

Dato: 19. December 2021

Henrik Vestergaard Stockholm
Rektor

Direkte tlf. 63 25 52 10
hvs@nyborg-gym.dk

Nyborg Gymnasium's instructions regarding prevention and handling of students and employees with symptoms of COVID-19 and infected with COVID-19

Contents

Nyborg Gymnasium's instructions regarding prevention and handling of students and employees with symptoms of COVID-19 and infected with COVID-19	1
1. Instructions on the prevention of infection.....	2
1.1. The requirement for distancing is abandoned, but use common sense!	2
1.2 Hygiene and coughing etiquette	2
1.3. General prevention of infection by isolation, testing and tracking of infection	3
2. Instructions for handling of employees and students with symptoms of or infected by COVID-19	4
2.1. What should be done on suspicion of COVID-19?	4
2.2. What should be done about a positive case of COVID-19?	5
2.3. NOTE 1: Close contacts who have completed their vaccinations	5
2.4. NOTE 2: Close contacts who have previously been infected.....	6
2.5. When can you return to school?	6
a) The Danish Health Authority's procedure for infected students:	7
b) The Danish Health Authority's procedure for infected employees:.....	8
c) The Danish Health Authority's definition of close contacts	9
d) The Danish Health Authority's procedure for testing of close contacts	10
e) Flow-chart for close contacts.....	11

1. Instructions on the prevention of infection

From 1 August, the requirement for testing in youth educations is abandoned (although it is still encouraged in 10th grade), the ban on assemblies is modified, and there is no longer a requirement for distancing. BUT not everyone has completed the vaccinations and there are different variants of Corona, which means that we still have to take care of ourselves and each other, and we have to work together to avoid any spreading of the disease amongst employees and students at Nyborg Gymnasium.

We will do this by following the instructions below, which are based on guidelines (in Danish) from the Ministry of Children and Education ([Generelle retningslinjer for ungdomsuddannelser og voksenuddannelser](#)) and The Danish Health Authority ([COVID-19: Forebyggelse af smittespredning, 21. juli 2021](#)). Furthermore, the recommendations from The Danish Health Authority on sending students home, tracking the infection and testing in suspected and/or established cases of infection in relation to students and teachers attending the school physically. Read more here (in Danish):

[Håndtering af smitte med COVID-19 på ungdomsuddannelser](#)

[Opsporing og håndtering af nære kontakter](#)

[Anbefalinger for brug af antigentest \(hurtigttest\)](#)

[Info om test af ansatte og elever for COVID-19 på skoler og uddannelsesinstitutioner](#)

1.1. The requirement for distancing is abandoned, but use common sense!

In the general guidelines from the Ministry of Children and Education for youth educations and further education, in effect from 14 June 2021, it is stated, that all activities related to schools and institutions under the ministry are *exempt* from the general recommendation by The Danish Health Authority of 2 metres distance in the public domain and always at least 1 metres distance. Consequently, there is no longer a requirement for distancing at school.

Despite this, we encourage you to avoid too much close contact and to maintain a reasonable distance when you move around the school and when many students are gathered in the common areas or during social activities across classes. We furthermore recommend that you step outside during the breaks and eat outside as long as the weather permits.

1.2 Hygiene and coughing etiquette

To ensure good hygiene all students and employees must:

- wash hands regularly with water and soap during the school day. Hand washing and hand disinfection are equal, but hand washing is always recommended with visible dirt on hands, damp hands, after visiting the toilet and before touching food. Please watch this video from the Danish Health Authority: [Handwashing](#)
- wash or disinfect hands before and after use of a mouse and keypad. Clean telephones, tablets and computers several times a day before and after school. Do not use devices of other people.
- cough or sneeze into paper towels or your sleeve, and wash or disinfect hands afterwards. By coughing or sneezing into your hands, wash or disinfect hands immediately afterwards.
- avoid handshakes, kisses on the cheek and hugging.
- wash hands thoroughly before and after eating.
- be especially aware of hygiene when preparing and arranging food.
- stay with your own class during breaks and eat in the classrooms. The common areas in the FoodCamp are close for eating until further notice.

