

HiLIFE's check list for

What to do in case you or your employee/student has contracted the coronavirus or suspects it 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 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 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 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 and handles communications to the wider work community when needed

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.
 - 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 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 (senior porter 02941 58044)	viikink5-vahti@helsinki.fi
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>		

4. 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.

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 Pirjo Kekäläinen (pirjo.kekalainen@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