

Guidelines regarding suspected or confirmed cases of covid-19 at USN

1. Background

USN shall ensure that all working and learning environments are in compliance with the provisions laid down by the authorities in relation to infection control and prevention.

2. Purpose

The purpose of the guideline is to clarify which infection control provisions must be followed in suspected or confirmed covid-19 cases regarding employees and students at USN.

3. Responsible authority

- The Director of the Department of Personnel and Organisation is responsible for this guideline.
- In cases of suspected or confirmed covid-19 infection, the authorities' isolation and quarantine recommendations apply to those infected and to those who have been in close contact ([information from the Norwegian Institute of Public Health regarding distancing, quarantine and isolation](#)).
- The municipal health service is responsible for follow-up and contact tracing in relation to covid-19 cases, and defines persons considered to have been in close contact with the infected party and who therefore must quarantine themselves.

4. If you suspect that you are infected with covid-19

- Employees or students must not be present on campus premises if they have [symptoms of respiratory infection](#).
- Contact your GP or visit your municipality's website for information on where you may be tested.
- If you are sick and need medical attention, contact your GP.
- Employees must inform their immediate supervisor/manager if they have a strong suspicion of infection.
- Students must inform their lecturer if they have a strong suspicion of infection. The lecturer must then inform their immediate supervisor/manager.
- If you require urgent medical assistance and are not able to get in touch with your GP, call 116 117.
- In cases of life-threatening illness or injury, call 113.

5. When illness occurs at USN

- Employees or students who fall ill with symptoms of respiratory infection while present on campus must return home as soon as possible. Sick people should not use public transport. Sick people who need to be picked up by others must wait in their own room or outside where there are no other people in their immediate vicinity.
- Sick people should cover their mouth and nose if they are unable to maintain social distancing of two metres. In such cases, face masks are available at the Service Centre.
- Employees must inform their immediate supervisor/manager.

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- Students are encouraged to inform their immediate lecturer. Lecturers must inform their immediate supervisor/manager.
6. **Confirmed cases of covid-19 among employees/students at USN**
- The health services will follow up students and employees infected with covid-19. The municipal health service will map and follow up those affected. USN will ensure the closure of areas/cleaning of areas where the person/persons has/have been present.
7. **Supervisor/manager checklist in cases of suspected or confirmed infection on campus premises**
- The supervisor/manager must contact [the local emergency preparedness manager/head of operations](#) who then assesses closure of areas/cleaning of areas where the person/persons has/have been present. If the emergency preparedness manager/head of operations can't be reached, the emergency preparedness telephone number 31 00 89 00 is open 24 hours a day.
 - The emergency preparedness manager/head of operations must then inform the municipal senior consultant and HSE advisor Ingrid K Reitan.
8. **If a person in an employee's/student's household is ill**
- If a person in an employee's/student's household has symptoms of respiratory infection but covid-19 has not been confirmed, the employee/student may attend campus as normal. However, the employee/student must [go home](#) if they experience symptoms of covid-19.
 - See [the Norwegian Institute of Public Health's advice on the workplace](#)
9. **If it is confirmed that a person in an employee's/student's household has been infected with covid-19**
- If it is confirmed that a person in an employee's/student's household has been infected with covid-19, all persons that have been in close contact must quarantine themselves according to advice provided by the health authorities. The municipal health services will follow up.
10. **Managing information regarding cases of illness and quarantine**
- *Duty of confidentiality and GDPR*
The reasons of employee and student absence are subject to general duty of confidentiality and GDPR.
 - *Information based on consent*
Employees and students may give USN their consent to inform about the reason of absence. It is important to ensure that consent is granted voluntarily and that no information is shared beyond the scope of the consent given.
 - *Information about quarantine and cases of illness within the organisation*
 - If it is confirmed that an employee or student has been infected with covid-19, the municipal health service will follow up the person and all close contacts in accordance with the Norwegian Directorate of Health's guidelines to ensure adequate medical assistance and contact tracing.

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- If necessary, USN may provide information within the organisation that an employee or student is in quarantine or has been infected, in order to ensure a safe working environment/learning environment. If USN deems it necessary to release such information in order to ensure a safe working environment/learning environment, a specific assessment must be made in each individual case.

11. Update

- These guidelines will be updated as and when any amendments are made by the national authorities.

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