



FRAM – Nordområdesenter
for klima- og miljøforskning

Framsenteret AS
Framsenteret
NO-9296 TROMSØ
Org.nr. NO 970 975 837

Tel: (+47) 77 75 02 00
Fax: (+47) 77 75 02 01
E-post: post@framsenteret.no
Web: www.framsenteret.no

Contingency plan in case of infection or suspected serious infection in institutional premises or common areas in the Fram Centre building.



Content

- 1 Objective of the plan **Feil! Bokmerke er ikke definert.**
 - 2 Responsibilities in the event of infection / suspicion of infection **Feil! Bokmerke er ikke definert.**
 - 3 Proactive measures **Feil! Bokmerke er ikke definert.**
 - 3.1 Guidelines for the use of institutional premises and common areas **Feil! Bokmerke er ikke definert.**
 - 3.2 Guidelines for the use of institutional premises and common areas **Feil! Bokmerke er ikke definert.**
 - 3.3 Meetings **Feil! Bokmerke er ikke definert.**
 - 3.4 Measures when visiting the Fram Centre building **Feil! Bokmerke er ikke definert.**
 - 4 Reactive measures in case of infection / suspicion of infection in the Fram Centre building **Feil! Bokmerke er ikke definert.**
 - 4.1 An employee who has used institutional areas and common areas receives confirmation of Covid-19... **Feil! Bokmerke er ikke definert.**
 - 4.2 An employee who uses / has used the institutional premises or common areas in the Fram Centre building develops mild respiratory symptoms and feelings of illness or is suspected of infection **Feil! Bokmerke er ikke definert.**
 - 4.3 A visitor who has used the institutional premises or common areas in the Fram Centre building receives a confirmed infection. **Feil! Bokmerke er ikke definert.**
 - 4.4 A visitor who has used the institutional premises or common areas in the Fram Centre building develops mild respiratory symptoms and a feeling of illness or is suspected of being infected with Covid-19 **Feil! Bokmerke er ikke definert.**
- Appendix 1: Important telephone numbers **Feil! Bokmerke er ikke definert.**
- Appendix 2: Useful sources **Feil! Bokmerke er ikke definert.**
- Appendix 3: Fram Centre building - Warning matrix infection **Feil! Bokmerke er ikke definert.**
- Appendix 4: The health authorities – Notification matrix infection .. **Feil! Bokmerke er ikke definert.**



1 Goals with the plan

In this contingency plan there is advice on proactive measures, and reactive procedures in case of infection/suspected infection, among employees or visitors to institutional premises and/or common areas in the Fram Centre.

The plan gives clear instructions on what to do in the various cases. Key elements are registration, notification and washing down.

The plan also provides guidelines on who has the different responsibilities in cases of infection. Key groups are here the Covid-19 group (which consists of infection control contacts from each institute at the Fram Centre), directors of the various institutes, closest managers to employees, employees, visitors and Tromsø municipality.

2 Liability in case of infection/suspected infection

2.1 Covid-19 Group leader. Responsible for ensuring that infection control is taken care of in the Fram Centre's premises and framsenteret's common areas. And that measures are taken in case of infection.

2.2 Institutional leaders in the Fram Centre. Responsible for ensuring that national and municipal infection control measures are implemented and are followed in the institution's premises. Also responsible for ensuring that the institution's employees



follow the guidelines that apply to the common areas. Has a representative in the Covid-19 Group.

2.3 Nearest manager to employee. Responsible for notifying the head of department who takes action in his own premises in the event of infection/suspected infection. The head of the Department notifies the Covid-19 leader, to assess what measures are required in common areas. Measures are usually closure and additional cleaning. Cleaning is ordered by the leader of the Covid-19 group in Framsenderet AS.

2.4 The employee. Responsible for notifying the head of institution/immediate manager, in the event of infection/suspicion of infection, so that areas an employee has moved in are identified.

Framsenteret AS shall be briefed by the head of department about where the employee has moved. This is important in accordance with dialogue with Tromsø municipality, closure and additional cleaning.

2.5 Infection tracking team in the municipality. In case of detected infection in the aftermath of the visit, the infection tracking team in Tromsø municipality will ask the visitor to provide close contacts.

2.6 Tromsø municipality. The head of the Covid-19 group will contact the municipality superior in Tromsø municipality in all cases of infection. This is to get advice on the matter. It will occasionally be necessary to create a joint plan together with the municipality.

