



# Information for CU staff on COVID-19 antigen testing



CHARLES  
UNIVERSITY

## Dear Charles University staff,

The present time is a difficult one for all of us. Due to the emergency measures adopted by the Czech government, the personal presence of staff at the workplace is prohibited without confirmation of a negative COVID-19 test result, which must not be older than 7 days. For this reason, Charles University is providing you with free testing. We are aware that this represents a considerable inconvenience in the performance of your work, and therefore want to make this situation as easy for you as possible. We have therefore prepared a brief overview of what you need for testing, what happens during the test itself and, especially, where and when you can get tested.

One of the main problems of the blanket testing of employees is the correct and thorough collection of samples. For this reason, CU is giving its employees the option of a nasopharyngeal swab test with high-quality, certified antigen tests. In addition, the procedure will be performed by an experienced samplers who are also students of the medical faculties of Charles University.

**Please read the following instructions carefully.**

## WHY? WHEN? WHERE?

Due to the emergency measure adopted by the government, from **17 March 2021** the personal presence of staff at the workplace is conditional on confirmation of a negative COVID-19 test result, which must not be older than 7 days.

**Charles University has prepared extensive testing options for those of you who are unable to work from home. These consist of three activities:**

### 1) TESTING AT THE ALBERTOV SAMPLING CENTRE (STUDNIČKOVA 2030/1)

Following prior reservation (see below), you can take a test at Albertov between 7 a.m. and 4 p.m. every Monday, Wednesday and Friday. Albertov is also open to those without a reservation; however, those with a reservation will be given priority. Testing at Albertov will take a maximum of 30 minutes. Please comply with social distancing while waiting for both the test and the result. Everyone receives an official CU confirmation of their test result. The test itself is performed by experienced sampling staff, who are also students of the medical faculties of Charles University, using certified, high-quality antigen tests.

### 2) MOBILE TESTING TEAMS

Two fully equipped testing teams currently operate throughout the working week by mutual agreement with a specific faculty or unit. For more detailed

information about specific days of MTT operation at specific workplaces, please see the reservation system (see below) or ask the relevant heads of workplaces. The test itself is performed by experienced sampling staff, who are also students of the medical faculties of Charles University, using certified, high-quality antigen tests.

### 3) SELF-TESTING

Other testing options, such as the self-testing of employees at the workplace using self-tests (saliva, urine tests, etc.) lie fully within the competence of faculties and units of Charles University. Please consult the management of the faculty or other unit on the availability of these options.



#### When and where are the MTT?

- Select a specific mobile centre on the toolbar.
- Testing in mobile centres according to the schedule in agreement with the workplace



#### Reservation system for the Albertov collection centre

- Testing at Albertov every Mo, We, Fr, 7 a.m.–4 p.m.



**After making a reservation, you will receive an e-mail and the date is entered into your calendar with just a single click. The system will also notify you the day before so that you don't forget.**

## CAN I GET TESTED OUTSIDE CU?

**Of course!** We recommend using public sampling points, where you can get tested and tests are paid for by public health insurance once every 3 days. For the purposes of personal presence at the workplace, you can therefore also use, of course, official confirmation of a negative test result, which you receive at public sampling points after passing the test.



Map of public sampling points

## WHAT DO I NEED FOR TESTING?

Testing is available once a week for all CU staff (including staff on a DPP or DPČ) whose circumstances do not allow them to work from home and whose personal presence at the workplace is necessary. If these criteria apply to you, do not hesitate to use the option of testing. Before taking the test itself, you will have to fill in a confirmation of the test result, which is valid for 7 days for the purpose of one's personal presence at the workplace. After passing the test, you will receive a stamped hard copy of the confirmation.

You can download and fill in a blank certificate in advance; alternatively, you can get one at the test site, where you can fill it in by hand. There are two types of confirmation: the first, for those who have ordered a test through the reservation system, and the second, for those who go for a test without prior reservation.

Confirmation is valid only with the appropriate stamp, and for a maximum of 7 days. Misuse is subject to a penalty.



Download test result confirmation  
(I have a reservation)



Download test result confirmation  
(I don't have a reservation)

## WHAT HAPPENS WHEN I GET A TEST?

While waiting for the test itself, please keep a safe **distance of 2 m in queues**. The person taking the sample will ask you to sit down, then tell you what happens during the test and what you need to do. A swab is taken from the nasopharynx to effectively

capture any antigens of the SARS-Cov-2 virus. The swab is painless, but people who have had tests describe feelings such as itching, irritation, irritation or burning. The estimated sampling time is 1 min, including the time taken to give instructions to the person taking the test. After testing, you wait a maximum of 15 minutes for the result. You then get confirmation of the result before leaving the site.

## WHAT SHOULD I DO BEFORE TAKING A TEST?

Please bring a pre-filled test result confirmation, available from the CU website, (<https://cuni.cz/UKEN-379.html?news=12066&locale=en>), or pick up a form at the test site, where you can fill it in manually. Disinfectant is available at the test site.

