

HiLIFE's check list for

What to do in case you or your employee/student has contracted the coronavirus or suspects it:

The complete and currently valid UH guidelines can be found from <https://www.helsinki.fi/en/news/coronavirus-situation-at-the-university-of-helsinki#section-91027>

If you suspect you have contracted the coronavirus or have related symptoms:

1. Book a coronavirus test appointment (complete a symptom checkup at www.omaolo.fi).
2. Do not come to your place of work or study before receiving a negative test result.
3. Notify your supervisor or teacher.

IF YOU have contracted coronavirus (received a positive test result):

1. **Notify your supervisor or teacher of your coronavirus infection *immediately*.**
 - 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. Follow quarantine order from the healthcare service provider and help them in tracing potential exposures among your immediate circle.

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

1. **Notify the Head of the Unit (BI/FIMM/NC/LAC/joint activities) and hilife-covid-team@helsinki.fi *immediately*** (with the details received from your employee/student). The Unit Head will notify the Director of HiLIFE.
2. **Notify potentially exposed colleagues, visitors and customers *immediately*** of the infection and potential exposure, and direct them to work or study from home according to current guidelines.
 - 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 will be handled by the authorities and is not within your responsibilities.
 - **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 who jointly handle communications to the wider work community when needed, so do not use the Unit's general staff email list etc.
3. Contact the relevant porter (contact information below) together with Unit Head so the porter can arrange for the premises to be cleaned, unless you have agreed otherwise with the Head of the Unit. Porters arrange cleaning following their own guidelines and based on the time and location information from you.

Building	Phone number	Email address
Viikki Biocenter 1	02941 59000 (senior porter 02941 58044)	viikink9-vahti@helsinki.fi
Viikki Biocenter 2	02941 59002	viikink5-vahti@helsinki.fi

	(senior porter 02941 58044)	
Viikki Biocenter 3	02941 59900 (senior porter 02941 58044)	viikink1-vahti@helsinki.fi
Biomedicum 1	02941 25000	infopiste@biomedicum.fi
Biomedicum 2	02941 25001	infopiste@biomedicum.fi
<i>(or via the UH switchboard 02941 911)</i>		

- Let us at 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.

2 November 2020