1.3. Face masks and Corona passport

As of 19 December 2021, the Health Authorities have re-introduced the mandatory use of face mask or visor in institutions of youth education for both teachers and students. The Ministry of Children and Education has stated that students must purchase their own face masks, but the school has decided to provide face masks for free for all students (local decision).

- All students must wear face masks when moving about the school's common areas, corridors and in the FoodCamp, etc. Face masks may only be removed when students are seated in their classrooms. During group work etc. in the common areas, students must wear face masks when moving about, but may remove it when seated (local decision).
- All teachers must wear face mask or visor when moving about the school's common areas, corridors and in the FoodCamp, etc. In addition, face mask or visor must be worn when teachers are not seated in the teachers' lounge (local decision).
- At least twice per week, the school must carry out spot checks to establish if students, employees and visitors have a valid Corona passport. If a person cannot document a valid Corona passport, they will be sent away from school. The school cannot offer emergency online teaching to students who cannot document a valid Corona passport.

1.4. Recommendation regarding testing and self-isolation - vaccinated and unvaccinated

To maintain control with the COVID-19 epidemic in Denmark, the testing and self-isolation of infected and close contacts are key components of the strategy for prevention.

- Both students and employees are encouraged to be tested twice per week, even if they are vaccinated or have been infected and consequently have a valid Corona passport.
- Students and employees who have completed vaccinations or have been infected within the past 6 months, and who are identified as close contacts, are encouraged to be tested on day 4 and day 6 (PCR test) after the latest close contact to the infected person. Self-isolation is only recommended by symptoms of COVID-19 or by a positive test result.
- Students and employees who have not completed vaccinations and have not been infected within the past 6 months, and who are identified as close contacts, are encouraged to go into self-isolation and be tested on day 4 and day 6 (PCR test) after the latest close contact to the infected person. Self-isolation can be terminated when a negative test result has been obtained.

2. Instructions for handling of employees and students with symptoms of or infected by COVID-19

2.1. What should be done on suspicion of COVID-19?

Symptoms of corona virus are: coughing, fever, sore throat, muscle pains, breathing problems, headache.

If a student develops symptoms of COVID-19 or e.g. is a close contact to an infected person, etc., then the student must first clarify any health-related questions about testing, etc., with their own doctor or the health authorities (see box below). Subsequently, the student should then follow the school's "Procedure on suspicion of COVID-19", which is on the front page of Lectio, and has an English translation half-way down the first page: [Procedure on suspicion of COVID-19](#)

NOTE: It is important that both employees and students contact their own doctor or the hotline of the health authorities if they need an assessment by a health professional and if they have questions in relation to close contacts and tests, etc. School management must ensure swift tracking of infection, communication and the sending home of students and employees for testing. *But school management does neither have the expertise nor the jurisdiction to make health professional assessment for the school's students and employees.* Consequently, as a first step, everyone should contact the health authorities for clarification, and then subsequently contact their Head of Department/the office.

Joint Danish Authorities' Hotline: Phone +45 70 20 02 33, then press 1

If you cannot find the answer to your questions about the novel corona virus/COVID-19 at the websites coronasmitte.dk or sst.dk, then you should call the Joint Danish Authorities' Hotline.

Corona Tracking: Phone +45 32 32 05 11

The Danish Patient Safety Authority advises family doctors/general practitioners on information to COVID-19-positives in relation to tracking down close contacts, and on guidance on and assistance with tracking. If you have been tested positive for novel corona virus, you will be contacted by Corona Tracking, which is a unit under the Danish Patient Safety Authority, to assist in tracking down your close contacts. You can also contact Corona tracking yourself.

Contact Tracking Division: Phone: +45 70 20 02 33, then press 2

If you are a close contact and need advice, you can call the Contact Tracking Division, which is a unit under the Danish Patient Safety Authority.

