

Dear managers at Arts

AU has updated its guidelines for [what to do if staff and students test positive for COVID-19](#).

The faculty management team at Arts has set up a task force who are responsible for receiving notifications about infected staff and students, for communicating this information to the schools, and for initiating and co-ordinating the necessary courses of action internally at the faculty, at the university, or with the government agencies and institutions. The task force consists of administrative centre manager [Ole Jensen](#), head of studies administration [Leo Normann Pedersen](#), head of building services [Lars Mitens](#), and head of HR, communication and the PhD school [Steen Weisner](#). Other participants can be included in the task force as required.

In the event that staff or students are infected with COVID-19, it is important that the following procedures are followed:

**If a student is infected with COVID-19:**

- The student completes and submits the [AU Corona form](#). The form is received by Arts Studies Administration, who informs the Arts Corona task force by sending an email to the [Arts Corona task force email address](#).

The Arts Corona task force:

- Informs the relevant head of department via email of the student's name and subject, etc. A copy of this email should be sent to the head of school, the director of studies and the head of the school secretariat.
- Contacts the student and offers assistance to establish whom he/she has been in close contact with on campus and how these people can be informed.
- Establishes an overview of the classes, etc., in which the student participated in the period leading up to the positive COVID-19 test.
- Informs the affected class(es), etc. taking into consideration GDPR and the protection of personal data.
- Initiates the cleaning of relevant rooms as required. The decision of which rooms to clean is based on the movements of the infected student. Rooms are cleaned as soon as possible.
- Assesses whether this individual case makes it necessary to implement additional measures to prevent the spread of infection.
- Informs the dean, the university director, and the head of AU communication and press affairs, Sys Christina Vestergaard, who registers the infection case in the AU COVID-19 register.

**If an employee is infected with COVID-19:**

- The employee contacts his/her head of department / head of school secretariat.

- The head of department / head of school secretariat informs the Arts Corona task force of the infected employee's name and place of work via email. This email should be sent to the [Arts Corona task force](#) with a copy to the head of school and the head of the school secretariat.

The Arts Corona task force:

- Clarifies (together with the employee) which colleagues and students the employee has been in close contact with at the university. The following questions should be used as a starting point:
  - When did you receive your positive COVID-19 test result?
  - In the period leading up to your positive result, where and when did you spend time on campus?
- Ensures that the colleagues and students who have been in close contact with the employee in question are immediately informed of the following:
  - that somebody with whom they have been in close contact has tested positive for COVID-19 (without revealing the identity of the person in question, cf. GDPR)
  - that they need to self-isolate and take a COVID-19 test
  - that they should be particularly vigilant about any possible COVID-19 symptoms
  - that they should be even more careful about adhering to the general guidelines on good hygiene
  - that they should consult the Danish Health Authority's material for close contacts

Head of Department / Head of Department Secretariat

- Informs other relevant colleagues (who are not close contacts) that "an employee is on sick leave or has been asked to remain at home due to COVID-19".

The Arts Corona task force:

- Initiates the cleaning of relevant rooms as required. The decision of which rooms to clean is based on the movements of the infected employee. Rooms are cleaned as soon as possible.
- Informs the dean, the university director, and members of AU communication and press affairs, who registers the infection case in the AU COVID-19 register.
- Assesses whether this individual case makes it necessary to implement additional measures to prevent the spread of infection.

If you have any questions about procedures or courses of action, you are welcome to contact the task force by writing to the [Arts Corona task force email address](#). We are also happy to offer specific advice on and assistance with the various parts of the follow-up process.

Best regards,

Arts Corona task force

