



UMEÅ UNIVERSITY

Procedures when staff and students are infected with COVID-19

This information is aimed to support managers, course coordinators and other members of staff who have been informed that a student or member of staff has been infected with COVID-19. This document includes two checklists, one each for handling student and staff cases, in order to quickly start processing. The document also includes a template text to use when informing close contacts. Other information can be found on the page [Procedures when staff and students are infected with COVID-19](#).

Checklist for when a student has confirmed COVID-19

When a student has been tested and has confirmed COVID-19, the following is to take place:

1. The infected student informs his or her course coordinator about the infection.
2. The course coordinator informs the relevant head of department who in turn informs the Crisis Management Team on corona@umu.se. Please note! Do not enter name or any other personal details of the infected person in the email.
3. Region Västerbotten is responsible for contact tracing, but can ask the university for help. In the case that the university is asked to help in contacting close contacts, the teacher and the infected student should discuss the following
 - a. **What people at the university, staff and students, has the infected person been in close contact with?**

Close contact is contact within a 2-metre vicinity for more than 15 minutes accumulated during 24 hours and within 48 hours prior to symptoms starting until symptoms have cleared. Everyone who has been in such close contact with the infected person must always be contacted.
 - b. **Who will inform close contacts?**

Information to those concerned is dispersed either by the infected person or the university. In case the university is informing close contacts, the template text produced by Region Västerbotten is to be used. It can be found further down on this page. The head of department informs staff, and course coordinators inform their respective students.
 - c. **Can others be informed?**

In general, only people who need to be informed of the case of infection should be contacted, but in certain cases information to a wider group may be necessary. Come to an agreement with the infected person if he or she consents to information being shared to a wider group, and in that case, if the person wishes to be named or remain anonymous.
4. Adapt teaching and examination to alternative methods if possible for a defined period.
5. Follow up on the student to see how he or she is doing. The student may return to on-campus studies or equivalent no sooner than 7 days after falling ill and at least 2 days after symptoms have cleared.
6. Assess if a report of a serious incident is necessary, read the section "Reporting serious incident and documenting exposure to COVID-19" above. Please note! A person who has been doubly vaccinated at least two weeks prior to the incident does not need to be included in an incident report.

If the contact tracer or equivalent healthcare authority provides instructions that contradict the information provided by the university, please adhere to those instructions.



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Checklist for when a member of staff has confirmed COVID-19

When a member of staff has been tested and has confirmed COVID-19, the following is to take place:

1. The infected member of staff informs his or her manager/head of department about the infection.
2. The manager informs the relevant head of department/head of office who in turn informs the Crisis Management Team on corona@umu.se. Please note! Do not enter name or any other personal details of the infected person in the email.
3. Region Västerbotten is responsible for contact tracing, but can ask the university for help. In the case that the university is asked to help in contacting close contacts, the manager and infected member of staff should discuss the following
 - a. **What people at the university, staff and students, has the infected person been in close contact with?**

Close contact is contact within a 2-metre vicinity for more than 15 minutes accumulated during 24 hours and within 48 hours prior to symptoms starting until symptoms have cleared. Everyone who has been in such close contact with the infected person must always be contacted.
 - b. **Who will inform close contacts?**

Information to those concerned is dispersed either by the infected person or the university. In case the university is informing close contacts, the template text produced by Region Västerbotten is to be used. It can be found further down on this page. The manager/head of department informs staff, and course coordinators inform their respective students.
 - c. **Can others be informed?**

In general, only people who need to be informed of the case of infection should be contacted, but in certain cases information to a wider group may be necessary. Come to an agreement with the infected person if he or she consents to information being shared to a wider group, and in that case, if the person wishes to be named or remain anonymous.
4. The manager follows up on the member of staff to see how he or she is doing. The member of staff may return to the workplace no sooner than 7 days after falling ill and at least 2 days after symptoms have cleared.
5. Assess if a report of a serious incident is necessary, read the section "Reporting serious incident and documenting exposure to COVID-19" above. Please note! A person who has been doubly vaccinated at least two weeks prior to the incident does not need to be included in an incident report.

If the contact tracer or equivalent healthcare authority provides instructions that contradict the information provided by the university, please adhere to those instructions.



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Template text for information to close contacts

Below is a text produced by Region Västerbotten to be used to inform close contacts. The text must be adapted to the situation at hand.

I have been informed that a person with confirmed COVID-19 has been at [X] during [contagious period, date, time interval]. I must therefore inform everyone who were there at the same time that you may have been exposed to risk of infection. Please be observant of any potential symptoms for 14 days, and particularly during the first 7 days after the time in question. You may continue to go to work/school as usual as long as you have no symptoms – but you should avoid meeting other people to the extent possible. Be careful to keep physical distance between yourself and others. If symptoms of disease should arise, you must isolate yourself. If the symptoms remain after 24 hours or if they worsen, all individuals over the age of 6 must get tested. Testing can take place through Region Västerbotten if you have a Swedish personal identity number. Or if not, by contacting your healthcare centre. Remain in isolation until your test results have come. More information can be found on 1177.se.

Equivalent text in Swedish:

Jag har fått information om att en person med covid-19 varit på [X] under [smittsam period, datum, ev. tidsintervall]. Jag vill därför informera dig som varit där samtidigt om att du kan ha utsatts för en smittrisk. Var observant på eventuella symptom i 14 dagar efter smittotillfället. Du kan arbeta/gå i skola som vanligt så länge du inte har några symtom, men du bör i övrigt träffa så få personer som möjligt. Var noggrann med att hålla avstånd till andra. Om symptom tillkommer ska du isolera dig. Kvarstår symptomen efter 24 timmar eller blir förvärrade ska du provta dig, det gäller alla personer över 6 år. Provtagning kan ske genom egenprovtagning eller genom att ta kontakt med din hälsocentral. Du ska fortsätta hålla dig isolerad tills provsvar kommit. Mer information finns på 1177.se.

Further questions?

Teaching staff or other members of staff who have questions are recommended to contact their manager. Managers who have further questions are recommended to send an email to the Crisis Management Team on corona@umu.se.