

NFZ (National Health Fund) hotline

 **800 190 590**

Number for callers from abroad:

 **(+48) 22 125 66 00**

**24/7 hotline for citizens on matters
of quarantine and health**

 **222 500 115**

**Cracow University of Economics Health,
Safety and Fire Protection Team**

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 **669-521-254**

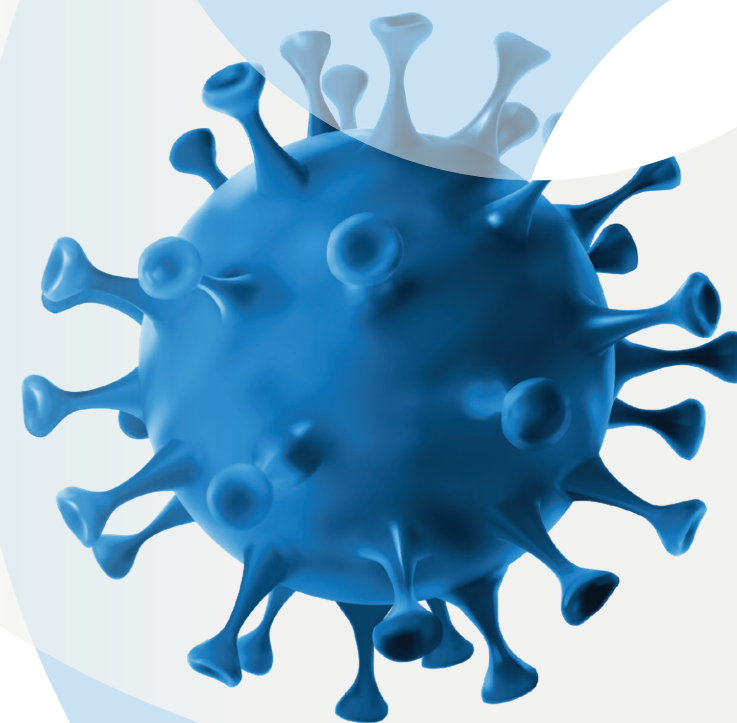
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Procedures

in case of **SARS-CoV-2** virus
infection on the premises
of Cracow University
of Economics

PURPOSE OF THE PROCEDURE

The procedure to be followed in the event of a suspected coronavirus infection, hereinafter referred to as 'the Procedure', remains in force until the state of the epidemic is called off by the authorities. It contains a list of actions to be taken in the event that a suspected case of COVID-19 occurs at the Cracow University of Economics and its environs and the taking of additional steps to prevent the spread of the infectious disease.

SCOPE OF THE PROCEDURE

This procedure applies to all employees/ students/doctors students of the Cracow University of Economics and other persons staying at the University and its environs at a given time.

TERMINOLOGY

DISINFECTION – the process of reducing the number of biological pathogens through the use of physical and chemical methods.

EPIDEMIC – the occurrence in a given area of a significantly greater number of infections or cases of an infectious disease than in the previous period, or the occurrence of infections or infectious diseases that have not occurred before.

ISOLATION – isolation of a person or a group of people suffering from an infectious disease or of a person or a group of people suspected of having an infectious disease in order to prevent the transmission of a biological pathogen to other people.

QUARANTINE – occurs following a decision of the State Provincial Health Inspector. Quarantine is the isolation of potentially healthy people who have been exposed to infection and is carried out to prevent the spread of particularly dangerous and highly infectious diseases, especially those for which there is no effective treatment. The course of quarantine is exercised in accordance with the recommendations and under the supervision of a Sanitary and Epidemiological Station and other services/institutions.

EPIDEMIOLOGICAL SUPERVISION – the observation of an infected person or a person suspected of having been infected (having direct/indirect contact with an infected person), without restricting his/her freedom of movement. The supervised person must switch to homeworking, take his/her temperature twice a day and monitor his/her health.

CARRIER – a person without symptoms of an infectious disease in whose organism there are biological pathogens that are a potential source of infection for other people.

