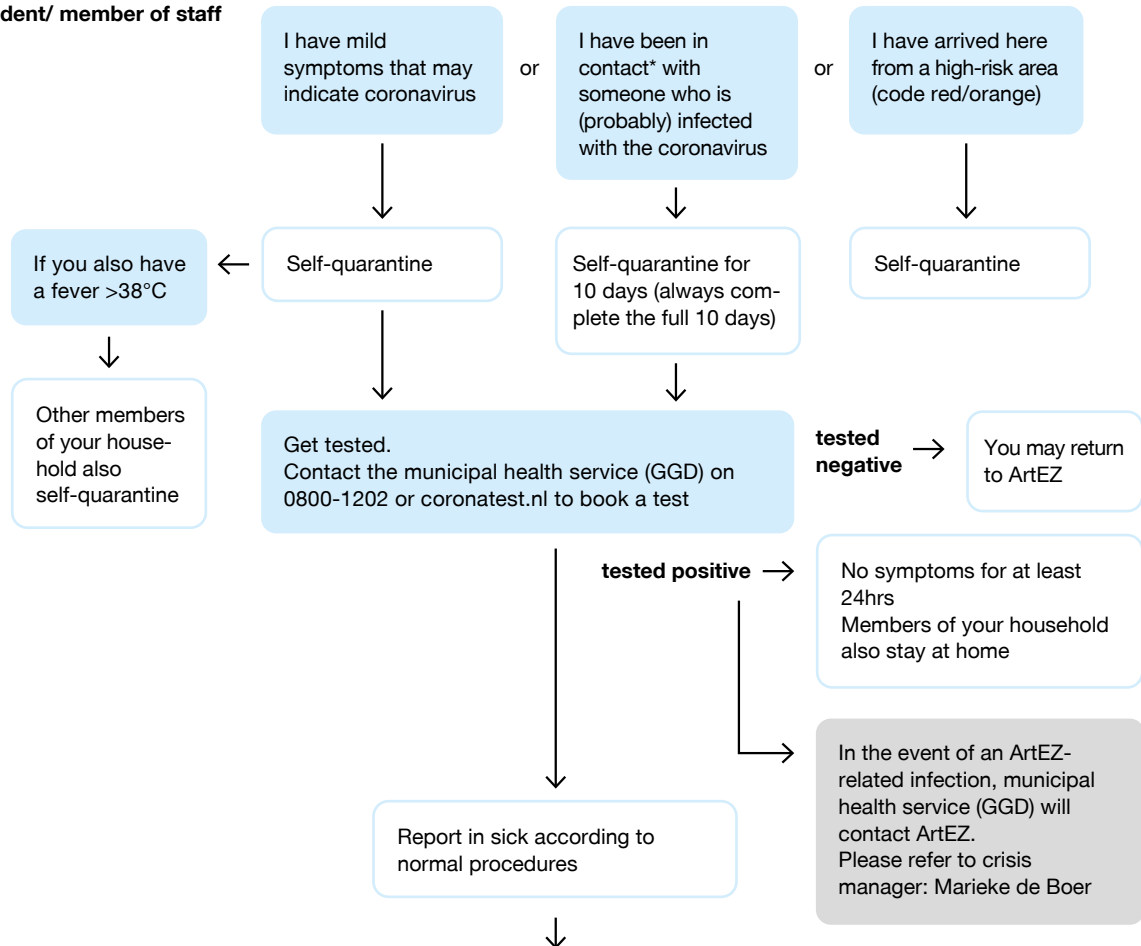


Coronavirus action framework

Student/ member of staff



Education Desk, head of course or manager

When individual reports in sick, ask permission to note down details:

- Name/student number
- Date
- Phone number

- If a member of staff: Manager informs director
- If a student: Education Desk or head of course informs director

↓ **tested positive**

Director

Contacts crisis manager by phone or e-mail:
m.deboer@artez.nl

↓

Crisis manager

Records case and coordinates with GGD

Informs CMT and scales up if necessary