

# Dormitory Švecova

Designation and address of facility:

Dormitory Švecova  
Janderova 190/II, 377 01 Jindřichův Hradec

Operator:

University of Economics in Prague  
Department for the Administration of Facilities  
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Representative:

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Employee responsible for administration of facility, phone:

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Valid from:

01. 07. 2019

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**I. Description of facility – category, administration, scope of service**

Accommodation facility provides accommodation for students of VŠE in the first place. Also for university guests if needed (professors for example). If total accommodation capacity isn't reached free rooms are provided for students of other universities.

1/3 of accommodation facility is owned by VŠE and 2/3 are provided for rent to Jindřichův Hradec town.

Building has 4 upper floors. On first floor is canteen, reception and student rooms. On 2. - 4. floor are accommodation rooms.

Total accommodation capacity of facility is 283 beds (93 rooms). Rooms have 1 - 4 beds.

2 single rooms – approx. 10,5 m<sup>2</sup>,  
20 double rooms – approx. 15 m<sup>2</sup>,  
44 triple rooms – approx. 22 m<sup>2</sup>,  
26 quadruple rooms – approx. 25 – 27 m<sup>2</sup>,  
1 quintuple room – approx. 27 m<sup>2</sup>.

Rules and duties for students are stated in contract on accommodation and in halls of residence regulations which can be found in reception.

Most rooms have own sanitary facilities and in some cases 2 rooms are connected to the sanitary facilities.

Only 4 rooms have shared sanitary facilities (2 single rooms, 1 double and triple room) in the corridor.

Every floor has kitchen - on 1. floor is one and on others 3. Every kitchen is equipped with cooker, oven, microwave and jug kettle.

Rooms are equipped with refrigerator.

Heating is realized by use of gas boilers (3 boiler rooms inside of building). Temperature during heating period is approx. 21°C.

Reception is available non-stop for accommodated.

Other services of accommodation facility includes:

- Reception services, checking of students, dispensing of clean linen.
- Washing of linen (4 washing machines inside of building).
- Possible loan of iron, ironing board, dryer.
- 4 study rooms are inside of building (2 of them are equipped with TV).
- Infraroom.
- Gym.

## II. Principles of prevention against contagious and other diseases

### 1. Types and symptoms of infectious diseases

#### What are infectious diseases

Infectious disease is either symptomatic or non-symptomatic disease caused by originator or originators toxin which arise due to transmission of originator or toxin from infected person, animal or inanimate substrate to sensitive person. In case of infectious disease host organism is harmed by microorganism (parasite) which disturb internal environment of macroorganism inside of which have conditions for growth and reproduction.

Students are responsible for their health and in case of inkling for serious infectious disease find appropriate health care. After confirmation of infectious disease by doctor student is obligated notify reception or administration of accommodation facility. Below are listed examples of possible symptoms of infectious diseases.

#### Infectious diseases:

- hepatitis, mumps, measles.

#### Infectious diseases of central nervous system:

- headache, fever, nausea, increased sensitivity to light and sound, backache and jointache, tough neck, disruption of consciousness, sudden change of behaviour, cramps, bleeding.

#### Respiration diseases:

- fever, cough, runny nose, fatigue, dizziness, headache, muscle pain, jointache or in other parts of body.

#### Diseases of digestion system:

- abdominal pain, nausea, bloating, diarrhe, yellowing of skin, fever, fatigue, dizziness.

#### Skin diseases:

- skin redness, swellings, pain, itching, presence of blisters or pustules, rash of various extent or character, flaking of skin, disappearance of hairs, change in quality of nails, fever.

#### Urinary diseases:

- problems with excretion, blood or mud in urine, lower abdominal pain, nausea, fever, shivers, backache.

#### Sexually transmissible diseases:

- discharge of various types, bleeding, itching, burning sensation, problems with excretion, redness and swelling of testes, formation of ulcers on outer part of genitals, fever, pain.

#### Instructions for prevention against spread of infectious diseases

- Its recommended find out health care especially in case of: shotness of breath, cough persisting for more than 7 days, strong headache with fever, swellings, rash, sudden change of skin color or long-lasting fever.
- Diseased is obligated follow recommendations of doctor and minimize possibilities of spread to other persons.
- Accommodation facility staff is obligated to follow pertinent instructions of hygiene station.

