

UNIVERSITY OF PARDUBICE	
Directive No. 3/2020	
Subject:	Home Office
Applicable to:	All employees and units of the University of Pardubice
Effective from:	6 April 2020
Reference No.:	RPO/0016/20
Prepared by:	Mgr. Lenka Hamerníková
Submitted by:	Mgr. Martina Chramostová Víghová
Approved by:	Ing. Petr Gabriel, MBA

Article 1

Introductory Provisions

1. This Directive is issued for a limited period of time in connection with the occurrence of coronavirus in the Czech Republic in order to protect the health of employees of the University of Pardubice.
2. This Directive lays down detailed working conditions for home office for workers who, by written agreement with the employer, have arranged the home office option ('the Agreement').

Article 2

Basic Conditions of Home Office

1. The employee shall work from home at an address agreed with the employer.
2. The employee shall schedule his/her work hours while working from home. The work scheduled by the employee shall not exceed the limits of his/her employment contract in relation to weekly working hours, shall not be held between 10 pm and 6 am, shall not be performed on weekends, shall be performed as overtime work or on public holidays only with the employer's prior consent. The employee undertakes to take a break for a meal and rest for a specified period of time not later than after 6 hours of continuous work under the Labour Code, and to adhere to the rules on maximum work shift limits, rest between shifts, continuous weekly rest and days of rest/public holidays.
3. When working from home, the employee shall keep records for working hours, including breaks between the periods of performance of work.
4. Unless otherwise specified in the Agreement, the employer shall schedule the employee's home office working hours for the purpose of providing wage compensation during the employee's incapacity for work into shifts pursuant to the concluded employment contract. Employees are not entitled to wage compensation in the case of other important personal obstacles to work while working from home, with the exception of obstacles expressly stated in the implementing regulation (which is currently Government Regulation No. 590/2006 Sb., stipulating the scope of other important personal obstacles to work, as amended). The employee is not entitled to travel expenses when working from home (this is not a business trip within the meaning of the Labour Code).

Article 3

Work Performance

1. The employee shall carry out the work from home in such a quality, quantity and manner as if he/she performed it at the employer's workplace. If the employer asks for it, the employee shall always provide the employer with information about what job he/she is currently working on and what his/her health status is.
2. Assistance of any third parties to the employee in carrying out work from home (e.g. family members, etc.) is not allowed, the employee is obliged to perform the work exclusively in person.
3. The method of communication and delivery of the employee's work results is determined by the employer. As a rule, communication and delivery of results shall be carried out electronically using a tool specified by the employer.

Article 4

Home Office Equipment

1. If the employer equips employees with the necessary equipment to carry out work from home, the employee shall be obliged to properly manage, safeguard and protect such equipment from damage, loss, destruction or misuse.
2. The employee shall immediately notify the employer of any damage or defects to the equipment provided. Without the prior consent of the employer, the employee shall not use the provided equipment for private purposes or have them used by third parties.

Article 5

Information Protection

1. The obligation of confidentiality agreed with the employee shall also apply when working from home. If the employee is working from home, he/she shall ensure that confidential information is adequately protected in relation to all third parties who may be present at his/her workplace when working from home.

Article 6

Occupational Health and Safety

1. When working from home, the employee is obliged to observe all rules and principles of safety at work as he/she has been acquainted with by the employer.
2. While working from home, an employee shall observe, in particular, the following principles of safe work:
 - a) refrain from consuming any alcoholic beverages or other addictive substances;
 - b) remain during the performance of work only at the agreed place (workplace) serving for the performance of work;
 - c) not to engage in other unrelated activities in the course of their work which might endanger employees (preparation of meals, housework, etc.);
 - d) submit the provided equipment for mandatory revisions as instructed by the employer;
 - e) connect the entrusted electrical equipment only to the electrical network complying with the

relevant technical standards; the employee shall not use defective connecting cables, adaptors, etc.

- f) observe the basic principles of working with equipment connected to the mains, in particular the employee shall not make any interventions into live equipment;
 - g) follow common household safety and caution principles (handling open flames, hot objects, walking on wet surfaces, staircases, etc.);
 - h) immediately report, according to the employee's possibilities, any accident or injury to the employee if it occurred in connection with the work from home.
- 3. In the event of doubts about his/her safety when working from home, the employee shall immediately inform the employer of the problem and provide him/her with all necessary information, including photographs of the employee's workplace, if appropriate, so that the situation can be assessed remotely by the employer's security officer. The employee may contact the appropriate security officer, if necessary, to consult any of the issues of home office and fire safety.
 - 4. The employee shall report to the employer significant deficiencies and defects at the place of work from home that endangers or could endanger the safety of the employee or his/her health at work and, as far as possible, shall contribute to their removal.
 - 5. In all circumstances, the employee shall act with caution, with due care and circumspection. The employee shall refrain from any activity that increases the risk of occupational injury at home.
 - 6. The employer shall not be liable for any damage suffered by the employee during the period of work from home unless it is directly related to the performance of the work, nor for damage to private equipment and objects used by the employee to work from home without the employer's prior consent.
 - 7. The conclusion of the Agreement is subject to the employee's agreement that the employer may, in serious cases, enter the places where the employee performs work from home.

