed windows, and air conditioning.
3. The Hall of Residence Na Vyhlídce is connected to the public water supply and public sanitation.
4. Accommodated persons do the cleaning of accommodation units on their own except for cleaning windows and doors. Cleaning of other accommodation units, common sanitary facilities, and offices is carried out by cleaning ladies. Cleaning supplies and detergents are provided by the operator.
5. The exchange of bed linen is made in the commercial part during the long term accommodation once every 14 days. In the accommodation premises linen and bedding are used, which are of a material that can be boiled and ironed.
6. Working clothes of cleaning ladies is the bright color, the requirement, the scope and application of the personal protective equipment (PPE) is handled by the Directive of the Rector of the Silesian University. Civilian clothing is stored separately in the locker room equipped with toilets and showers. Employees have their work clothes earmarked for handling clean and used linen. The exchange of bed linen is carried out in the accommodation units without crossing the operation activities; used linen is stored in a single packaging in the

accommodation unit and carried into the stock of used linen and subsequently transported by a contracting laundry company to wash and iron.

7. Clean and used linen is stored separately in a separate place. Laundry services are provided by a company Šance pro region s.r.o. 1 x a week. Clean linen is protected against pollution and secondary contamination during the transport by disposable packaging. Linen is transferred in such a way as to avoid damage to the packaging. Linen is provided for each client once; the reuse of clothes is not permitted.

If the linen was in contact with body parasites it is then stored in a single sealed packaging and transported to the laundry entitled to launder medical linen, or disposed harmlessly by a professional company.

Impermeable packaging with linen contaminated by biological materials is stored in a reserved area.

Protective disinfection, disinfection and rat extermination:

Protective disinfection, disinfection and rat extermination is an activity aimed at protecting the health of individuals and the protection of living and working conditions before the originators and carriers of infectious diseases, noxious and epidemiologically important arthropods, rodents and other animals.

Principles of disinfection Disinfection is a set of measures for the disposal of microorganisms through physical, chemical or combined techniques, which aim to interrupt the path from the source of infection to the susceptible natural person.

- Disinfectants are selected by the effectiveness in relation to the location and use of this product, i.e. the active ingredient bactericidal, fungicidal and viricidal disinfectants.
- Disinfectant solutions are prepared according to the manufacturer's product instruction manual, including any additional recommendations. Improving the effectiveness of some disinfectants can be achieved by raising the temperature (e.g. preparations for phenol and quaternary ammonium compounds up to 50 and 60° C, iodine preparations to 35° C). Aldehyde and chlorine preparations as well as peroxy-compounds are diluted with cold water.
- For this purpose only the measuring glass is used for a precise dosing.
- Disinfectant solutions are prepared by pouring the gauged or weighed amount of the disinfectant into the measured amount of water; estimating the quantity or concentration increase is not acceptable.
- Disinfectant solutions are prepared fresh and immediately before use, unless otherwise authorized by the manufacturer.
- In case of using spare refills for refilling spray disinfectants, the spray container is labeled with the name of the disinfectant and expiration date from the original packaging, which is available on the premises. The same procedure is followed when pouring disinfectants from large to smaller packaging.
- Disinfectants are regularly checked for expiration date.

- Disinfectants with different active substances alternate (aldehydes, KAS, alcohols, phenol derivatives, peroxy- compounds, organic acids, etc.). In order to prevent selection and microbial resistance the prescribed concentration and time of exposure is observed. Used disinfectants are rotated every 30 days.
- When using disinfectants with washing and cleaning characteristics the cleaning and disinfection stages can be combined.
- Approved disinfectants are only used.
- Disinfectants with an expired date should be disposed of in a manner prescribed by the manufacturer.
- Disinfection is performed by washing, wiping, immersion, spraying, foam or aerosol.

In the event of contaminating the surface or object with biological materials, the affected area is immediately covered with a gauze or cotton wool paper soaked in an effective disinfectant with viricidal effect. After the prescribed period of exposure, the space is cleansed and the cleanup is performed.

Normal protective disinfection, disinfection and rat extermination

Normal protective disinfection, disinfection and **rat extermination** is performed 1x- 2x a year, as part of cleaning and common technological and working procedures.

Special disinfection, disinfection and rat extermination

Special protective disinfection, disinfection and rat extermination is performed immediately. Regular and special protective disinfection, disinfection and rat extermination can be performed by a natural person who is professionally qualified to do so according to § 58 of the Act. No. 258/2000 Coll., on Protection of Public Health, as amended. Records of performed special disinfection, disinfection and rat extermination are properly kept.