## 2. Disinfection

### **Hotel accommodation:**

- 1x every second day employees of dormitory/hotel perform disinfection of all sanitary facilities (toilets, bathrooms, showers) with antiviral agent.
- 1x per week employees perform disinfection of floors and smooth surfaces of all furnishings inside of room (wiping of surfaces) with antibacterial and fungicide agent.
- In case of contamination of spaces with biological materials (blood, faeces, vomit etc.) is necessary perform careful disinfection with disinfection agent with antivirus effect.

### **Dormitory accommodation:**

- Inside of rooms and units disinfection is performed individually by students with use of commonly accessible agents (Halls of residence regulations).
- For disinfection agents below can be use:
  - With antivirus effect:  
SAVO Originál.
  - With antibacterial and fungicide effect:  
SAVO Originál, SAVO proti plísňím DOMESTOS 24h, FIXINELA  
CILLIT BANG extra.

Dilution and treatment period is performed according to product recommendations.

Disinfection solutions are prepared fresh for every cleaning with use of measuring jug and bucket.

### Principles for disinfection with chemical agents

During disinfection of surfaces following procedure must be meet:

- cleaning (sometimes spread out into two phases based on degree of fouling - pre-cleaning and main cleaning) - elimination of dirt from surfaces with proper use of various tools and cleaning agents,
- intervening wash– always with enough quantity of water due to possible residues of cleaning agents,
- disinfection – use of disinfection agents for treatment period prescribed by product,
- final wash - always with enough quantity of water due to possible residues of disinfection agents and possible chemical contamination,
- drying – let dry or wipe with onetime rag.

### For successfully performed disinfection following requirements must be meet:

- don't establish inaccessible places inside of facility which can be source of dirt and hide for various vermin - roachs, mites, darkling beetles, flies etc. and thus become danger,
- surfaces and floors must be easily cleanable and washable, i.e. without clefts and from material resistant against cleaning and disinfection agents,
- during operation time storage for cleaning and disinfection agents, cleaning room and enough sinks for fill up and waste disposal must be established,
- choose proper disinfection (with cleaning properties) agents and tools in relation to area and method of use, characteristics of dirt and material for which disinfection is used,
- use only recommended concentration because in case of low concentration its possible that appropriate effect will not be reached,
- adhere to treatment periods according to product instructions,
- during cleaning adhere to instructions of cleaning products and tools,
- during regular intervals ensure rotation of disinfection agents (according to effective constituent) in relation to resistance of microorganisms,
- have appropriately instructed employee,

- every employee must undergo training about safety of work according to valid laws, adhere to safety rules for manipulation with disinfection agents and use protective aids and tools ,
- its necessary adhere to warnings on labels and another related documentation of individual cleaning agents and warnings in safety sheets of agents marked as dangerous.

Responsible person: dormitory manager

### **3. Disinfestation and deratization**

#### Disinfestation

is elimination of detrimental crawling and flying insects, mites, roachs, louses, bedbugs, ants, beetles, mosquitos, flies, fleas and others.

#### Deratization

is elimination (and dampening of incidence) of detrimental rodents.

#### Ordinary disinfestation during operation time

- is part of cleaning and ordinary technological and working procedures aimed to prevention of infectious diseases and presence of detrimental and epidemiologically relevant insects, rodents and other animals,
- in case of hotel accommodation disinfestation is performed by appropriate staff - cleaners, chambermaids who are part of regular cleaning of facility,
- in case of dormitory accommodation disinfestation is also performed by students as part of regular cleaning according to halls of residence regulations.

