

HiLIFE's check list for

## **What to do in case you or your employee/student has been exposed to coronavirus, has symptoms or a positive test result, or has been ordered for quarantine**

The complete and currently valid UH guidelines can be found from <https://www.helsinki.fi/en/news/coronavirus-situation>

### **IF YOU have been exposed to or suspect you have contracted the coronavirus:**

1. Complete a symptom checkup at [www.omaolo.fi](http://www.omaolo.fi) and follow instructions for testing and isolation.
2. If you do not show any symptoms and/or are unable to get tested, follow regional guidance on avoiding unnecessary contact (<https://thl.fi/en/web/infectious-diseases-and-vaccinations/what-s-new/coronavirus-covid-19-latest-updates/symptoms-and-treatment-coronavirus/covid-19-tests-and-avoiding-contacts-in-regions-with-a-testing-and-tracing-backlog>).
3. Discuss the possibility of working or studying remotely with your supervisor or teacher.
4. Note that exposure does not constitute grounds for absence due to illness.

### **IF YOU have symptoms of COVID-19 or cold or the flu, or a positive test result (incl. home test):**

1. **Notify your supervisor or teacher of your coronavirus symptoms / infection *immediately*.**
  - Be sure to notify your supervisor/teacher if you have received a positive coronavirus test result (incl. home test).
  - Other details relevant to your work and study community include whether and when you have visited your place of work or study while infectious, and whether you have stayed in the same facility with other individuals (and their identity, if known) for more than 15 minutes.
  - Supervisors and teachers will not disclose your name in the process.
2. If you have positive coronavirus home test result, follow regional guidelines on treatment and isolation
  - THL: <https://thl.fi/en/web/infectious-diseases-and-vaccinations/what-s-new/coronavirus-covid-19-latest-updates/symptoms-and-treatment-coronavirus/treatment-of-coronavirus-and-instructions-for-the-infected>
  - HUS: <https://www.hus.fi/en/newsroom/coronavirus-covid-19/what-do-if-you-suspect-having-contracted-coronavirus>
3. If you have positive coronavirus laboratory test result and healthcare services have provided you stricter personal instructions for example concerning isolation or quarantine, follow those guidelines.
4. You should not visit University's premises before you have been asymptomatic for at least two days.
5. Note that absence from work due to any illness without a medical certificate for up to five calendar days is permitted. After this, you must present a doctor's certificate (obtained, for example, through Mehiläinen's digital services). Submit a leave of absence application (and possible medical certificate ) in the SAP HR system as usual.
6. Note that if you are fit for work, you may telecommute.

## IF YOU have been ordered for quarantine by health officials:

1. **Notify your supervisor of the quarantine and its estimated duration *immediately*.**
2. **Report to your supervisor if the quarantine is due to exposure to coronavirus at work.**
  - Relevant details include how, when and where the exposure occurred (e.g. working in the same lab space as an infected person; date and time; address) and what tasks you were performing.
3. Agree on any potential absences, telecommuting and holiday arrangements. When needed
  - apply for the sickness allowance paid on account of an infectious disease from Kela.
  - submit a medical certificate within 10 days to Payroll Services and a leave of absence application in the SAP HR system. In the application, specify the reason for your absence as 'quarantine'.

## IF YOUR EMPLOYEE OR STUDENT has contracted coronavirus (received a positive laboratory or home test result):

1. Direct the employee or student to follow guidelines in section "IF YOU have symptoms of COVID-19 or cold or the flu, or a positive test result (incl. home test)" above.

### If she/he has recently visited University's premises:

2. **Notify the Head of the Unit (BI/FIMM/NC/LAC/joint activities) *immediately*** (with the details received from your employee/student). The Unit Head will notify the HiLIFE Director and Covid team, and handles communications to the wider work community when needed.
3. **Notify potentially exposed colleagues, visitors and customers *immediately*** of the infection and potential exposure at work, and direct them to follow guidelines in section "IF YOU suspect you have contracted the coronavirus" above.
  - This includes colleagues/visitors/customers who, based on the information from your employee/student and your unit's facilities booking system, have spent over 15 minutes at the relevant facility (e.g. your research group). A more detailed tracing of infection is not within your responsibilities.
  - If you need to notify members in another research group notify also their PI/supervisor.
  - **Do not disclose information about individuals**, just the time and place of a potential exposure.
  - The HiLIFE/Operative Unit Head contacts the Head of HR and they will jointly handle communications to the wider work community when needed, so **do not use the Unit's general staff email list** etc.
4. Unless you have agreed otherwise with the Head of the Unit, contact the relevant porter together with Unit Head so the porter can arrange for the premises to be cleaned. Porters arrange cleaning following their own guidelines and based on the information from you.

Building	Phone number	Email address
Viikki Biocenter 1	<b>02941 59000</b> (senior porter 02941 58044)	<a href="mailto:viikink9-vahti@helsinki.fi">viikink9-vahti@helsinki.fi</a>
Viikki Biocenter 2	<b>02941 59002</b> (senior porter 02941 58044)	<a href="mailto:viikink5-vahti@helsinki.fi">viikink5-vahti@helsinki.fi</a>
Viikki Biocenter 3	<b>02941 59900</b> (senior porter 02941 58044)	<a href="mailto:viikink1-vahti@helsinki.fi">viikink1-vahti@helsinki.fi</a>
Biomedicum 1	<b>02941 25000</b>	<a href="mailto:infopiste@biomedicum.fi">infopiste@biomedicum.fi</a>
Biomedicum 2	<b>02941 25001</b>	<a href="mailto:infopiste@biomedicum.fi">infopiste@biomedicum.fi</a>
(or via the UH switchboard 02941 911)		

5. Let us at [hilife-covid-team@helsinki.fi](mailto:hilife-covid-team@helsinki.fi) know if you need further support or advice. The Head of HR and/or Occupational safety officer will respond to questions and assist you in handling the situation.

**IF YOUR EMPLOYEE OR STUDENT has been ordered for quarantine by health officials:**

1. Agree on any potential absences, telecommuting and holiday arrangements. When needed tell your employee to
  - apply for the sickness allowance paid on account of an infectious disease from Kela.
  - submit a medical certificate within 10 days to Payroll Services and a leave of absence application in the SAP HR system.
2. If the quarantine is due to exposure to coronavirus at work report the following by encrypted email to Jonna Katajisto ([jonna.katajisto@helsinki.fi](mailto:jonna.katajisto@helsinki.fi)):
  - name, title and unit of the exposed person,
  - how and when the exposure occurred (e.g. working in the same lab space as an infected person; date and time)
  - brief description of the work during the event, i.e. what tasks was the employee performing
  - address of the place of exposure

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