

# Employee Guidelines

The Icelandic government's actions on COVID-19 have an inevitable effect on municipal workplaces. Our goal is to protect employees as much as possible while at the same time ensuring as little disruption as possible to local operations.

Here are general instructions to employees regarding COVID-19. We also recommend the website of the Directorate of Health/Landlæknir, The Department of Civil Protection and Emergency Management/Almannavarna, [www.covid.is](http://www.covid.is) and [the videos \(in Icelandic\)](#) available from [Vinnuvernd](#).

## COVID-19

### **What are the symptoms of COVID-19?**

Symptoms similar to the common flue, cough, fever, muscle and bone aches, fatigue, etc. COVID-19 may also cause serious illness to the respiratory system and pneumonia, which often presents as laboured breathing from weeks 4-8 of the onset of the virus.

### **What can I do to decrease my chances of getting infected?**

The most important thing is hygiene and hand washing.

That means washing your hands with soap and water or using hand sanitizer.

You should wash your hands with soap and water for at least 20 seconds.

Cough and sneeze into a tissue or your elbow.

Avoid contact with people who have a fever, or cold and flu symptoms.

Avoid touching surfaces such as handrails, lift buttons, touch screens, credit card terminals and door-knobs.

Greet people with a smile instead of hugging or shaking hands.

### **What should I do if I suspect I am infected?**

Stay home and phone 1700, your local health clinic or on-line chat with [heilsuvera.is](http://heilsuvera.is).

It is very important that you not go to a health clinic or on-call services. Health clinics are currently on testing people who are in high risk groups. Others who are

experiencing symptoms but are not seriously sick should stay home, self-isolate and follow precautions until they are symptom free.

**What should I do if I become sick?**

If you have been in contact with an infected person and/or you have COVID-19 symptoms you should be in contact with your health clinic, or phone 1700 for advice on what to do next.

**What should I do if I have the common flue?**

If you have a common flue the same rules apply. An employee who has flue like symptoms but does not suspect Covid-19 and has not been in contact with a COVID-19 infected person should stay home until they no longer have the flue. Like mentioned earlier, if there are reasons to suspect that you have COVID-19 contact your health clinic or phone 1700.

## QUARANTINE

**Must I submit confirmation that I have been put in quarantine?**

An employee who is in quarantine must submit confirmation issued by the disease tracking team of Civil Protection.

Individuals may now register information themselves about their quarantine on [heilsuvera.is](https://heilsuvera.is) and access their confirmation there. To do this you must have an electronic ID.

Those who do not have an electronic ID should be in contact with their health clinic. You may also request confirmation by sending an email to [mottaka@landlaeknir.is](mailto:mottaka@landlaeknir.is).

Note: **Staðfesting á sóttkví** should be in the subject.

**If you are quarantined am I expected to work from home?**

It is possible that you will be expected to work from home if the nature of your job and work permits it.

**What are the rights of parents if their child is in quarantine?**

Your supervisor should provide you with information regarding salaries

for people who must be home if their child is quarantined.

When a child younger than 13 years of age is quarantined the employee is also registered as quarantined. Confirmation about the child's quarantine is sufficient. Also, as much as possible employee requests for holiday time will be granted.

### **What if an employee has elderly parents or relatives to care for at home?**

Unfortunately employees do not have any rights regarding caring for their relatives, only their children. If you find yourself in this situation talk to your supervisor about the options for taking leave of absence. If you must care for a relative or parent it is possible to grant paid or unpaid holiday/absence from work.

## **HIGH RISK GROUPS**

### **High risk employees**

In the case of high employees at increased risk of infection, or who have spouses or children in the high risk groups according to the health directorate, may request to work from home, but each case will be considered on an individual basis.

Assessment is made with regard to the work and the situation at the workplace

### **What are my rights if I have too much anxiety about the covid situation to go to work?**

Employees who choose to place themselves in quarantine do so at their own cost. If you are considering this be sure and contact your supervisor and discuss how you are feeling and to discuss options. You may be at risk of not being paid.

## **Limited OR ALTERED OPERATIONS AND CLOSURES**

### **If the operations at a workplace change or the workplace is closed do I have to go to work?**

Employees must attend work and do the tasks that supervisors think are possible to carry out regardless of limitations or closures.

### **Will I be paid the same if work is decreased at my workplace?**

In case of decreased work employees will be paid their salary according to their regular work time. Contact your supervisor if you need information regarding work or absence due to COVID.

### **BAN ON GATHERINGS**

Workplaces will limit the amount of staff present in accordance with government restrictions and ensure that there is at least 2 meters between people. Other rules apply regarding schools and the implementation of the restrictions.

The gather ban will be implemented in cafeterias, and each workplace will announce applicable restrictions.

### **HYGIENE AND CLEANING**

- The most important defence is proper handwashing.
- Cleaning at workplaces will be increased, including the sanitizing of common surfaces.
- Hand sanitizer will be more available at workplaces than previously.
- Cleaning in primary and playschools will be done according to guidelines from the Health Director.
- Hygiene rules will be visible in all cafeterias.

**Thanks. We are all civil protectors.**