

**Action plan of the Ecological Research Centre (EC) in case of an employee is suspected or confirmed to be infected by the coronavirus**

1. According to Paragraph 2 of the Director General's Order No 3/2020, all employees are required to report (to the director of their Institute and at the [koronavirus@okologia.mta.hu](mailto:koronavirus@okologia.mta.hu) email address) if they or anyone they have recently been in contact with are confirmed to be infected with the coronavirus.
2. Based on the case reported by the employee the director of the institute concerned shall immediately initiate contact research in which the employee is expected to support the director with all information at their disposal. The director shall, on the basis of the contact research, draw up a list of the workers with whom the infected worker has been in close contact in the last seven days and shall share that list with the OCCER. At the same time all staff members on the list will be informed by e-mail (or on the phone if e-mail is not feasible) that they have been in close contact with an infected person and, as a consequence, they are not allowed to enter the Institutes of CER for two weeks. Employees banned from the institutes will automatically start working in home office. If an indispensable task cannot be accomplished from home office the director of the institute shall examine the possibility of temporarily replacing the relegated staff member. The director of each institute (or the person appointed by the director) shall be responsible for the list of banned staff of the institute to remain up-to-date at all time. The list should be available to OCCER members. If a list of close contacts cannot be reliably drawn up, the director of the institute may, with the approval of OCCER, order the prohibition of entry to entire units (group, department, institute).
3. We recommend that all employees report to the director of their institute if they or those they are in close contact with (people living in the same household) have a suspected case of coronavirus infection. Fever, dry cough, fatigue, loss of sense of smell or taste, diarrhea, conjunctivitis are symptoms possibly indicating coronavirus infection.
4. In the case of an employee suspected of having a coronavirus infection the director shall decide which measures will be taken from among those listed in point 2, and they inform OCCER of their decision.

The above provisions shall come into effect immediately with the approval of OCCER on 7 September 2020. The provisions may change at any time depending on the actual epidemiological situation or decisions taken by superior institutions (ELKH, Government). We ask staff members to follow any changes on the <https://okologia.mta.hu/koronavirus> webpage.