For reduction of incidents of detrimental insects inside of accommodation facilities its necessary adhere to following instructions:

- choose appropriate place for collecting garbage and ensure early elimination in such way that garbage will not accummulate, stink and could not cause contamination or spread of various vermin,
- maintain cleanness inside of storages and places for collection of garbage,
- maintain good technical state of buildings, secure all accessible places and apertures against insects and rodents,
- adhere to appropriate operational hygiene of entire accommodation facility - regular cleaning of all spaces, furnishings including upholstered parts, regular washing of laundry including curtains, hinges, bed covers etc., disinfection of equipment,
- adhere to appropriate hygiene of dormitory staff,
- dormitory staff regularly check state of facility for any occurrences or overgrowth of detrimental insects and rodents are present,
- its necessary notify ones superordinate immediately in case of observed presence of vermit.

Responsible person: dormitory manager

#### Special protective disinfestation and deratization during operation time (further also SPDD)

- specialized work intended for elimination of originators and carriers of infectious diseases and higher presence of detrimental and epidemiologically relevant anthropods, rodents and other animals,
- is performed beyond regular prevention always in case of presence of detrimental and epidemiologically relevant anthropods, rodents and other animals,
- is provided in collaboration with specialized contractor company (viz. above), provide services on demand.

Responsible person: dormitory manager

#### **4. Measures in case of discovery of bedbugs, louses and scabies**

In accordance with halls of residence regulations students are obligated immediately notify dormitory manager during office hours and reception otherwise in case of observed presence of any kind of insects (ants, bedbugs, louses, scabies etc.) or detrimental rodents.

Dormitory staff are obligated immediately notify dormitory manager in case of observed presence of any kind of insects (ants, bedbugs, louses, scabies etc.) or detrimental rodents, including non-working days.

All measures and agents in relation to disinfection, disinfestation and deratization of personal things of accommodated are paid from accommodated resources. Also elimination of infested creams and ointments is paid from accommodated resources without any possible compensation.

##### General principles in case of presence of bedbugs, louses, scabies and other detrimental insects

1. Scabies are treated by doctor, louses by afflicted, bedbugs by accommodation facility – always in cooperation with students.
2. In case of occurrence of infection originators, detrimental and epidemiologically relevant mites, arthropods and other insects, administrator of entity is obligated according to law no. 258/2000 Sb., § 57 solve situation by means of specific protective disinfestation (SPD); immediately notify company performing SPD about discovery – insist on soon date of intervention.
3. Dormitory administration will provide option for alternative accommodation and during night option for alternative overnight stay if students/guests health allow it and if its necessary due to waiting time for arrival of technical expert from company performing SPD or due to necessity to meet protective period for use of insecticide.
4. During relocation of student/guest to alternative room, afflicted can carry only necessary things according to instructions of technical expert performing SPD and dormitory staff. In case scabies are present its not even possible carry personal things.
5. Person afflicted by louses or scabies must visit doctor immediately. Person must obey on appeal of dormitory employee.
6. Its necessary avoid direct contact with the skin of afflicted person.
7. If student/guest isnt willing to cooperate in case of occurrence of louses, bedbugs or scabies, he/she must immediately leave accommodation facility for duration of disinfestation process, delousing or treatment of scabies otherwise transmission to other students/guests can occur.
8. Afflicted persons by louses, bedbugs or scabies are forbidden visit other rooms and spaces in dormitory nor receive guests.
9. In need of any kind dormitory staff is obligated to help tehcnical expert performing SPD.
10. Dormitory staff consult procedure of intervention with technical expert performing SPD (spraying, treatment by hear, use of thermostat for vermit irritation etc.).
11. Dormitory staff will perform check of room, fix shelves, return furnishings back to proper place, attach drawers and light covers after intervention by company performing SPD inside of room.
12. After intervention dormitory staff supervise that protection period before move in is meet.
13. Return of student/guest to the room isnt possible earlier than 2 - 24 hours after intervention (depending on used agent). Its necessary follow instructions of technical expert performing SPD.
14. Student/guest will be infromed by dormitory staff about possible return into the room.
15. Dormitory staff consult with technical expert performing SPD next date of intervention in the infested room according to recommendations.

