

Charles University
Faculty of Pharmacy in Hradec Králové

Dean's Directive No. 5/2023

**Rules for Accessing the Premises of Charles University, Faculty of
Pharmacy in Hradec Králové**

I.

Introductory provisions

1. These rules for access set forth the operational rules relating to the premises of the Faculty of Pharmacy, Charles University, in Hradec Králové (hereinafter, **FaF UK**).
2. These rules are binding on all persons, when located on any of the premises of FaF UK.
3. Annex No. 1 "FaF UK Entrances/Exits Map" forms an integral part of this Directive.
4. FaF UK manages the following non-residential premises in Hradec Králové under the authority of the Rector of Charles University:

At Akademia Heyrovského 1203/8:

Buildings (South and North) – connected by a corridor

Garden of Medicinal Plants (Czech abbreviation: **ZLR**)

At Záměstí 683:

Department of Physical Education and Section of Foreign Languages (at Záměstí)

II.

North and South buildings

1. The operating hours of the buildings on weekdays are from 6am to 12am (midnight), and on other days they are from 7:30am to 12am (midnight).
2. There is a 24-hour concierge service in the South building.
3. The main entrance to FaF UK is from the street Akademia Heyrovského, which is the main entrance to the building South. The other entrances are operational only; they are not intended for entry or exit from the building but are intended mainly for deliveries, technical services and, if necessary, for exiting the building in case of emergency. They are to be used only by persons designated for those permitted categories of use.
4. On weekdays from 8pm to 12am (midnight), only employees, students and external (unaffiliated) users of services, who hold an identification card (such persons, **DIPs**) may be present in the buildings for the scheduled classes or with the consent of the head in charge

of the given workplace. Consent is not required for a student to be in the study areas designated for use during the evening hours and weekends.

5. During the hours from 12am (midnight) to 5am, no one is permitted to stay at the FaF UK premises except for the concierge service. If employees and students have a need to stay in the workplaces in the South or North buildings during this time period (e.g., to run an experiment), they must obtain the permission of the head of the relevant department or workplace at least one day prior, before 3pm; and the relevant head is obliged to deliver the information by e-mail to the address dekanat.sprava.budov@faf.cuni.cz with FaF UK's secretary in copy. In emergency situations, the staff of the Investment and Technical Operations Department of the Dean's Office (**IPTO**), the Centre for Information Technology (**CIT**) and the Vivarium are authorised to stay in the buildings South and North during the abovementioned timeframe without prior permission in order to deal with the emergency situation. This authorisation shall also apply to other employees of the affected workplace if their presence is required in connection with the emergency situation.
6. On Saturdays, Sundays and public holidays, access to FaF UK is available to all DIPs for the scheduled classes or with the consent of the head in charge of the given workplace. Consent is not required for a student to be in the study areas designated for use during the evening hours and weekends.
7. All work performed after working hours and Saturdays, Sundays and public holidays is subject to compliance with the occupational health and safety regulations and the regulations for the protection of FaF UK property. All laboratory work requires the presence of at least two workplace staff members.
8. Other entities using FaF UK premises for other purposes, such as those renting space or equipment, conducting conferences, etc., are subject to a different regime, which is governed by contract.
9. On Saturdays, Sundays and public holidays, visitors may enter the Gallery on the Bridge through a doorman's assistance during the Gallery's open hours.

III.

Garden of Medicinal Plants (ZLR)

1. The ZLR campus consists of an outdoor exposition area and an educational building containing greenhouses.
2. The outdoor area is open to the public during the months of April through October on weekdays from 7am to 4pm and on other days from 10am to 6pm (Saturdays, Sundays, public holidays).
3. Only DIPs are authorised to enter the educational building. Students are authorised to stay on the premises of the building designated for them on weekdays between 7am to 8pm, and on other days (Saturdays, Sundays, public holidays, announced non-working days) between 8am and 6pm. Staff and other external (unaffiliated) users of services are authorised to stay on the premises of the educational building between 7am and 12am (midnight) on any day of the week. If they use the educational building after 7:30pm, they must be trained (by IPTO staff) how to use the electronic security system.

4. Only IPTO, CIT and ZLR staff may stay in the educational building between the hours of 12am (midnight) and 7am, and then only for the purpose of dealing with an emergency situation.
5. Selected DIPs (employees and the other users of services) may be permitted access to the seminar rooms of the teaching building.
6. The visitors' rules and regulations governing visits to the ZLR are set forth in the respective Dean's Directive.

IV. Zámostí

1. The operating hours of the building on Zámostí street are from October to June, on weekdays, Monday to Friday, from 7am to 4pm.
2. Only DIPs may enter the building outside of operating hours. Students are authorised to stay in the building's designated areas between 7am and 10pm daily. Staff and other external (unaffiliated) users of services are authorised to access the building's areas between 7am and 12am (midnight) on any day of the week.
3. During the hours between 12am (midnight) and 7am, IPTO and CIT staff may be in the building, but then only for the purpose of dealing with an emergency situation. Other employees of the affected workplace may also be present if it is required in connection with the emergency situation.

V. General provisions

1. All persons, while at any of the premises of FaF UK, are obliged to behave in such a way that their behaviour does not result in damage, loss, destruction or misuse of property.
2. Each DIP is responsible, when leaving the premises, to properly lock all doors to their workplace, to close all windows and to switch off lights and all appliances and equipment other than those requiring continuous operation.
3. Bicycles are not allowed to be parked inside the premises of FaF UK. For this purpose, there is a place for storing bikes under the corridor that connects the buildings South and North.
4. Absent the approval of the building manager, it is forbidden to hang posters, notices and other commercial materials outside of the areas designated for such use.
5. Access to, and exit from, the buildings are enabled by means of electronic access devices and cameras. Should a DIP permit another person to enter or exit the buildings using the DIP's ID card, the DIP is obliged to report this person to the doorman. In case of any doubts about the identity of the person or their reason for entering the FaF UK premises, the doorman is obliged to verify the identity of the person entering.
6. Failure to comply with this Directive may be treated as a breach of employment duties with consequences arising from Act No. 262/2006 Sb., the Labour Code, as amended and in effect.

VI.

7. This Directive takes effect on the effective date of its execution and publication.

8. This Directive replaces Dean's Order No.2/2019.

Annex No. 1: FaF UK Entrances/Exits Map

In Hradec Králové, 7.2.2023

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University