3 Proactive measures



3.1 Guidelines for the use of institutional premises and common areas

- The nearest manager shall have approved the use of the institution's premises
- Framsenteret AS shall have approved the use of common areas
- Anyone with suspected illness/infection should NOT use institutional or common areas.
- Anyone with coronary infected people in the immediate family should NOT use institutional or common areas.
- It is recommended that employees in risk groups do not use the institutional or common areas. This is a recommendation from Framsenteret AS, but the employer's responsibility and decision lies with the individual department.
- Employees should follow the guidelines if any suspected infection/suspected infection occurs.
- Drive/cycle/walk to work and if possible avoid the use of public transport. If public transport is used, the FHI's Council on Public Transport should be followed.
- Employees and visitors shall adhere to the infection control rules that apply to the Fram Centre.

3.2 Hygiene and distance in institutional premises and common areas

- Government hygiene recommendations should be followed at all times



- Institutions should be facilitated to disinfect pc, mobile, tablet etc. that are brought into the institutional premises on a regular basis.
- Don't use other people's computers, mobile or tablet
- Think about where you put your phone down. Avoid putting it on surfaces that others have touched
- Wash your hands on arrival office and otherwise frequent and well, and use hand liquor if you do not have access to washing
- Wash hands before and after using a coffee machine in public areas
- Make coughing/sneeze in the elbow hook or a paper headscarf
- Take the least amount of handle and other surfaces where there may be a source of infection
- The printer should be used to the least extent possible. If a printer is used, the user should disinfect hands before and after use.
- Keep a good distance from other colleagues in the premises, at least 1 meter
- Use fixed/assigned office space
- Avoid lift if stairs are possible

3.3 Meetings

Meeting rooms in public areas and institutional premises carry an increased risk of infection, and can trigger quarantine. If you



have had less than 2 meters distance for more than 15 minutes continuously with a person who is confirmed ill with covid-19, then this is defined as close contact, and one must expect quarantine.

If there are no options other than physical meetings, choose large rooms, short time and fewest participants. Register an overview of who is at the meeting in case of infection tracking. For meetings in common areas and under the auspices of Framsenderet AS, a participant list must be submitted before the start of the meeting and changes to this post-meeting.

3.4 Measures when visiting the Fram Centre's premises

We want those who visit us to be looked after in a safe and contagious way. It is also important that visitors do not bring infection into the building.

In this regard, we have guidelines for the use of the Fram Centre's premises that we want visitors to follow. This policy must be communicated to those who will visit the building, by the person who hosts the specific visit to the Fram Centre.

- Take the time and place with the one in the building you're going to meet.
- It is assumed that the visitor:
 - Not infected by Covid-19
 - Feeling completely healthy, not quarantined or suspected of disease/infection
 - Do not have coronary infected in the immediate family
- If possible, use car/bicycles/walking to get to our premises. Avoid the use of public transport if possible.



- The visitor shall adhere to the infection control rules that apply to the Fram Centre. These can be found on posters in the building.
- In case of detected infection in the aftermath of the visit, the infection tracking team in Tromsø municipality will ask the visitor to provide close contacts. It is important that the visitor is encouraged to provide close contacts this may have had during their visit to the Fram Centre.
- Framsenteret AS assists Tromsø municipality in the infection tracking work.

4 Reactive measures in case of infection/suspected infection in the Fram Centre

4.1 [An employee who has used institutional areas and common areas is confirmed Covid-19](#)

An employee will be contacted by the infection control team in the municipality of residence. It is this team that is responsible for infection tracking. It is important that the employee contributes all information requested by the infection tracking team.

Here's what the employee needs to do:

- Informs the head of department/closest manager that one is infected.
- Informs the head of department/nearest manager about which areas have been used and which must be washed down (contact surfaces, handles, washbasin, kitchenette,



lift buttons etc.) The office desk is closed off and should not be used again until it is cleaned.

This is what the head of department/immediate leader must do:

- Ensure that washing down and shutting down in relevant areas is implemented immediately. In cooperation with the Covid-19 leader, it is decided which other areas need to be closed and washed.
- If the infection tracking team in Tromsø municipality deemed necessary to ensure the health and safety of other employees, the manager/employer, by consent, shares information internally at the Fram Centre that an employee is infected by Covid-19.

The employee will be anonymized. Employees who are not named as close contacts will be contacted by the municipality's infection tracking team.

- The employer is not responsible for infection tracking, that responsibility lies with the infection tracking team in the employee's municipality of residence. Nevertheless, it is important that Framsenderet AS assists the infection tracking team with the overviews they need.

What the covid-19 group leader must do:

- In cooperation with the head of the department, it is decided which areas must be closed and washed.
- Notify Tromsø municipality for advice on the matter. It will occasionally be necessary to create a joint plan together with the municipality.