When you have completed your confirmation form, please join the queue and wait for further instructions from the sampling staff. **Please keep a distance of 2 m from others.**



## SAMPLING PROCESS

Wait until you are called by the sampling staff. Sit on the chair and put your respirator under your nose (keep your mouth covered). The staff member takes a swab from one nostril. After the swab has been taken, place your respirator back on the bridge of your nose and wait for the result in the appropriate zone. In this zone, we also ask you to keep a **minimum distance of 2 m from others**.

## WAITING FOR THE RESULT

The mobile team staff call you after 10–15 minutes and give you a stamped confirmation with your result. Please leave the test site immediately after receiving the confirmation. Next, please follow the instructions of your manager.

## WHAT DO I DO IF I TEST POSITIVE?

**If the test is positive, please keep calm.** Inform your supervisor and leave the workplace immediately. Contact your general practitioner by telephone or other remote means, or, if you do not have a general practitioner, the competent local public health protection authority (regional public health office or Public Health Office of the City of Prague). Your doctor will give you a referral for a PCR test, which you must take. The time between the positive result of the antigen test and the result of the confirmatory PCR test is a different obstacle to work on the part of the employer under § 208 of the Labour Code.

**Until the doctor or public health office determines the next steps, you must minimise the risk of infecting other people, i.e. ideally by isolating yourself.**



## WHAT DO WE DO WITH USED TESTS?

Used tests are disposed of according to the methodological advice of the Department of Waste of the Ministry of the Environment for the classification of waste from antigen tests intended for the self-testing of persons:

- Place all used test kits in a black plastic bag with a minimum thickness of 0.2 mm. In the case of thinner bags, use two place one inside the other.
- Once the bag is full, or no later than 24 hours after the first use, tie the bag closed and treat the outer surface with disinfectant.
- Dispose of the bag in a normal container for mixed solid municipal waste. Never place bags with used tests next to rubbish bins!
- The person handling this waste must then always wash their hands thoroughly with soap and warm water or apply hand disinfectant.

## I AM VACCINATED OR HAVE ALREADY HAD COVID

**Exemptions from providing a negative test result for entering the workplace are given to those who have suffered from COVID-19 in the last 90 days and those who have been vaccinated against it. These two reasons can be proved by presenting a statutory declaration**



**Statutory declaration of having had COVID-19**



**Statutory declaration of vaccination**

## WHAT ABOUT THE PROCESSING AND PROTECTION OF PERSONAL DATA?

in accordance with art. 13 of the GDPR

in connection with mandatory testing for COVID-19

the ADMINISTRATOR OF PERSONAL DATA is Charles University, Ovocný trh 560/5, 116 36 Prague 1, ID no.: 00216208, VAT no.: CZ00216208, data box ID: pijj9b4 (the “administrator”)

**We process the following personal data:**

- name and surname
- health insurance number
- employee number
- time of test
- result of test

The purpose of data processing is to support and create a non-hazardous work environment and to take measures to prevent health risks associated with the spread of COVID-19. The legal basis for processing is the fulfilment of a legal obligation under Art. 6 (1) c) of the GDPR and Art. 9 (2) b), g) or i) of the GDPR, which applies to the administrator under § 101 of Act no. 262/2006 Coll., the Labour Code, and on the basis of Extraordinary Measure of the Ministry of Health of the Czech Republic no. 249 of 5 March 2021.



**Your rights in connection with the processing of personal data are as follows:**

- right of access to the personal data (Art. 15 GDPR)
- right to amend personal data if they are invalid or outdated (Art. 16 GDPR)
- right to delete personal data if you believe that there is no reason for their processing (under the conditions of Art. 17 GDPR)
- restriction of processing (under the conditions of Art. 18 GDPR)
- portability of personal data (under the conditions of Art. 20 GDPR)

- objection to processing until the legitimacy of the above objections is resolved (under the conditions of Art. 21 GDPR)
- right to consult the supervisory authority

**Should you have any queries or wish to exercise your rights, you may contact the data protection officer at [gdpr@cuni.cz](mailto:gdpr@cuni.cz).**

Personal data relating to you will be retained for a maximum of 14 days after the end of the measures implemented on the basis of the emergency measures of the Ministry of Health of the Czech Republic.

Personal data will not be transferred to any third country or international organisation. In the event of a positive test result, the personal data of the tested person may be passed on to the competent public authorities to the extent required by law. In order to reduce the risk of COVID-19 in the workplace, the employer may also disclose a positive test result to employees who may be at increased risk of infection as a result of such a positive result; however, the tested person's personal data will not be disclosed without the consent of that person.



## SHOULD YOU HAVE ANY QUERIES, PLEASE DO NOT HESITATE TO CONTACT US

- **COVID helpline for CU staff:**  
+420 771 137 385
- **CU Testing Coordination Centre (helpline chiefly intended for faculty coordinators):**  
+420 771 137 386
- **Central e-mail [covid@cuni.cz](mailto:covid@cuni.cz) for urgent questions**
- **nationwide pandemic hotline:**  
1212

**THANK YOU FOR YOUR COOPERATION!  
THE CU COVID TEAM**

**#STAYNEGATIVE!**