**Information from the Infection Control Units at Region Uppsala and Region Gotland**

To heads of department/division and similar managers at Uppsala University

# Information on COVID-19 contact tracing

When you learn that someone at your department/division/equivalent is infected with COVID-19, you have certain obligations under the Communicable Diseases Act. Here we have put together some information about what you have to do.

## Together we can help reduce infection

A person with COVID-19 has been present in your organisation when they were infectious. The infected person has stated that they met other people in the organisation and may therefore have exposed these people to the risk of infection. It is not certain that more people are infected or will become ill, but those who have been near the infected person need to be informed in order to reduce the spread of infection.

You have an important role in the process of informing the people who may have been exposed to risk.

## What to do if someone in your organisation is infected

* The person who is infected must stay at home and follow the current guidelines on COVID-19 (see 1177.se).
* You need to know when the person who has COVID-19 was on the premises and who they met. You can obtain this information either from the person who is infected, from Region Uppsala/Region Gotland contact tracing staff, doctors or the Infection Control Unit.
* Get in touch with anyone who has been in close contact with the infected person (within two metres for more than 15 minutes). Inform them that they may have been exposed to a risk of infection. More information about what they should do is available at 1177: [Region Uppsala](https://www.1177.se/Uppsala-lan/sjukdomar--besvar/lungor-och-luftvagar/inflammation-och-infektion-ilungor-och-luftror/om-covid-19--coronavirus/covid-19-other-languages/) or 1177 [Region Gotland](https://www.1177.se/Gotland/sjukdomar--besvar/lungor-och-luftvagar/inflammation-och-infektion-ilungor-och-luftror/om-covid-19--coronavirus/covid-19-other-languages/).
* Tell them to watch out for any symptoms in the next 14 days. They should also be made aware that during this time they should meet as few people as possible and be extra careful about keeping their distance.
* If they develop symptoms, they should self-isolate and make an appointment for a COVID-19 test. To make an appointment, 1177: [Region Uppsala](https://www.1177.se/Uppsala-lan/sjukdomar--besvar/lungor-och-luftvagar/inflammation-och-infektion-ilungor-och-luftror/om-covid-19--coronavirus/covid-19-other-languages/) or 1177 [Region Gotland](https://www.1177.se/Gotland/sjukdomar--besvar/lungor-och-luftvagar/inflammation-och-infektion-ilungor-och-luftror/om-covid-19--coronavirus/covid-19-other-languages/).

## Who should be informed?

It is enough to inform the unit/student group that is directly affected. In other words, those who were in the same part of the organisation as the infected person at the relevant time.

You should not inform other people who it is that has COVID-19 unless the infected person has given you their permission. If you think there are reasons for passing on this information anyway, you may do so if the infected person has given their approval.

In addition, if you consider it necessary, you can provide general information to the whole or more parts of your department/division/equivalent that a case has occurred. If you do this, do not disclose detailed information about which unit/group or person is involved. You may want to remind people about the Public Health Agency of Sweden’s advice on the spreading of infection.

If you would like advice on this issue, you can contact the Infection Control Unit at Region Uppsala or Region Gotland. You can also get advice from the Communications Division. It would be good if you personally could be available for questions. If you become aware of significant anxiety in your group, contact your HR support.

## Suggested message to use when writing to the unit/student group/department concerned:

Sometimes it can be difficult to know how to express yourself when informing other people about infection. Here is a suggestion that you can use as a basis for your message.

“I have received information that a person with COVID-19 was at the department/attended class during [infectious period, date, times]. I would therefore like to inform everyone who was there/attended the class that you may have been exposed to a risk of infection.

You should watch out for any symptoms for 14 days after the date when you may have been exposed and take a COVID-19 test if you do develop symptoms. You should meet as few people as possible during this time and be extra careful about keeping your distance to other people and hand hygiene.

If you develop symptoms, you should self-isolate and make an appointment for a test. More information 1177: [Region Uppsala](https://www.1177.se/Uppsala-lan/sjukdomar--besvar/lungor-och-luftvagar/inflammation-och-infektion-ilungor-och-luftror/om-covid-19--coronavirus/covid-19-other-languages/) or 1177 [Region Gotland](https://www.1177.se/Gotland/sjukdomar--besvar/lungor-och-luftvagar/inflammation-och-infektion-ilungor-och-luftror/om-covid-19--coronavirus/covid-19-other-languages/).

## Further information and questions:

If you have any further questions or need advice, please call the Region Uppsala Infection Control Unit on 018-6110000 (switchboard) or contact your Region Gotland health centre.