PERSON SUSPECTED OF HAVING AN INFECTIOUS DISEASE – a person that has no symptoms of infection or an infectious disease and that has had contact with the source of the infection, and in whose case the nature of the infectious agent and the circumstances surrounding such contact justify the suspicion of infection.

CONTACT – a person's direct or indirect contact with the source of the infection, if the nature of this contact has threatened or threatens to transfer biological pathogens to that person.

HOW TO DEAL WITH CASES OF SUSPECTED EMPLOYEE INFECTION WITH SARS-CoV-2 AT THE CRACOW UNIVERSITY OF ECONOMICS AND ITS ENVIRONS

1. Only people:
 - › without any symptoms indicative of an infectious disease,
 - › who are not in quarantine or isolation. are permitted to stay within University environs.
2. In the event of occurrence of disturbing symptoms indicating COVID-19 (cough, shortness of breath, fever, lack of taste and smell), the employee should stay at home and contact a General Practitioner.
The employee should inform his immediate superior by phone or e-mail about his/her health and the occurrence of the disturbing symptoms.
3. An employee staying at the University and its environs who has symptoms indicative of the COVID-19 disease should be immediately removed from work. Supplied with a mask and gloves, the employee should go under the supervision of the Head of his/her organisational unit or a person designated by such Head to an isolation room (the key to the isolation room is at the reception desk in the main building) and wait there for personal transport being arranged to the employee's place of residence, from where the employee should contact a General Practitioner.
If the condition of the sick employee is so grave that the employee cannot go to a doctor's surgery on his/her own, call 999 or 112 and inform them that the patient may be infected with SARS-CoV-2.
4. An employee who is at the Cracow University of Economics and its environs and has noticed symptoms indicating infection with SARS-CoV-2 is obliged to:
 - › contact the immediate superior of his/her organisational unit,
 - › the immediate superior, following the information from the employee about suspected SARS-CoV-2 infection, informs the Human Resources Department of this fact by phone or e-mail.
5. An employee who has been found to be infected or suspected of being infected with SARS-CoV-2 is obliged to inform the immediate superior by phone or e-mail regarding:
 - › The undergoing of quarantine or isolation,
 - › the location of the rooms in which the employee has performed his/her official duties over the last 5 days,
 - › a list of people with whom he/she has potentially had direct contact (employees/students/doctors students of the University) in the last 5 days and for more than 15 minutes in a closed room without a mask.
6. The Occupational Health, Safety and Fire Protection Team, in cooperation with the Director /Head of the unit, decide about the possible exclusion of the rooms from use and their disinfection by a specialist company.

HOW TO DEAL WITH CASES OF SUSPECTED STUDENT/ DOCTORAL STUDENT INFECTION WITH SARS-CoV-2 AT THE CRACOW UNIVERSITY OF ECONOMICS AND ITS ENVIRONS

1. Only people:
 - › without any symptoms indicative of an infectious disease,
 - › who are not in quarantine or isolation. are permitted to stay at the University and its environs.
2. In the event of occurrence of disturbing symptoms indicating COVID-19 (cough, shortness of breath, fever, lack of taste and smell), the student/doctors student should stay at home and contact a General Practitioner.
The student/doctors student should inform the Head of the Dean's Office by phone or e-mail about his/her health and the occurrence of disturbing symptoms.
3. The student/doctors student staying at the University and its environs who has symptoms indicative of COVID-19 should be immediately removed from attending classes. Supplied with a mask and gloves, he/she should go under the supervision of the tutor to the isolation room (the key to the isolation room is at the reception desk in the main building) and wait there for personal transport being arranged to his/her place of residence, from where he/she should contact a General Practitioner.
If the condition of the sick student/doctors student is so grave that such student cannot go to hospital on his/her own, call 999 or 112 with information that the patient may be infected with SARS-CoV-2.

NOTE:

Employees/Students/doctors students at the Cracow University of Economics and its environs are required to comply with the general guidelines of the Ministry of Health and the applicable regulations on reducing the risk of contracting SARS-CoV-2.