Article 7

Final Provisions

- 1. This Directive shall enter into force and effect on the day of its signature by the Rector.

Pardubice, 6 April 2020

prof. Ing. Jiří Málek, DrSc.

Rector

Annexes:

Annex 1 - Complementary OSH and FP Training for Home Office

Annex 2 - Computer Workstation Ergonomics

Annex 3 - Be active even when working in a sitting position

Complementary OSH and FP training for Home Office

This training is only complementary to the existing training conducted on a regular basis in accordance with the legislation in force at the University of Pardubice (UPa), such as training of employees and managers in the field of occupational safety (OSH), fire prevention (FP), first aid training, etc.

An employee working from home is obliged to adhere to the same rules and principles of OSH and FP in accordance with the valid legislation and internal regulations and standards of the employer as in the performance of work at the employer's workplace. In particular, these are Act No. 262/2006 Sb., Labour Code, as amended, Act No. 133/1985 Sb., On fire prevention, Act No. 309/2006 Sb., regulating other requirements of health and safety at work in labour relations, and on ensuring safety and health at work or providing services outside labour relations (Act on Ensuring Other Conditions of Safety and Health at Work), Directive No. 12/2014 "Determination of Fire Prevention at UPa ", Directive No. 1/2011" Ensuring Occupational Health and Safety at UPa ", including their annexes, to the extent applicable to home office, this Directive and the Home Office Agreement.

The employee undertakes to carry out work from home only at a place agreed in writing in advance that meets all legislative requirements (especially valid final inspection certificate, inspections, lighting intensity, equipment, etc.). At the same time, he/she undertakes not to engage in any activity other than of an office or mental nature. The work carried out must not endanger anyone's life, public health, animal life and health, their own or other safety, or the environment.

When working from home, it is necessary to point out other risks and dangers that may be underestimated by the employee in the home environment. In particular, the workplace must be arranged in such a way that the work performance of the employee is not reduced and the risk of possible injury is not increased. It is essential to ensure that cables, extension leads, etc. are properly routed and defect-free technical equipment used, such as extension leads, PCs, printers, and other technical equipment used by the employee when working from home, is regularly inspected and revised according to applicable legislation. It is also necessary to ensure the possibility of ventilation when working from home and to prevent health damage during long-term sitting.

Furthermore, when working from home, the employee must not engage in other activities that are common to his/her home environment. For example, he/she should not engage in cooking food, perform maintenance work, or perform other activities unrelated to his/her work.

The employee should modify and adjust the place of work taking into account his/her own physical dimensions and the type of activity performed in accordance with Annex 2 to this Directive "Computer Workstation Ergonomics". Applying ergonomic requirements can significantly reduce and eliminate health problems and ensure working comfort and improve performance.

The employee should observe safety breaks during continuous 2-hour work at the PC for 5 - 10 minutes. During this break, which is fully reimbursed by the employer, the employee is obliged to stretch the stiff muscles of the limbs and thoracic spine, relax his/her back, walk, exercise his/her cervical spine, engage in other activities that are not so visually demanding in accordance with Government Regulation no. 361/2007 Sb., which lays down conditions for the protection of health at work and in accordance with Annex No. 3 to this Directive, "Be active even while working sitting down".

The employee should, according to his/her knowledge, participate in the evaluation of risks of work for the specified work from home, or consult disputable or uncertain matters with the OSH and FP technician (description of the place, activities, procedures, problems, add information about the photo documentation, or, if need be, allow the OSH and FP technician to visit his/her home office).

The employee must immediately inform the employer, or his/her manager about any emergency situation at home, in particular any work accident. In doing so, he/she needs to provide all the assistance in investigating this accident, both to his/her manager and to the health and safety technician, or, if need be, allow them to enter the place where they work from home.

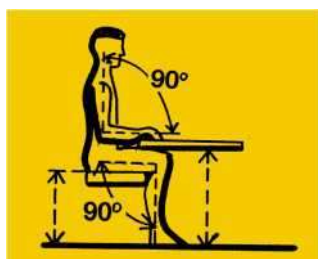
Prepared by: Milan Koubek, person professionally qualified in risk prevention, Certificate number DTPA/1/PREV/2017

The most common cause of back, shoulder, arm and wrist pain, visual fatigue, and various other symptoms are inappropriate workstation layout, equipment and location. Not all computer users are instructed in how to adjust or adjust the job according to their physical dimensions and the type of activity performed. Applying ergonomic requirements can significantly reduce or eliminate these difficulties, ensure working comfort and improve performance.