Cleaning of all areas is done immediately after contamination, or at least once a day in a damp manner; cleaning by using disinfectants is carried out at least once a week. Cleaning of the accommodation units is provided in a damp manner daily by using a disinfectant once a week. Sanitary facilities are cleaned daily in a damp manner followed by disinfection.

Upon termination of the accommodation unit a mechanical cleaning of the entire accommodation unit with subsequent disinfection is carried out, mattresses are vacuumed; a mechanical cleaning of furniture with subsequent disinfection follows.

Once a quarter a complete cleaning is made including washing windows, doors, lighting, washing curtains and drapes; cleaning of mattresses, blankets, pillows and blankets are also performed as needed.

A **sanitation diary** of an overview of conducted sanitary cleaning days, including the description of the cleaning work is kept.

Cleaning tools

Cleaning tools for a rough cleaning are labeled and stored separately from other cleaning aids in the cleaning room. Cleaning tools are kept clean after use they are washed, cleaned,

disinfected and dried.

Emptying rubbish bins incl. cleansing and disinfection, vacuuming carpets and cleaning of sanitary facilities incl. disinfection takes place on a daily basis. Conventional detergents are used for cleaning and sanitizing such as (DEZON, KREZOSAN, SAVO). Detergents, disinfectants and cleaning tools are stored in the warehouse. Cleaning carts are stored on different floors in the utility rooms specially designed for this purpose. When performing a chemical disinfection, the following principles are observed: disinfectant solutions are prepared according to the instruction manual, a dissolved, measured disinfectant in water. Disinfection is performed by washing, wiping, spraying, foam or aerosol; in addition to that it is important to observe the concentration and duration of action of the preparation.

For disinfection such disinfectants and processes are used that do not damage the disinfected material, are neither toxic nor irritant. In order to prevent the formation of the selection or resistance of microbes to the long-term product in use, disinfectants alternate with different active substances.

8. Washing of the door is carried out 1x in 2 months, window cleaning 1 x 3 months respectively more often as needed.

9. Painting is done every two years or immediately after contamination or damage. The painting of sanitary facilities (white) is made once a year.

10. Municipal waste, including sorted waste is disposed of in the appropriate containers (6 pieces) located in the courtyard of the Hall of Residence. The disposal of household waste is carried out by Technical Services the town of Karviná.

11. Comprehensive in-depth cleaning of the whole facilities incl. disinfection and rat extermination is carried out during the summer holidays i.e. from July to September. Disinfection and rat extermination is performed by a specialist Company Skovajsová s.r.o.

12. In order to provide medical aid, a first aid kit is placed at the reception with the prescribed equipment, including skin disinfection with viricidal effect. Aid kit contents are continuously checked for expiration date.

13. Liquid soap for cleaning hands and disposable towels for wiping hands are available in the hygiene facilities for staff.

14. Throughout the premises of the hall of residence of the Silesian University there is smoking ban and the entry of animals. The person responsible for compliance with the draft of the operation regulation is Vlasta Avlojarisová, Head of the Department of the Hall of Residence and Catering Services.

In Karviná: 29.4.2015

Appendix to the draft of the operation regulation for socially weak co-citizens earmarked in the part of the premises of the Hall of Residence, Na Vyhlídce 1/1079, Karviná – Nové Město, the operator – Silesian University in Opava, Na Rybníčku 626/1, Opava

Cleansing of the environment of the accommodation premises)

Cleaning of all areas of accommodation units is carried out by self-help of accommodated persons immediately after contamination, or at least once a day in a damp manner; cleaning using disinfectants is carried out at least once a week. Toilet facilities are cleaned daily, if necessary, once a day, by using disinfectants. Accommodated persons take out municipal waste bins on a daily basis, with subsequent mechanical cleaning and disinfection, the waste is stored in combustible plastic bags and is taken out to the containers situated in front of the accommodation facility.

In the event of the contamination of surfaces in the accommodation facility through biological materials, the decontamination of the polluted place will be carried out by means of a gauze soaked in the disinfection with viricidal effect (the spray cannot be used due to the formation of aerosol), followed by mechanical cleaning.

In case of an accidental skin contamination with biological materials, it is necessary for accommodated persons or workers to disinfect the contaminated place on the skin by means of a disinfectant with viricidal effect.

Handling the linen)

Replacing the bedding is done by accommodated persons themselves at an interval of at least 14 days, or more often if necessary. When replacing the bedding there will be no crossing of operation as for handling clean and used linen.

Principles of personal hygiene of employees and consumer health protection)

In the event of the slightest suspicion accommodated persons and staff at the hall of residence are required to inform the operator immediately of the presence of infectious diseases, noxious and epidemiologically important arthropods, rodents and other animals so that they could make subsequent corrective action.

Responsible person: Vlasta Avlojarisová, Head of the Department of the Hall of Residence and Catering Services