- The Covid-19 leader has a mandate to shut down the entire building.
- Informing the Covid-19 Group

4.2 An employee who uses/has used the institutional premises or common areas in the Fram Centre develops mild respiratory symptoms and malaise or suspects infection

Here's what the employee needs to do:

- Must immediately keep your distance to others, and return home immediately. Avoid public transport. If this is the only option, the mouthpiece must be used.
- Book an appointment for testing, and stay at home until the response is received.
- Inform the head of department/nearest manager.
- If a doctor is needed, contact your GP. Call the emergency department on 116 117 when your GP is not available and help cannot wait. Call emergency services 113 for life-threatening illness.

This is what the head of department/immediate leader must do:

- Consider whether there are areas that should be washed carefully. Alternatively close. As a rule, no closure will be required only in case of suspicion.
- Whistleblower leader of the Covid-19 Group.



- In cooperation with the Covid-19 leader, it is determined whether measures are required in premises other than the institutional premises.

What the covid-19 group leader must do:

- In cooperation with the nearest manager, it is decided whether areas need to be closed and washed.
 - Informing the Covid-19 Group

4.3 A visitor who has used the institutional premises or common areas in the Fram Centre is confirmed as infected.

Here's what the visitor needs to do:

- The visitor will be contacted by the infection tracking team in their municipality of residence. The person will be asked to inform them of close contacts. This also applies to close contacts after a visit to the Fram Centre.

Here's what the employee who received the visitor must do:

- Informs the head of department/nearest manager about infected visitors.
- Informs the head of department/nearest manager about which areas need to be disinfected (handles, washbasins, kitchenettes, lift buttons etc.) Meeting rooms and facilities the visitor has stayed in will be closed off and must not be used again until they are cleaned.

This is what the head of department/immediate leader must do:



FRAM – Nordområdesenter
for klima- og miljøforskning

Framsenteret AS
Framsenteret
NO-9296 TROMSØ
Org.nr. NO 970 975 837

Tel: (+47) 77 75 02 00
Fax: (+47) 77 75 02 01
E-post: post@framsenteret.no
Web: www.framsenteret.no

- Ensure that washing down and shutting down in relevant areas is implemented immediately. In cooperation with the Covid-19 leader, it is decided which other areas need to be closed and washed.
- The Covid-19 leader has a mandate to shut down the entire building.
 - If the infection tracking team in Tromsø municipality deemed necessary to ensure the health and safety of other employees, the manager/employer, by consent, shares information internally at the Fram Centre that a visitor is infected by Covid-19.
- The visitor will be anonymized. Employees who are not named as close contacts will be contacted by the municipality's infection tracking team.

What the covid-19 group leader must do:

- In cooperation with the head of department/the next manager, it is decided which areas need to be closed and washed.
- The leader of the Covid-19 group notifies Tromsø municipality for advice on the matter. It will occasionally be necessary to create a joint plan together with the municipality.
- Informing the Covid-19 Group



4.4 A visitor who has used the institutional premises or common areas of the Fram Centre develops mild respiratory symptoms, malaise or suspected infection of Covid-19

Here's what the visitor needs to do:

- Before the meeting, we should have been informed of guidelines for visits to the Fram Centre's premises. For privacy reasons, the visitor is not obliged to provide information about the suspicion of contagion. However, the visitor is asked to inform the visiting host if mild respiratory symptoms, malaise or suspected infection of Covid-19 are developed.
- Must immediately keep your distance to others, and return home immediately. Please refer to avoiding public transport, as well as using a mouthpiece if possible.
- If a doctor is needed, contact your GP. Call the emergency department on 116 117 when your GP is not available and help cannot wait. Call emergency services 113 for life-threatening illness.

Here's what the employee (visiting host) must do:

- Informs the head of department/nearest manager of suspected infected visitors.

This is what the head of department/immediate leader must do:

- Whistleblower leader of the Covid-19 Group.
- In cooperation with the Covid-19 leader, it is decided whether there is a need for areas to be washed, possibly



closed. As a rule, no closure will be required only in case of suspicion.

