INFORMATION DOCUMENT. PREVENTING COVID. CEU-PROTECTED SPACE

With regard to the special occupational risks involved in the health emergency situation caused by COVID-19, in order to prevent infections in the Centre, and in fulfilment of your duty to cooperate, you must comply with the following instructions:

1. Before beginning your stay, you must provide results from the SARS CoV2 test.
2. Report any circumstances that must be taken into account in relation to risk factors or that may make you particularly vulnerable to COVID-19 to the Centre's Prevention Service.
3. Should you develop symptoms compatible with COVID-19 infection during your stay at the Centre, you must:

* **go** for health care services
* Should you have symptoms, **you are not allowed to move freely through the centres**. You must **go immediately** to the Infirmary Service and follow whatever instructions are given to you there.
* Should the centre not have an Infirmary Service, you must go immediately to a health care centre or private physician and inform the academic secretary’s office via e-mail
* actively monitor your own health status (by taking your temperature twice daily (in the morning and the late evening) and any other indications, signs or symptoms) and quarantine for 14 days
* inform (with the due restrictions set out by the GDPR) the people cohabitating with you
* scrupulously maintain all measures for preventing the spread and infection in all circumstances
* **REPORT the diagnosis to the infirmary service** or academic secretary’s office, as appropriate
* **in all cases, report to the** address [oficinacovidempleados@ceu.es](mailto:oficinacovidempleados@ceu.es)

1. If you have had contact with an individual who has been diagnosed or has symptoms compatible with COVID-19 infection, you must report it immediately to the e-mail address [oficinacovidempleados@ceu.es](mailto:oficinacovidempleados@ceu.es)

In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ 2020

Read and accepted

Signed

Name and surnames: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The original signed document must be forwarded to:

Department of Health, Safety and Occupational Welfare Promotion

Corporate Personnel Management

CEU San Pablo University Foundation

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