

Instructions
for the employees of the Nicolaus Copernicus University in Toruń
in the event of a suspected COVID-19 infection

1. In the event of symptoms characteristic of coronavirus in the employee staying away from the workplace or detection of COVID-19 infection in persons from the immediate surroundings (domestic residents), **the employee** shall:
 - 1) stay at home;
 - 2) inform the superior of their situation;
 - 3) observe their symptoms;
 - 4) follow the recommendations of a general practitioner;
 - 5) follow the recommendations of the poviatsanitary and epidemiological station;
 - 6) agree with the supervisor the scope and principles of remote working, if possible;
 - 7) inform their superior of receiving a coronavirus test result;
 - 8) agree with the sanitary services on the further course of action in the event of a positive test result;
 - 9) agree with the superior the possibility of remote work or return to work on the University premises in the event of a negative test result.
2. In the event of symptoms characteristic of coronavirus in the employee while performing work on the University premises, **the employee** shall:
 - 1) inform the superior of their situation (by e-mail or telephone);
 - 2) stop working;
 - 3) go to the isolation room and contact a general practitioner;
 - 4) forward to their superior a list of employees who they have been in contact with in the last 10 days;
 - 5) go home (the employee shall not use public transport);
 - 6) observe their symptoms;
 - 7) follow the recommendations of a general practitioner;
 - 8) follow the recommendations of the poviatsanitary and epidemiological station;
 - 9) agree with the supervisor the scope and principles of remote working, if possible;
 - 10) inform their superior of receiving a coronavirus test result;
 - 11) agree with the sanitary services on the further course of action in the event of a positive test result;
 - 12) agree with the superior the possibility of remote work or return to work on the University premises in the event of a negative test result.
3. In the event of symptoms characteristic of coronavirus in the employee while working at the University, **the immediate superior** shall:
 - 1) remove the employee from work;
 - 2) direct the employee to the isolation room;
 - 3) secure the workplace;
 - 4) ensures disinfection of the employee's workplace and common areas;
 - 5) forward to the immediate superior a list of persons who may have been in contact with a potentially infected employee;
 - 6) inform the other employees of the potential risk, but shall not provide personal details of the potentially infected employee.