

Routine for handling infection (Covid-19)

The routine has been developed based on the infection control legislation, as well as relevant provisions in the Working Environment Act, and the Universities and University Colleges Act.

Students and staff who have been diagnosed with Covid-19, have been in close contact with someone who has been diagnosed with Covid-19, or have reason to suspect infection must report to:

For students: Course coordinator or head of the study administration Silje Nygaard (402 41 481).

For employees: Closest HR manager or head of the HR department Kjersti Coward (454 50 100)

District medical officer Grünerløkka (905 22 684)

A. Student with confirmed covid-19 infection

	What	Who	Deputy	Comment
1.	The person who receives information about such a suspicion must contact Silje Nygaard, head of the study administration	The first person to receive the message		Informs about who it is and when the test was taken.
2	Head of section, Ulrika Herlofsen contacts: <ul style="list-style-type: none"> - Infection control office for an overview of close contacts - Nearest personnel leader - Emergency response group 		Silje Nygaard, head of the study administration	
3	The study administration text messages all close contacts			Note: <ul style="list-style-type: none"> - The message includes that the infected person/persons in quarantine should inform their teacher.

4	Head of the emergency response group calls for readiness/emergency response meeting if needed.		Head of section for Education, Research and Communication, Ulrika Herlofsen	Clarify: <ul style="list-style-type: none"> - Closing whole or parts of campus. - The need for extended cleaning - The need of information to the organization, health authorities, or the press.
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B. Employee with confirmed covid-19 infection

	What	Who	Deputy	Comment
1.	Confirmed infection in employee	The employee contacts nearest personnel manager	Subject manager HR	If personnel leader does not answer or it is too late to call, send a text message.
2.	Talk to, or call employee	The nearest personnel leader	Subject manager HR	If infection tracking is needed, see the point above for students
3.	Leader of the emergency response group is informed	Personnel leader (or HR) informs Head of the emergency response group.		
4.	Personnel leader text messages close contacts in consultation with the infection tracking team.			
5.	Head of the emergency response group calls for readiness/emergency response meeting if needed.	Director of AHO, Randi Stene	Head of section for Digitalization, Resources and HRM, Kjersti Coward	Clarify: <ul style="list-style-type: none"> - Closing whole or parts of campus, or certain groups - Extended cleaning of the premises - Consider further measures - The need of information to the organization, health authorities or the press.

6	Ministry of Education and Research (KD) is informed	Director of AHO, Randi Stene	Personnel leader	
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Acute illness - people staying on campus

If you become ill or get symptoms of Covid – 19 while on AHO's campus, you must:

1. inform your nearest personnel manager or teacher/course coordinator
2. Clean up your belongings, go home, and get tested.