Learn more: <https://www.sst.dk/en/English/Corona-eng/Further-information/Hotlines>

If a student or an employee has symptoms of Covid-19 during the school day, the person should leave for home immediately, get tested and go into self-isolation. The student must inform their teacher and the office about the reason before leaving school and must subsequently follow the [Procedure on suspicion of COVID-19](#). An employee must contact their immediate manager/"nærmeste leder".

Note: Due to the risk of a false positive by quick tests, both employees and students who receive a positive result on a quick test (antigen test), must as soon as possible (preferably the same or the following day at the latest) be tested by a PCR test. Corona Tracking are able to file a requisition for persons needing a PCR test, which would allow the person to skip the line/queue for PCR testing.

When a student or an employee leaves for home with signs of COVID-19, the Head of Department informs the close contacts that they must be especially alert to symptoms and be extra careful to follow the general guidelines on good hygiene

2.2. What should be done about a positive case of COVID-19?

If a student or an employee is tested positive for COVID-19, the Principal must be informed on phone number +45 29 73 74 72, so that a tracking of close contacts at school may be performed.

NOTE: If the student is tested positive by a quick test, tracking and isolation of close contacts will only start after the result of the subsequent PCR test. The student with the positive quick test must still gå into self-isolation and as soon as possible get the subsequent PCR test. If the subsequent PCR test is positive, tracking of close contacts is started immediately, and students and close contacts may be sent home. If the subsequently PCR test is negative, the student can end self-isolation and no tracking in the class or at school is performed.

Consequently, tracking of close contacts and the sending home of students from the class and of employees *will only take place if a case of infection with COVID-19 is confirmed by a PCR test and if the infected person has been at the school during the infectious period.* If students subsequently are sent home as close contacts, they must go into self-isolation and contact Corona Tracking on phone +45 32320511 to clarify any questions and to book tests.

If there are more infected in a class or at school, it will be determined whether a wider spreading of infection has taken place, and any outbreaks will be handled and may involve help from the Danish Patient Safety Authority. In such cases, classes may be sent home, and, ultimately, the school may have to lock down partially or completely.

NOTE: In those cases, where a student has a positive test, the usual rules for absence due to illness applies. The student may be eligible to emergency teaching, if this is available.

2.3. NOTE 1: Close contacts who have completed their vaccinations

Current knowledge confirms that the approved COVID-19 vaccines offer protection against COVID-19 and contribute to preventing the spreading of infection. The approved vaccines are, furthermore, deemed effective in protecting against the delta variant. The Danish Health Authority has, in the publication *Anbefalinger til vaccinerede personer* provided instructions for specific situation, where it is considered justifiable from a health perspective to adjust the existing guidelines and precautions when you are fully vaccinated.

For close contacts, who have completed their vaccinations, this means that they can **omit or skip** self-isolation if they fulfil the following criteria:

They must have completed their vaccinations (i.e. 14 days after the last recommended vaccination - irrespective of the type of vaccine) and be asymptomatic (i.e. the person must not have had any symptoms of COVID-19 since exposure).

If a close contact, who has completed their vaccinations, develops symptoms consistent with COVID-19, the person is consider a suspected infected and should immediately go into self-isolation and be tested as soon as possible with a PCR test. If the test is negative, self-isolation may be terminated, since the person is assumed to have another disease. The person should still complete the test programme for close contacts, which means being tested on day 4 and day 6.

2.4. NOTE 2: Close contacts who have previously been infected

For previously infected persons who become close contacts within 12 months after a positive PCR test (as documented in their corona passport), the following applies:

- They do not need to go into self-isolation
- If it is less than 12 weeks since the positive PCR result, they do not have to be tested again
- If it is between 12 weeks and 12 months since the positive PCR result, they should be tested on day 4 and day 6

If a close contact, who has previously been infected, develops symptoms consistent with COVID-19, the person will, based on the precautionary principle, be considered a suspected infected and should immediately go into self-isolation and as soon as possible take a PCR test. If the test is negative, self-isolation may be terminated, since it is assumed that the person has another disease. The person should still complete the test programme for close contacts, which means being tested on day 4 and day 6. If there are any doubts about re-infection, the person should contact their family doctor/general practitioner.

