



Guide for managing people with symptoms of COVID-19

How to manage sickness and symptoms:

- The employee should not turn up at work if he or she has symptoms of COVID-19.

Common symptoms include fever, dry cough, fatigue AND headaches. Other symptoms may be a sore throat, sore and painful muscles and loss of the sense of taste and smell.

- The immediate manager is notified of sickness and symptoms that could indicate COVID-19. The manager will then ask the employee to get tested for COVID-19 as soon as possible.

Book a test here (in Danish): <https://www.coronaprover.dk/Account/NemIdLogin?RequestPath=%2F>

- The employee stays home until the test result is ready. The employee informs his/her manager as soon as the test result is known.
- If an infected employee has been at work and been in and around the company's buildings, the employee must immediately notify his/her manager of this. The manager will then immediately contact HR or the person responsible for COVID-19 issues in the company.
- The manager will work together with the employee to map where the employee has been so the company can ensure additional cleaning and disinfection of workstations, meeting rooms, etc. where the employee has been.
- The infected employee's manager will use the information from the mapping of the employee's movements to alert any colleagues, business partners or customers who may have been at risk of infection.
- Employees who have one or more family members with symptoms or who have tested positive for COVID-19 are recommended to follow the guidelines from the health authorities for "close contacts", which are defined as:
 - A person who lives together with someone who has been diagnosed with COVID-19
 - A person who has had direct physical contact (for example, a hug) with someone who has been diagnosed with COVID-19
 - A person with unprotected and direct contact to infectious secretions from a person who has been diagnosed with COVID-19
 - A person who has had close "face to face" contact within 1 metre for more than 15 minutes (for example, by having a conversation) with someone who has been diagnosed with COVID-19.

The employee is advised to either contact his/her doctor in order to get a referral for a COVID-19 test or to book a test via the Danish website:

<https://www.coronaprover.dk/Account/NemIdLogin?RequestPath=%2F>

- After a period of illness, the employee is only permitted to return to work 48 hours after the symptoms have disappeared.
- Employees are encouraged to take a COVID-19 test so they can return to work as soon as possible.

The above guidelines have been prepared by PFA based on the Danish Ministry of Industry, Business and Financial Affairs' guidelines from 14 May 2020 concerning a responsible set-up of office spaces, etc. aimed at a responsible reopening of Denmark during the COVID-19 outbreak.