

 FACULDADE DE CIÊNCIAS E TECNOLOGIA UNIVERSIDADE NOVA DE LISBOA Divisão de Apoio Técnico	GENERAL PROCEDURE IN CASE OF DETECTION OF A SUSPECTED CASE OF CORONAVIRUS DISEASE (COVID-19)	Elaborated by: DAT
	FCT NOVA	
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DETECTION OF A SUSPECTED CASE

GENERAL PROCEDURE IN CASE OF DETECTION OF A SUSPECTED CASE OF CORONAVIRUS DISEASE (COVID-19)

When a Suspected Case of Coronavirus Disease (COVID-19) is detected on the FCT NOVA *Campus*, *i.e.*, an individual with symptoms compatible with Coronavirus Disease (COVID-19), the procedure to follow is detailed below:

1. The person with suspicious symptoms (Suspected Case) or the person detecting the occurrence must contact the Technical Support Division (Divisão de Apoio Técnico - DAT), **extension 15402 or 916 045 661 (between 9am and 5pm) or 916 025 546 (24 hours)**, and report the situation.
2. The Suspected Case should wait where he/she stands, maintaining a minimum safety distance of 2 meters from the remaining *Campus* users, until the Focal Officer arrives.
3. Upon arrival, the Focal Officer will hand over Personal Protective Equipment - PPE to the Suspected Case (mask and gloves) and make sure it is properly fitted.
4. The Focal Officer will then accompany the Suspected Case to the Isolation Area.
5. The Suspected Case, already in the Isolation Area, must contact the Health National Service - SNS 24 (**808 24 24 24**) and follow the instructions that are transmitted to him/her.
6. The Suspected Case must then inform de Focal Officer, preferably by mobile-phone, about the instructions transmitted to him/her by SNS 24 (**808 24 24 24**).