Scenario: A co-worker needs to carry out certain work-related tasks in the workplace. How does she or he prevent the spread of Covid-19?
*For degree project work, the exemption application regarding teaching is used.*

Date:

Place of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of co-worker/s involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of work activity:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extent of workplace-located activity (hours/week, day or the like): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motivation as to why the work must be carried out in the workplace: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Participants in the risk analysis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval of immediate supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The recommendations of the Public Health Agency of Sweden (Folkhälsomyndigheten) are the foundation for how workplace-based activities can be carried out in terms of social and other types of distancing, hygiene, and that no one with Covid-19 symptoms is present in the workplace. The building premises must be adapted to reduce the risk for the spread of infection by ensuring that distancing can be applied, and that the personnel are informed about the restrictions that are in effect.

Co-workers who do not need to be in the workplace to maintain the necessary running of the organization and building should work from home for as long as this is the primary recommendation. If certain work activities need to be performed at the workplace, for example, due to practical, work environment-related or psychosocial reasons, this needs be discussed with the immediate supervisor. A risk analysis needs to be drawn up in writing, and the work must be approved by the immediate supervisor. Visiting the office to pick up or drop off material or to print material can be done without a dispensation, but the distancing rules, etc., are to be followed and the visit kept short.

*These recommendations are to be followed*:

* Ensure that there is sufficient spacing inside the rooms of the building. Adjust the placement of equipment, desks, tables and chairs. The point of departure is that only one person should be present in a given room or location, but this can, if necessary, be determined individually based on the size of the room, and can be ensured by means of booking lists.
* If on occasion the spacing recommendations need to be undercut for a given work activity, this needs to be particularly considered in the risk analysis so that there is still compliance with the Public Health Agency’s recommendations, for example, by making use of visors and/or mouth masks.
* Digital aids can be an important complement in cases where working alone is not permitted for work environment reasons, and when a room is not suitable for more than one person for reasons of infection control. It is important then that the person who is not present in the room were the activity (such as an experiment) is being carried out is in a nearby or connecting room and can quickly intervene if needed, and that the person who is carrying out the activity is comfortable with the set-up.
* The time on campus must be limited to the time required to perform the work activity.
* Ensure good ventilation.
* Ensure access to handwashing facilities near rooms, with hand sanitizers as an alternative.
* Avoid public spaces such as lunchrooms. Keep in mind the risk of spreading infection even when entering and exiting a room or building, in bathrooms and in copying rooms. Always use a hand sanitizer after a bathroom visit and, for example, after using a copying machine.
* Avoid meeting people in buildings and always respect social distancing.

Lund University’s FAQ for supervisors regarding covid-19: [www.hr-webben.lu.se/faq-for-chefer-med-anledning-av-corona](http://www.hr-webben.lu.se/faq-for-chefer-med-anledning-av-corona)

If the organization deems that certain work activities need to be carried out in the workplace, and that the activities cannot wait, one needs to go fill in the following checklist. If the answer to any one of the questions is “No”, a risk analysis according to the following template must be completed and measures taken to ensure that workplace-based activities can indeed be carried out, if the head of the department has granted a dispensation.

**Checklist**

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| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments** |
| Have risk assessments been carried out for work activities that can involve a risk for infection? |  |  |  |
| Have all locations on the premises been adapted to reduce the risk for spreading infection?  |  |  |  |
| Are there measures in place to ensure that the maximum number of people per laboratory or office is not exceeded (e.g. a booking system or the like)?  |  |  |  |
| Has the co-worker received information about the symptoms of Covid-19, how the infection spreads and how long an incubation period it has?  |  |  |  |
| Has the co-worker received information on how to prevent the spread of infection (social distancing, hand hygiene, etc.)?  |  |  |  |
| Is there access to hand washing facilities, alternatively access to hand sanitizers?  |  |  |  |
| Has the infection risk on the way to and from work been considered in the risk analysis?  |  |  |  |

**If “No” is checked in the checklist**

Examine working conditions and identify the sources of risk and risk factors. Assess the sources of the risk identified. State whether the risk is serious or not. Clarify who is responsible for the measures to be taken, when they should be implemented, and a follow-up date or occasion. Implement the measures. Make an action plan for what is not implement immediately. Follow the guidelines and measures to be taken from the Lund University and LTH. Check if the measures have had an effect.

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk description** | **Impact description** | **Impact assessmentNegligible/Moderate/Serious** | **ProbabilityLow/Medium/High** | **Proposed measures to reduce the risk**  | **Person responsible** | **Other** |
| *Example 1: Crowding in common lunchroom area*  | *Risk for increased infection* | *Serious* | *Low* | *Ensure a distance of 2 meters between co-workers through the following measures. . .*  |  |  |
| *Example 2: Shared lab used by several people; congestion can occur.* | *Risk for increased infection* | *Serious* | *Medium* | *Only one person at a time is allowed to work in the lab: ensured through the booking system.* |  |  |
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