

Response to COVID-19 infection

Suspected infection

Staff: If an employee experiences symptoms that they think are similar to Covid-19, they should stay at home and contact their local health clinic (or call 1700) immediately for advice on the next steps to take. They should not visit a health clinic before receiving specific instructions to do so by a healthcare professional. The employee should also inform his supervisor and colleagues, that he has been in close contact with, of his suspicions.

Students: If a student experiences symptoms of Covid-19, they should contact their local health clinic (or call 1700) immediately for advice on the next steps to take. They should not visit a hospital or health clinic before receiving specific instructions to do so by a healthcare professional. Similarly, students are asked to not come to the university at all if they suspect they might be infected.

The Directorate of Health has issued excellent guidelines on responses that everyone should be familiar with, especially supervisors: [See here](#).

Confirmed infection

If infection is confirmed, infection tracking begins under the direction of the Civil Protection Infection Tracking Team. The tracking team will contact the infected person and after that colleagues if necessary.

- Employees should notify their supervisor or colleagues if they receive confirmation of infection and students should notify their department or school office.
- Supervisors or offices that receive a notification:
 - Notify the Emergency Response Board by email: neydarstjorn@hi.is
 - Notify employees in the building where the infected person works.
Note. The name of the infected person may not be disclosed without their informed consent.
- Measures will be taken to disinfect the infected person's work area and common contact areas in the building.

The infected person's colleagues discuss the matter and assess the situation. Those who have been in close contact with the infected person should self-isolate while the infection tracking team completes their process. If they have not received a message from the tracking team on that same day or the day after, they are free to return to the workplace. The process of transmission is described [here](#).

Considered response

It is very important that the university and its staff respond in a calm and collected manner. The infected person stays at home to recover and we follow the instructions of the Civil Defense and trust their advice. Only the tracking team sends people to quarantine or isolation.