

Guidelines for the Commencement of the Accommodation – Preventive Measures due to Coronavirus













Students should, as soon as possible:

- **select the date and time of arrival** = commencement of the accommodation – the table is available on the website of the HRR from 26 August 2020
 - in the event that the student cannot arrive on the specified date (e.g. due to health problems....), he/she shall agree on an alternative date with the Accommodation Officer in the relevant Residence Hall by email
 - in the event that the student arrives without prior notice, he/she will have to wait
- pay the rent by a bank transfer or by means of the payment gateway after logging in to the ISKaM system: *Account – Main account – Charge* **no later than 3 working days** prior to the booking date
- (payment in cash or by credit card on the day of arrival will only exceptionally be allowed at the reception in the evening hours)
- **print out and fill in the Residence Hall registration card** (<https://kmz.utb.cz/dokumenty/>)

Move in date:

- **only students will be allowed to enter the building, not their parents or other persons**
- a maximum of 3 persons will be allowed to be present in front of the reception desk and they should maintain the distance of approx. 2 metres from each other

Students:

- are obliged to wear **face protection and disinfect their hands on entry**
- **entry:** fill in the bed linen change card, prepare the Residence Hall registration card, the ISIC card or the TBU student ID card and an identity card     Reception: submit the bed linen change card and obtain a key to the room and the “handover of the assigned place” (applies to TBU Residence Halls only)     Accommodation Officer’s office: settle formalities, Accommodation Contract, registration label...     Room: check the room equipment and undersign, or specify the defects in the “handover of the assigned place” printed form; drop the form in to the box at the reception
- Please note: Bed linen is prepared in the room (if the student uses his/her own bed linen, he/she shall return the bed linen at the reception, so that the receptionist can confirm the return of the bed linen in the bed linen change card)

Please note that these measures also apply to students who use the accommodation services during the summer holidays.