Specific principles in case of occurrence of scabies

1. Disease incurred by scabies is subject of mandatory announcement to public health authority according to § 62 para. 1 law no. 258/2000 coll. regarding protection of public health - doctor or laboratory where disease was discovered is responsible for announcement.
2. During change of bedlinen appropriate handling of used laundry and clothes is necessary. During handling is also necessary use personal equipment for protection. All things used by infested person mustn't be placed inside of common spaces (kitchen, bathroom, toilet, corridor).
3. Infested person is obligated wash and boil all personal clothes, own bedlinen including towels or do thorough ironing on highest temperature at least.
4. Things that cannot be exposed to high temperature (dont forget for stiffles etc.) must be saved for several days (3-7) inside of closed plastic bags and sprayed according to product instructions with appropriate insecticide agent (PIF PAF, BIOLIT P2000, FAST PL, PERIPEL 55) and left tightly closed for several hours.
5. Technical expert will perform on request of dormitory manager or hygienic advice chemical treatment of room and furnishings/equipment inside of it by insecticide agent and let dry.
6. Afflicted person (excluding hotel guests) is obligated to perform thorough Hoovering of bed and mattress during contamination period.
7. Creams, ointments or liotons must be eliminated by afflicted person due to possible survival of mites up to 7 days.

Specific principles in case of occurrence of bedbugs

1. So called special protective disinfestation (SPD) performed by licensed staff according to valid legislation is necessary due to resistance and specific behaviour of bedbugs. Its necessary respect instructions of licensed staff performing SPD that determine scope and possible repetition of disinfestation if needed.
2. Small things that can hide bedbugs and cannot be treated by spraying nor high temperature must be placed into plastic bags, closed and moved into the reserved freezer by afflicted person and left in temperature of -18 °C for 84 hours (in case of temperature lower than -20°C for at least 48 hours).
3. After disinfestation afflicted person is obligated wash all bed linen and clothes at least on 60 °C, after washing proceed to ironing or let dry in enviroment with 45 °C.
4. According to instructions of technical expert performing SPD dormitory staff must proceed to seal up openings, repair detached slats etc. Furnishings intended for disposal cannot be placed in area with waste containers and must be eliminated immediately.
5. Afflicted person must perform thorough cleaning including dead bedbugs, their droppings, slought skins and egg coats according to instructions of staff responsible for SPD.

Specific principles in case of occurrence of louses(pediculosis)

1. Symptoms of pediculosis include itching of head caused by insects bites or moves of insects, nits (usually behind ears, nape etc.). Pediculosis is often described as mass disease, because louses are transmitted between hosts (children and adults) during contact of heads, change of caps, scarfs etc.
2. Only possible prevention is regular check of hair especially in case of persons who often attend social enviroment (school, dormitory, etc.) Same principles apply in case of family circle.
3. During delousing only approved agents bought from resources of afflicted person must be used. Its necessary always proceed according to product instructions. As additional procedure mechanical comb of ones hair (above white paper) for 3 - 5 minutes can also help. After that louses must be sprayed with insecticide agent. Agent cannot kill nits that are sticked by females with special paste on hair closely to skin of head and therefore agents

are often applied again after 7 - 10 days after first use (according to product instructions). Nits are also pulled off with use of comb or hands.

4. Also bedlinen bought from resources of afflicted person must be chemically treated with disinfectant agent and after that washed and ironed. With similiar procedure afflicted person treat other things which are in direct contact with hair (caps, collars, etc.)

Responsible person: dormitory manager

### III. Cleaning of accommodation facility

Rooms of hotel guests, sanitary facilities, all public spaces and also closed side rooms and sanitary facilities for employees must be carefully maintained clean, devoid of mould and smells, protected against dust, insects and rodents. Cleaning must be performed continuously and cleaning service must take care for cleaning of all surfaces and furnishings/equipment also.

Cleaning in common spaces of dormitory and kitchens on individual floors is provided by dormitory or external staff. Cleaning of common spaces take place during working days from 7:00 to 15:00 o'clock.

Cleaning in hotel rooms is provided by dormitory staff.

Inside of student rooms/units cleaning is performed by students themself according to halls of residence regulaitons.

Maintenance service of dormitory is responsible for repairs.

#### **Hotel:**

Inside of hotel rooms cleaning is performed every second day always during 10:00 - 14:00 o'clock.

