

### **3.b: Recommendations for employees planning a trip abroad (either on business or privately)**

Dear employees,

You are currently advised not to travel to areas with a known presence of the coronavirus. This refers especially to areas highlighted on the NIJZ website, which is being regularly updated. You can follow the information on any new global infection hotspots on the NIJZ website (<https://www.nijz.si/sl/pojav-novega-koronavirusa-2019-ncov>). It is up to each individual to decide whether it makes sense to travel to other destinations outside the currently known hotspots.

If you decide to travel abroad, take the following precautionary measures:

- Wash your hands frequently with soap and water.
- If soap and water are not available, use a dedicated hand sanitizer containing at least 60% alcohol.
- Do not touch your eyes, nose or mouth.
- Air your rooms regularly.
- Avoid events with large numbers of people.
- Avoid close contact with sick people. Close contact means contact with individuals seated in two adjacent seats next to the patient in all directions (left or right of the patient, in front of or behind the patient).
- The same applies to airports and planes.

If, during your stay abroad, a large number of new COVID-19 infections are confirmed in the area, follow the "Recommendations for employees returning from abroad" when returning home.

Best regards,  
Coordination Team