Information on appropriate actions after information of the presence of Covid-19 infection

This information is to support managers, study advisers, course coordinators and other co-workers who find themselves in a situation in which a student or co-worker informs them that he or she has been infected by Covid-19.

Introduction

All students and co-workers are encouraged to inform LiU on their own initiative if they become infected by Covid-19. LiU will not, however, actively request this information.

It is important that we together manage information about the disease with great respect for personal privacy and that we avoid stigmatisation. LiU’s measures to prevent the spread of infection should always be followed, at the same time as we strive to counteract speculation and unnecessary anxiety.

If a student or co-worker has informed LiU of infection with Covid-19, this information is to be handled with care, as is the case for all cases of illness. It has been determined that professional confidentiality applies for information that a student or co-worker has been infected by Covid-19. This means that the information must not, unless expressly supported by legislation, be spread to others by the employer/university without the express, preferably written, consent of the individual. Thus a dialogue must be held, in all situations, with the individual concerning which information is relevant and may be passed on to colleagues or fellow students, and who is to pass the information on.

Region Östergötland has established the following procedure for contact tracing. This means that the individual has a responsibility to inform any persons who may have received the infection. The Communicable Diseases Act states that the individual must participate in contact tracing. Thus LiU as an organisation does not have any responsibility for this contact tracing: its responsibility is limited to helping the individual if this person asks for help.

Measures relating to students

The following actions are recommended after a student has informed LiU through, for example, a teacher, study adviser or in another way that he or she has been infected by Covid-19:

1. Discuss the situation with the student.
What is important is that everyone who needs information receives it. Those who have not been in contact with the individual do not need to know anything. It’s a case of providing information, without, however, causing unnecessary anxiety. Agree about the following: Which persons are to be informed? Which persons has the student come into contact with? Are there any other risks?

2. Determine whether the student wants his or her name to be made public, or whether the student prefers to keep this information private.

3. LiU will be happy to help the student if the student asks for help, but it has no responsibility as an organisation for the contact tracing procedure. Help from LiU may, for example, consist of providing the possibility of sending email to all students in a class or group of students. Particular attention is to be paid to the students, teachers and others who have been in close contact with the student, such as those who have sat next to the student. Agree about who is to pass this information to the fellow students. Will the student do this, or can the teacher help? Determine whether the student wants his or her name to be stated, or whether the student prefers to keep this information private. The attached template for an email message to students may serve as inspiration.

4. If the student has consented to the university sharing his or her name, it is – even so – recommended that this is not included in an email message. On the other hand, the name can in this case be shared in response to a direct question. It is important to manage the personal privacy of the infected person with great care, and the teacher for this reason should not, example, present this information to the whole student group, but instead share it only in conversations with individuals.

**Measures relating to co-workers**

The following actions are recommended after a co-worker has informed the employer, by, for example, contacting the immediate manager, that he or she is infected with Covid-19:

1. Discuss the situation with the co-worker.
   What is important is that everyone who needs information receives it. Those who have not been in contact with the individual do not need to know anything. It’s a case of providing information, without, however, causing unnecessary anxiety. Agree about the following: Which persons are to be informed? Which persons has the co-worker come into contact with? Are there any other risks? Who is to pass the information on to the colleagues? Is the co-worker to do this, or can you as manager help?

2. Determine whether the co-worker wants his or her name to be stated, or whether the co-worker prefers to keep this information private.
3. LiU will be happy to help the co-worker if the co-worker asks for help, but it has no responsibility as an organisation for the contact tracing procedure. Help from LiU may consist, for example, of offering the possibility of sending email to colleagues. Particular attention is to be paid to the colleagues and others who have been in close contact with the co-worker, such as those who have sat next to the co-worker. The attached template for an email message to co-workers may serve as inspiration.

4. If the co-worker has consented to the employer sharing his or her name, it is – even so – recommended that this is not included in an email message. On the other hand, the manager may share the identity of the infected person in response to a direct question. It is important to manage the personal privacy of the infected person with great care, and the manager for this reason should not, for example, present this information to the whole unit/division/department, but instead share it only in conversations with individuals.

Infection clusters

An infection cluster, in this case, refers to a situation in which more than two students or co-workers in the same group are found to be sick with COVID-19. The measures to be taken also in this case are to treat each infected person according to the procedures described above. It is, however, important that the crisis management group is informed as soon as possible. Inform the crisis management group of an infection cluster by sending email to corona@liu.se. NB! Do not include any personal data about possibly infected individuals in the email!

When an infection cluster arises, LiU will collaborate through the central crisis management group with the infectious diseases physician at Region Östergötland to determine the best handling of the situation. The measures decided depend on several parameters, including how infection has been spread, and how many people have been infected.

Further information

Any teacher or co-worker who has further questions should contact the immediate manager.

Any manager who has further questions should initially contact the relevant HR partner, or, if necessary, send email to corona@liu.se.
In the event of a suspicion that larger groups may be affected, contact the crisis management group for information and further consultation about how the handling should proceed.
Template for email to students

Dear Student,

Linköping University has been given information that suggests that you may have been exposed to infection of the coronavirus, which causes COVID-19, in an education context. If you are absent from teaching for a considerable period as a result of illness, you are welcome to contact your study adviser for advice and support in planning your continued studies.

It is important for LiU to minimise the risk of infection and for this reason we are reminding you of the basic principles:

- Wash your hands with soap and water
- Cough and sneeze into the crook of your arm or disposable tissues
- Keep your distance from fellow students, and
- Stay at home if you have any symptoms (even very slight symptoms).

Be particularly vigilant for symptoms such as a cold, cough, fever, headache, muscle pain, breathing difficulty and a loss of the ability to smell or taste. Maintain this vigilance for the coming 14 days and stay at home as soon as you experience even the slightest symptom. Contact the healthcare system if the symptom(s) persist longer than 24 hours.

Further information is available from the healthcare system at [Samlad information om coronaviruset - 1177 Vårdguiden](https://www.samg.info) and from the Public Health Agency of Sweden [COVID-19](https://www.flu.se/) and the Linköping University website [https://liu.se/corona](https://liu.se/corona).

With best wishes, XX

Template for email to employees

Dear Colleague,

I have been given information that suggests that you may have been exposed to infection from the coronavirus, which causes COVID-19, at your workplace.

It is important for LiU to minimise the risk of infection and for this reason we are reminding you of the basic principles:

- Wash your hands with soap and water
• Cough and sneeze into the crook of your arm or disposable tissues
• Keep your distance from colleagues, and
• Stay at home if you have any symptoms (even very slight symptoms).

Be particularly vigilant for symptoms such as a cold, cough, fever, headache, muscle pain, breathing difficulty and a loss of the ability to smell or taste. Maintain this vigilance for the coming 14 days and stay at home as soon as you experience even the slightest symptom. Contact the healthcare system if the symptom(s) persist longer than 24 hours.

LiU is contributing to reducing the risk of the spread of infection by working systematically with, for example, our cleaning routines. Since the beginning of March, LiU has worked with increased cleaning, particular attention paid to door handles, toilets and personnel rooms.

We work as usual according to the plan we have drawn up for a gradual return to campus-based operations, with respect to working methods, the location of work, and keeping our distance.

Feel free to contact me if there is anything you are wondering about.

Further information is available from the healthcare system at Samlad information om coronaviruset - 1177 Vårdguiden and from the Public Health Agency of Sweden COVID-19 and the Linköping University website https://liu.se/corona.

With best wishes, XX