If you can influence the location of your workstation in an office space, etc., ask for a place with **no reflections of light sources** (lamps, windows and other bright areas).

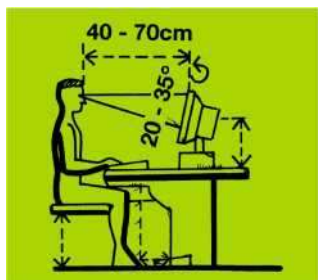
Make sure that the conditions for your optimal working position are created, based on the type of work seat, height of the desk top, sufficient space for the lower limbs, the location and characteristics of the monitor, the type and position of the keyboard, and other means used. Adjust the **height of the seat** and the **tilt of the backrest** to suit a comfortable sitting position, taking into account your body dimensions. (The optimum seat height is 40 cm - 45 cm above the floor).



If the height of the desk top is not adjustable for working while seated, then it should be about 72 cm above the floor for our population, a few cm less for women of smaller size. If the height of the plate is adjustable, then it must be adjusted to your body height.

To check the suitability of the height of the desk above the floor, when sitting, it should be identical to the height of your elbow when your upper arm and forearm form an angle of 90 °.

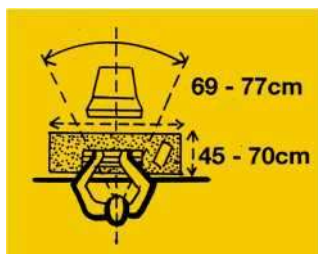
This principle also applies to working in a standing position.



Choose the **monitor position** so that the centre of the screen is about 20 - 35 ° below the horizontal eye axis and the top of the monitor slightly below the horizontal eye plane.

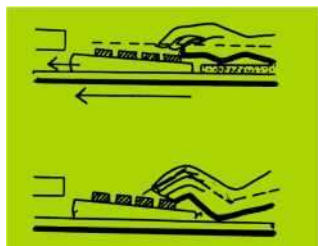
Determine the distance to your eyes from 45 to 70 cm based on the size of the characters on the screen. If you are using your computer for the most part of working time, place the monitor in the centre of the field of view.

Do not use a monitor that exhibits defects such as floating, shaking lines, characters, large differences in brightness, or other visual disturbances.



The lower limb space must allow you to sit comfortably with both legs stretchable and repositioned using the footrest, with varying tilt and position on the floor.

Position the keyboard for long periods of use so that it is within easy reach (the maximum forward range is 50 cm for men, 44 cm for women, sideways 77 cm for men and 69 cm for women). To support the forearm, use a **gel pad** to prevent the wrist from bending.



Place the document holder as close to the monitor as possible to prevent the head from turning too far. Position and adjust the additional light on the desk so that it illuminates documents and the keyboard and does not shine directly into your eyes.

The feeling of tiredness during long sitting at the computer can be reduced by changing the position of the torso, i.e. by alternating upright, slightly tilted and forward tilted positions. This relieves muscle tension, improves blood flow and reduces intervertebral disc pressure.



When using the computer for a long period of time, you will prevent eye fatigue, physical problems and other adverse consequences by interrupting your work, e.g. by taking **breaks every 2 hours for 5-10 minutes**, during which you do not stay at your workstation (moving around the workplace, other visually undemanding work, etc.).

A suitable part of the breaks is relaxation exercises of the most stressed parts of the body (cervical spine, upper limbs and thoracic spine).

BE ACTIVE EVEN WHEN WORKING IN A SITTING POSITION



Correct (corrected) sitting position
(sometimes realize it)
cervical spine, stretched shoulders relaxed,
torso upright, knees slightly apart
feet firmly on the mat

Don't sit like that!



Dynamic sitting position
(change sitting positions)

Variants:

- rotate your pelvis
- tilt your torso to the sides
- lower and loosen your buttocks (abdomen)
- push your feet into the mat and relax

STRETCHING EXERCISES



- turn your arms outward
- spread your fingers



- intertwine your fingers (palms facing the ceiling)
- pull your arms up



- bow with your arm outstretched, alternately to both sides



- fasten your fingers behind the hook
- turn the torso to both sides

RELAXATION EXERCISES



- relax into forward bend



- relax by leaning your arms on the table (in case of eye fatigue, put your hands over your eyes)

Variants:

- occasionally shake your hands and whole arms
- occasionally put your feet up

STANDING EXERCISES



- alternate your standing position on toes and heels

- stretch yourself with straight back



- rest your palms on your shoulders, lean back smoothly and lightly

Recommended:

- exercise slowly and smoothly
- breathe deeply, don't hold your breath
- stay in the exercise position for 3-5 seconds
- if possible, stand up occasionally and walk