

Recommended employer procedure in case of an employee COVID-19 diagnosis

STEP I

Notifying local sanitary and epidemiological station (PSSE) of employee testing positive for COVID-19
(list of PSSEs available at: <https://gis.gov.pl/mapa/>)

STEP II

Notifying employees of COVID-19 being confirmed in the workplace
Notifying persons (meeting, conference, travel participants), who may potentially have had contact with infected employee, of the confirmed case of COVID-19

STEP III

Considering closure of the workplace/minimizing the number of persons remaining in the workplace/ requiring employees to work remotely

STEP IV

Considering disinfection in the workplace (according to various data, virus remains active even for several dozen hours)

STEP V

Recording employees and persons who (may) have had contact with infected employee showing typical symptoms of COVID-19 (fever, cough, shortness of breath)
NOTE! Records should specify the following:

- full name of employee/other person with whom infected person was in contact, together with contact number
- date/time/duration of contact
- type of contact (meeting, conference, lunch, shared kitchen/toilet)

STEP VI

Forwarding records to PSSE

STEP VII

Informing persons, who have had contact with infected employee, of the need to wait for contact from SANEPiD, and recommending remaining with family at home until SANEPiD assesses risk of infection.
NOTE! Mandatory quarantine may only be imposed by SANEPiD, not by employers

STEP VIII

Informing other employees of the need to monitor their health and regularly measure their temperature, with the proviso that persons showing no symptoms should not see a doctor, as this would only increase the risk of infection

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