

**Procedure in the event of suspected coronavirus infection or contracting COVID 19
among staff or students of AHE in Lodz.**

- Only healthy people may come to work and classes, without any symptoms indicating an infectious disease.
- University staff and students are aware that in the event of disturbing symptoms they should not come to work, they should stay at home and call the sanitary and epidemiological station, the infectious ward, and in the event of a deterioration in health, call 999 or 112 and inform them that they may be infected with the coronavirus.
- If an employee or student at the workplace develops disturbing symptoms suggesting infection with coronavirus, immediately withdraw him from work, ask him to cover his mouth and nose, disinfect hands according to the instructions and isolate him in a separate room, e.g. in a free classroom. Notify the competent local poviatsanitary and epidemiological station and follow all instructions and commands carefully.
- The area where the employee or student was moving and stayed should be thoroughly cleaned and the touch surfaces disinfected (door handles, handrails, handles, etc.).
- The recommendations of the poviatsanitary inspector should be followed in determining whether to implement additional procedures taking into account the case.
- It is recommended to prepare and place in a specific place (a reception desk) the necessary telephone numbers, including the sanitary and epidemiological station, medical services.
- Make a list of people staying at the same time in parts of the building where the suspected person has stayed and recommend to follow the guidelines of the Chief Sanitary Inspector available at gov.pl/web/koronawirus/ and gis.gov.pl relating to people who have come into contact with the infected.
- Whenever in doubt, one should contact the relevant poviatsanitary and epidemiological station for consultation or advice.

PROREKTOR ds. KSZTAŁCENIA
Akademii Humanistyczno-Ekonomicznej
w Łodzi
L. Zaorski-Sikora
dr Łukasz Zaorski-Sikora
.....