

## **What to do if a member of the university community tests positive for COVID-19, is waiting for a diagnosis or is a close contact**

These are the steps to follow if any member of the university community is in the situation of having to: **notify a positive diagnosis at COVID-19; request the adaptation of their work to the non-attendance modality or report the absence because they cannot carry out the work telematically; request the adaptation to the online teaching modality, and communicate one of the scenarios covered by the internal instruction of the UJA Management.**

### **WHAT SHOULD YOU DO IF...?**

#### **YOU ARE A STUDENT**

##### **AND YOU HAVE BEEN DIAGNOSED AS COVID-19 POSITIVE**

1. Isolate yourself at home if you do not need hospital treatment. Take care of yourself, protect your loved ones and follow the instructions of the health services to the letter.
2. Fill in the Form to communicate a positive COVID-19 diagnosis to the Covid Responsible, clicking on the following link.
3. Send an e-mail to the person responsible for your Degree, requesting that the Center activates the established procedures in order to receive online teaching during the period in which you are isolated or in quarantine.

##### **AND YOU ARE PENDING DIAGNOSIS OR IN QUARANTINE**

1. Isolate yourself at home if you do not need hospital treatment. Take care of yourself and protect your loved ones and follow the instructions of the health services to the letter.
2. Send an e-mail to the person responsible for your Degree, requesting that the Center activates the established procedures in order to receive online teaching during the period in which you are isolated or in quarantine.

#### **YOU ARE TEACHING AND RESEARCH STAFF**

##### **AND YOU HAVE BEEN DIAGNOSED AS COVID-19 POSITIVE**

1. Isolate yourself at home if you do not need hospital treatment. Take care of yourself, protect your loved ones and follow the instructions of the health services to the letter.
2. Send an e-mail to the UJA COVID responsible (responsablecovid@ujaen.es). You must write your name, ID number, telephone number, place of residence and ICT account, as well as all the information about your face-to-face activity on the UJA campuses that you consider relevant (places and positions that you have held or people with whom you have had close contact and without protective measures).

3. Notify the Management of your Department, with copy to the Vice-Rector's Office for Teaching Staff and Academic Organisation and the person responsible for the Degree(s) on which you teach that, not being on medical leave, you are within one of the cases that allow you to continue with non-attendance academic activity, including the course(s) and groups in which you teach, the timetable of these and the corresponding google-meet session, if applicable.

**AND YOU ARE PENDING DIAGNOSIS, IN QUARANTINE OR YOU HAVE ADAPTED TEACHING FOR WORK-LIFE BALANCE**

Notify the Management of your Department, with copy to the Vice-Rector's Office for Teaching Staff and Academic Organisation and the person responsible for the Degree(s) on which you teach that, not being on medical leave, you are within one of the cases that allow you to continue with non-attendance academic activity, including the course(s) and groups in which you teach, the timetable of these and the corresponding google-meet session, if applicable.

**YOU ARE ADMINISTRATION AND SERVICES STAFF**

**AND HAVE BEEN DIAGNOSED AS COVID-19 POSITIVE**

1. Isolate yourself at home if you do not need hospital treatment. Take care of yourself, protect your loved ones and follow the instructions of the health services to the letter.
2. Send an e-mail to the UJA COVID responsible (responsablecovid@ujaen.es). You must write your name, ID number, telephone number, place of residence and ICT account, as well as all the information about your face-to-face activity on the UJA campuses that you consider relevant (places and positions that you have held or people with whom you have had close contact and without protective measures).
3. Notify UJA Management of your situation, in accordance with the internal instructions dated September 25, 2020.

**AND ARE PENDING DIAGNOSIS OR IN QUARANTINE**

Notify UJA Management of your situation, in accordance with the internal instructions dated September 25, 2020.