What the covid-19 group leader must do:

- In cooperation with the head of department/the immediate manager, it is decided whether there is a need for areas to be washed, possibly closed.
- Informing the Covid-19 Group

Appendix 1: Important phone numbers

1	Leads the Covid-19 Group	Ann-Kristin Ditlefsen - 95226999
2	Ordering cleaning	77 75 02 00 (after office time manager of the Covid-19 group)
3	The corona phone	469 07 899 (All days 08:30- 19:00)
4	Tromsø Municipality	Covid19@tromso.kommune.no
5	Emergency room	116 117
6	Ambulance	113

Appendix 2: Useful sources



FRAM – Nordområdesenter
for klima- og miljøforskning

Framsenteret AS
Framsenteret
NO-9296 TROMSØ
Org.nr. NO 970 975 837

Tel: (+47) 77 75 02 00
Fax: (+47) 77 75 02 01
E-post: post@framsenteret.no
Web: www.framsenteret.no

[The Norwegian Institute of Public Health's advice on dealing with the coronavirus.](#)

[Tromsø municipality's advice on dealing with the coronavirus.](#)

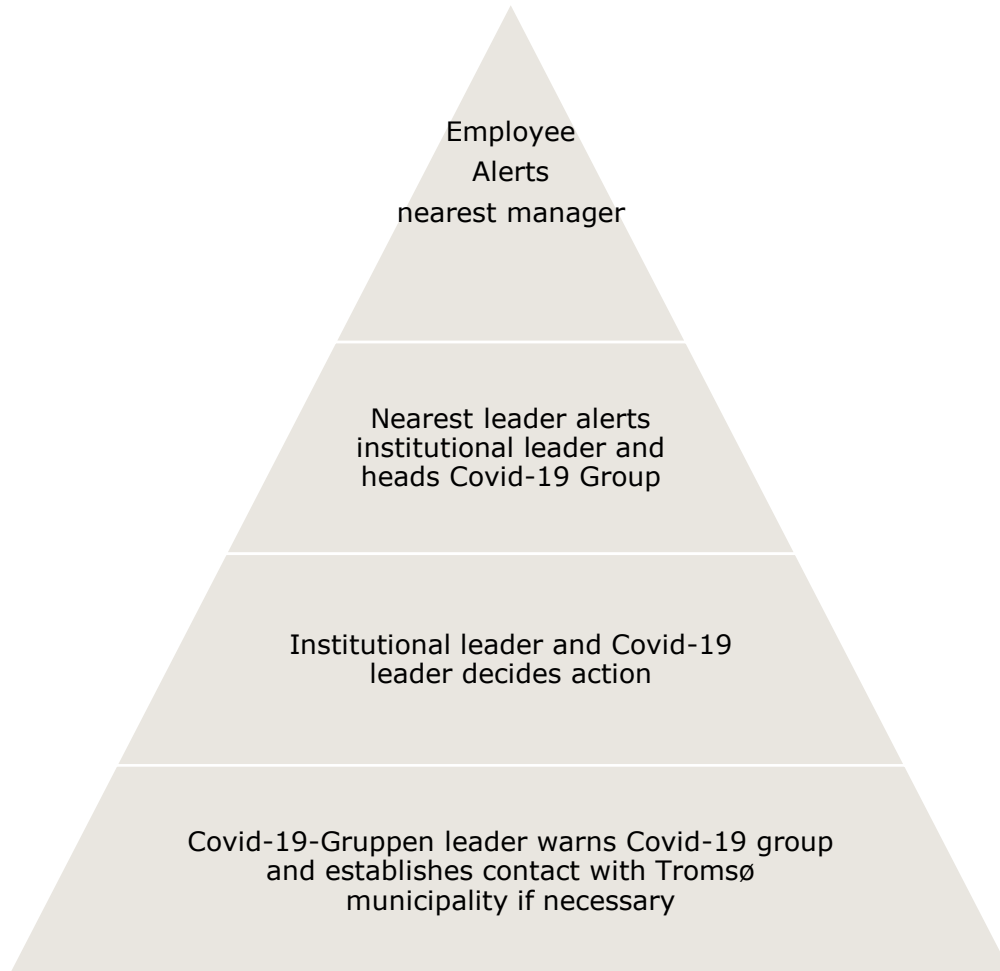
Appendix 3: FramSenteret – Warning matrix Infection



FRAM – Nordområdesenter
for klima- og miljøforskning

Framsenteret AS
Framsenteret
NO-9296 TROMSØ
Org.nr. NO 970 975 837

Tel: (+47) 77 75 02 00
Fax: (+47) 77 75 02 01
E-post: post@framsenteret.no
Web: www.framsenteret.no



Appendix 4: Health Authorities–Warning Matrix Infection



FRAM – Nordområdesenter
for klima- og miljøforskning

Framsenteret AS
Framsenteret
NO-9296 TROMSØ
Org.nr. NO 970 975 837

Tel: (+47) 77 75 02 00
Fax: (+47) 77 75 02 01
E-post: post@framsenteret.no
Web: www.framsenteret.no