- Everyday cleaning
  - make the bed,
  - ventilate room,
  - wipe dust (with dampen cloth/duster) from table surface, backrest etc. (all flat surfaces in reachable height),
  - take out rubbish, change single-se bag from rubbish bin,
  - clean floor,
  - wash and disinfect sanitary facilities - shower, washbasin, toilet,
  - polish glass surfaces (mirrors),
  - regular change of towels and bedlinen, also after leaving of guests.
- Major cleaning (once a year)
  - window cleaning,
  - mattress cleaning - disinfection of mattress with vapor steam cleaner (temperature +200°C),
  - major cleaning is provided by external company especially at the end of school year or during time when room is empty. Company is reserved more often in case of need for major cleaning.

#### **Dormitory:**

Accommodated students perform cleaning of units themself according to halls of residence regulations (in terms of scope and frequency of cleaning).

- Everyday cleaning:
  - take out rubbish to the allocated dustbins in proper place chosen by dormitory manager, waste sorting,
  - ventilate room,
  - aerate bedlinen,



- inside of units perform primary cleaning in the kitchen, clean surfaces, wash cooker and remove remnants of food,
- inside of units perform primary cleaning in the bathroom and toilet, maintain cleanliness and hygiene after every use.
- Once a week:
  - clean floor inside of room, balcony also if needed, carpets (if used) clean with vacuum cleaner (can be loaned in reception),
  - clean surfaces of tables and furnishings,
  - wipe dust from furnishings and window sill,
  - clean and polish mirror inside of units,
  - clean paneling inside of units (kitchen, bathroom, toilet),
  - clean and disinfect floors inside of units (kitchen, bathroom, toilet),
  - defrost and clean interior of fridge,
  - disinfect all parts of toilet including seat, wash-basin, shower inside of units,
  - check stored food regularly (dont store expired or rotten food).
- Once every second week
  - wash (or change) own bedlinen that wasnt provided by accommodation facility.

Cleaning agents are provided by accommodated themself from their resources. Agents are used according to product instructions.

- Once a year
  - windows cleaning; provided by external cleaning service.

#### General instructions for cleaning inside of accommodation facility

- For washing and cleaning only appropriate agents and tools must be used - safety sheets are available in accommodation facility for every chemical agent.
- Cleaning agents are centrally stored in storage for cleaning agents. Agents and tools are taken from storage gradually as needed and moved into individual cleaning rooms on individual floors.
- Cleaning solutions are prepared according to product instructions (technical sheets, guides) inside of cleaning rooms with drains that are connected to source of cold and hot drinking water.
- Cleaning agents are applied manually (spray) or with use of washing and cleaning tools (rags, sponges, mops).
- Cleaning tools (rags, buckets) are differentiated by color or by kind of cleaning procedure applied (floors, toilets, surfaces, dusters etc.)
- During work with sanitary equipment and agents its necessary adhere to principles for health protection and safety of work and use personal protective aids. Employees are instructed about first aid.
- Used washing equipment and cleaning agents are eliminated only inside of cleaning rooms by pour out into the drains.
- Cleaning machines and other appliances are used according to product instructions.
- Cleaning agents and equipment are placed only into cleaning rooms reserved for such purpose. Put down equipment in public spaces of facility is forbidden.
- Cleaning equipment must be cleaned thoroughly after use and disinfected if needed. Also moved into proper place for drying inside of cleaning room (racks, grates, hangers, druers etc.).

#### IV. Handling of bedlinen and clothes

**Hotel:**

Change of bedlinen and linen inside of bathroom is always performed after check out of guest. In case of long-term accommodation change of bedlinen and linen inside of bathroom is performed when needed (always after accidental stain by biological material or in case of other visible stains).

Washing of guests clothes is not included in services of facility, but guests can use laundry room on the lower ground floor where four washing machines and two drying machines are available.

Collected used linen from rooms is placed into the closable containers and regularly moved into the storage for used linen.

**Dormitory:**

Students change lend bedlinen as necessary according to halls of residence regulations (however once every second week minimally).

Change of bedlinen is possible during office hours of bedlinen depot two times per week. Students can use laundry room for washing of their own clothes.

