

## Notification to employees receiving guests from abroad

Dear employees,

In accordance with the guidelines on self-isolation provided by NIJZ, we provide instructions for receiving guests from abroad.

Given the emergence of the new coronavirus (SARS-CoV-2) around the globe, as well as in Slovenia's immediate vicinity, we ask you to continue to announce all guests from abroad (teachers, researchers, students) in a timely manner.

Please email the following information to [dekanat@zf.uni-lj.si](mailto:dekanat@zf.uni-lj.si) at least one week before the scheduled visit:

- Full name of the person,
- Town, country and institution the person comes from,
- How long the person plans to stay in Slovenia,
- Purpose of the visit (lectures, research, who the person will be in contact with at the Faculty, etc.),
- The person's email address.

All guests will receive an email from the Dean's Office containing key information and guidance regarding the new coronavirus (SARS-CoV-2).

If they come from areas with known outbreaks of the coronavirus (see the NIJZ website), even if they do not show signs of infection, they must go into a **fourteen-day self-isolation** when arriving in Slovenia if **they work in a clinical setting or come in contact with risk groups at work** (see instructions for employees returning from abroad). For this reason, we do not recommend such visits until further notice. In such cases, the host should decide whether it is reasonable or necessary to receive a guest from abroad.

However, if the guest is only involved in teaching or research **at the Faculty**, there is **currently no reason for self-isolation** if the **person is not feeling sick**. These individuals may work normally with other staff members and do not require self-isolation. Nonetheless, it is recommended that people coming from areas with greater incidence of SARS-CoV-2-related illnesses **carry out all preventive measures with especially great care** (especially hand hygiene, cough hygiene and close monitoring of any changes in their health status). In the event of any changes in their health status, they should consult a doctor immediately. In addition, during the visit of your guest we ask you to immediately notify the Dean's Office of any health problems on the part of your visitor, changes to their planned length of stay, and any other relevant details.

Best regards,  
Coordination Team

Version	Last updated	Produced by	Approved by	Notes
1.0	28 February 2020	Faculty of Health Sciences Coordination Team	Andrej Starc, Dean	