



902-1/2020

Ljubljana, 26. 2. 2020

Dear colleagues,

After considering the possible risks of the spread of COVID-19 coronavirus infections the temporary measures were taken at UL FFA, aiming at protecting workers and students and are in accordance with the UL guidelines.

The measures are valid until revoked or updated as necessary.

Preventive measures:

1. Corona@ffa.uni-lj.si can be contacted for communication regarding actions
2. At the Faculty, disinfectants are installed at different locations, which are used when entering and leaving the faculty in accordance with the instructions for disinfecting hands. The hand dryers we disconnected and paper towels were temporarily introduced on the toilets. Employees are advised reasonable use disposable gloves.
3. All of you staying in the last 10 days in Italian places: For all who have stayed in the last 10 days in Italian places: Casalpusterlengo, Codogno, Castiglione d'Adda, Fombio, Maleo, Somaglia, Bertinico, Terranova dei Passerini, Castelgerundo, San Fiorano and around Vo 'Euganeo in the province of Padua, or have travelled outside Europe where a coronavirus epidemic has occurred, please stay at home for the next 14 days, regardless of your well-being. Inform your supervisor about this, who will properly record your absence.
4. If you have any signs of coronavirus infection (fever, cough, shortness of breath, shortness of breath) inform your doctor by phone or email. Do not go to the infirmary unannounced to avoid infecting others. The health service is informed of, and well prepared for, suspected coronavirus infection. If you do not get sick in 14 days you can return to work.
5. With the approval of the Chair or responsible Investigator you may work from home from Monday 2 March till Friday 13. March 2020.
6. The teaching process will be limited over the next 14 days with the aim of reducing student-teacher interactions. Namely, from 2. 3. 2020 to 13. 3. 2020, lectures and seminars are not held, but handouts and study materials are provided to students for self study.
7. Mandatory laboratory practical course will be organized.
8. The course providers are obliged to inform all the teachers about the measures regarding the implementation of the pedagogical process.
9. Employees need to carry out urgent research work in order not to jeopardize ongoing contracts, while other research work is carried out at the discretion of the superiors.
10. Chairpersons of chairs should agree within the chairs on emergency safety measures (waste removal) and on the maintenance of equipment.
11. All students (including Erasmus students) will also be informed.
12. Meetings and arrangements are taking place at UL level in the coming days, so you will be notified of any further action by email. All notices will also be posted on the UL FFA website and message boards.



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