**INTRODUCTORY LETTER**

Dear employees / students / external associates and visitors of the UL FCCT

In accordance with the instructions of the Ministry of Science, Education and Science and the University of Ljubljana, a coordination team has also been set up at the UL FCCT of the University of Ljubljana, which has prepared an action plan for ensuring continuous work at , University of Ljubljana, during the coronavirus epidemic (SARS-CoV-2). In addition to constantly updating the plan, the team will also coordinate activities and dissemination of information during the implementation of preventive tasks and the possible occurrence of coronavirus (SARS-COvCoV-2).

First of all, we would like to emphasize that, given the current epidemiological situation, the work at the faculty is proceeding smoothly according to the established schedule. Therefore, we first and foremost ask all of you to remain calm. In response to the situation, the Faculty has set up an expert coordination team, which is responsible for preparing the Plan for ensuring continuous work at the Faculty, its implementation and, alongside providing constant updates to the plan, the coordination of activities during the occurrence of coronavirus (SARS-CoV-2). Due to the changing situation, all activities will be constantly monitored and coordinated both within the University and with key institutions in the country. Appropriate treatment will be provided for employees and students in the event of a proven risk of infection. We will inform you of any changes in the workflow. Protocols of operation are also being prepared and will be provided to you as soon as possible. Until further notice, work at the Faculty and professional bases is taking place uninterruptedly, of course, alongside more intensive implementation of preventive measures.

At this point, we would like to reiterate the key preventive measures communicated to the public by the NIPH (https://www.nijz.si/en/prevention-of-compact-with-virus-sars-cov-2019), the World Health Organization – WHO (https : //www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public) and the European Centre for Disease Prevention and Control – ECDC (https://www.ecdc.europa.eu/en/ novel-coronavirus-china / questions-answers).

The key preventive measures include:

– Avoiding close contact with people who show signs of illness;

– Compliance with cough hygiene;

– Consistent implementation of hand hygiene (in particular, washing hands and observing the principle of non-contact);

– If water and soap are not available, a dedicated hand sanitiser containing at least 60% alcohol may be used instead;

– Avoiding enclosed public spaces with many people;

– Anyone showing signs of illness should stay home and avoid contact with people and first inform their GP about the symptoms by telephone; based on your specific case, your GP or other healthcare worker will give you instructions on what to do next.

We urge you to continue to follow the NIJZ instructions (https://www.nijz.si/en/koronavirus-2019-ncov) and respond to them appropriately.

For any work- or study-related questions, please send an e-mail to [dekanat@.uni-lj.si](mailto:dekanat@bf.uni-lj.si), and for other, more specific questions, please visit the NIJZ website or use their contact points (call **031 646 617** every day **between 9 am and 5pm**).

Based on an analysis of potential complications, we provide some additional guidance for various situations and additional explanations (see attachment):

– Instructions for employees returning from abroad;

– Recommendations for employees planning a trip abroad;

– Instructions for students returning from abroad;

– A notification to employees receiving guests from abroad;

– Instructions for teaching staff on how to act if a student with severe symptoms (fever, cough, respiratory distress, etc.) joins the class;

– Instructions for cleaning the faculty’s premises;

– Instructions for airing the rooms;

– Clarification regarding the use of hand sanitisers.

If you have any questions or suggestions, please feel free to share them with us.

Best regards,

Coordination Team