Rules for handling of linen

During handling of linen and clothes additional contamination (contact with clean linen) must be prevented. Clean linen must be transferred and maintained strictly separated from used linen and other contaminants. Facility have separated rooms for clean and used linen.

During change of linen student must notify dormitory staff about any contamination with biological material (blood, vomit, faeces etc.).

In case of linen contaminated with biological material disinfection and decontamination must be performed immediately after discovery - rag soaked in disinfection agent with virucide effect is placed onto contaminated part of linen (disinfection by use of spray isn't possible). Agent needs to be left for some time according to instructions. When needed linen have to be pre-washed on 90°C in washing machine - separated (only for contaminated linen).

Used linen is sorted by type (towels, bedlinen). Towels are placed into bags and linen tied and moved into cages provided by external laundry. Linen is transported every second week on Tuesday.

Clean and ironed linen is transported in cages covered by clean overlays. Linen is separated to racks for clean linen inside of bedlinen depot. Damaged linen (holey or teared) is discarded.

Clean linen is received by the same entrance as taken out and which is used for garbage also. These works must be performed timely and not at the same time due to possible contamination of clean linen.

Also during handling of linen its necessary provide separate spaces due to possible contamination of clean linen. For this reason storages for clean and used linen are separated and rules for collecting and handling of used linen and handling of clean linen are defined.

Only responsible employees are allowed to handle used linen (cleaner, administrator of bedlinen depot, manager and deputy of dormitory).

Handling of clean hotel linen is performed everyday from bedlinen depot and moved only to the clean carts separated from carts for used linen. Common carts are never used.

## V. Other information

### Supply of drinking water

- Accommodation facility is supplied with drinking water from public water mains. Supplier of drinking water is Pražské vodovody a kanalizace, a.s.

### Disposal of sewage

- All sewage from dormitory is directed into closed sewerage system of building which is connected to the public sewerage system. Provider of sewerage system that is responsible for disposal of sewage from dormitory is Pražské vodovody a kanalizace, a.s.

### Hot water, heating

- Water is heated by use of gas boilers - 3 boilers with 300 l or 500 l volume. Disposal of waste water is provided by external company
- Temperature during heating period is approx. 21°C.

### Method of ventilation

- Ventilation inside of accommodation facility is solved both artificially and naturally.

### Handling of waste

- Accommodation facility itself isn't producer of biologically decomposable or dangerous waste. Ordinary waste from rooms and common spaces is classified as mixed waste. Dormitory is equipped with enough number of rubbish bins for mixed waste inside of all spaces where production of waste is predictable (rooms, common spaces). Rubbish bins inside of common spaces are equipped with single-use bags. Regular elimination of waste inside of common spaces is performed minimally once a day (emptying of rubbish bin and insertion of new single-use bag). Elimination of waste and change of single-use bag inside of rooms is performed by accommodated according to halls of residence regulations.
- Sanitation of rubbish bins inside of common spaces is performed minimally once a week. Sanitation of rubbish bins inside of rooms and units is performed by accommodated.
- Waste sorting needs to be done by accommodated themselves.
- Waste is collected into dumpsters located outside of facility (3 x 1100 l for mixed waste). Waste collection is provided two times per week (Tue, Fri) by AVE Václavská 609/III, Jindřichův Hradec, PSČ: 377 01.
- Dumpsters for sorted waste (plastic, paper) are located in reserved place. Waste collection is provided by Jindřichův Hradec in cooperation with external company.
- Waste from canteen is collected by external company Green Haven, s.r.o., Val, Hamr 34, CRN: 28139160 once every second week, if needed waste is collected more often.

### Hotel accommodation rules

- Accommodation facility have accommodation rules available on website <https://www.hotelvse.cz/en/accommodation-rules/>.

**Halls of residence regulations**

- Accommodation facility have halls of residence regulations available in reception and website. Regulations contain information and instructions for accommodated students.

**First-aid kit**

- First-aid kit is available in reception for all accommodated employees, students and guests.
- First-aid kit is equipped for common first aid - according to VŠE regulations. Check of expiration dates on medications must be performed regularly. Reception is responsible for check of expiration dates.

Date: 14. 05. 2019

Responsible person: Ing. Josef Zeman, dormitory manager