Read more here (in Danish): [Opsporing og håndtering af nære kontakter](#)

2.5. When can you return to school?

If a person is tested positive for COVID-19, the person must remain in self-isolation:

- until 48 hours after the last symptoms
- or until after 10 days, provided that the last two days have been without fever (without the use of fever-reducing medicine, e.g. paracetamol) and that the person is doing significantly better. It is acceptable to have mild remaining symptoms such as coughing or the loss of the sense of taste or smell

For a person who is tested positive for COVID-19 without having any symptoms, the following applies:

- The infected person without symptoms must self-isolate for 7 days after the test was taken (not 7 days after receiving the test result) and is then considered to be free of infection. Should the infected person develop symptoms during this period, self-isolation may be terminated when the above criteria are fulfilled

Contact your own family doctor/general practitioner or the hotline of the authorities to get an evaluation if you are in doubt. Before returning to school, you must inform the office, the Head of Department (if you are a student), and the immediate manager/"nærmeste leder" (if you are an employee).

Read about the procedures in abbreviated form on the following pages or find them here (in Danish): [Håndtering af smitte med COVID-19 på ungdomsuddannelser](#)

- The Danish Health Authority's procedure for infected students*
- The Danish Health Authority's procedure for infected employees*
- The Danish Health Authority's definition of close contacts*
- The Danish Health Authority's procedure for testing of close contacts*
- Flow-chart for close contacts*

a) *The Danish Health Authority's procedure for infected students:*

Translated from: [Håndtering af smitte med COVID-19 på ungdomsuddannelser.](#)

3.5 Handling of a [single case of infection with COVID-19 in a class](#)

If a student at the school is tested positive for COVID-19 in a PCR test, tracking of spreading of the infection is initiated immediately. Since false positives may occur in quick tests (antigen tests, and including self-tests), a positive result in a quick test (antigen test) must be confirmed by a positive PCR test before the identification and sending home of close contacts is initiated.

If a student is tested positive for COVID-19 by a PCR test, the following steps are taken:

- If the infected student must go into self-isolation in their own home or at the boarding school, if they are living there and if it is feasible at the boarding school
- It is determined whether the student has been at the school during the period where there is a significant risk of spreading the virus
- If the infected student has not been at the school in this infectious period, nothing further is done regarding the tracking of close contacts at the school
- If the infected student has been at school during the infectious period, a tracking is initiated according to the regulations
- All student in the class of the infected student are by definition close contacts. All of these students are sent home (at boarding schools isolation in separate rooms is allowed, if the boarding school can accommodate this) and must follow the procedures for close contacts with self-isolation and two tests, as described below
- Teachers who have taught the infected student during the infectious period and who fulfil the criteria for being close contacts are sent home too
- School management collaborates with the infected student and any relevant employees on identifying possible close contacts outside the class, who fulfils at least one of the criteria for close contacts (see below). If further contacts, in addition to the close contacts, are identified, it is recommended that these persons are tested once, unless they already are routinely tested

b) The Danish Health Authority's procedure for infected employees:

Translated and abbreviated from: [Håndtering af smitte med COVID-19 på ungdomsuddannelser](#).

3.6 Handling of a single case of infection among employees at the school

If an employee at the school is tested positive for COVID-19 in a PCR test, tracking of spreading of the infection is initiated immediately. Since false positives may occur in quick tests (antigen tests, and including self-tests), a positive result in a quick test (antigen test) must be confirmed by a positive PCR test.

If the PCR test is positive, the following steps are taken:

- If the infected employee must go into self-isolation in their own home
- It is determined whether the employee has been at the school during the period where there is a significant risk of spreading the virus
- If the infected employee has not been at the school in this infectious period, nothing further is done regarding the tracking of close contacts at the school
- If the infected employee has been at school during the infectious period, the procedure is:
 - Close contacts in or outside classes taught/supervised by the infected employee during the infectious period, fulfilling at least one of the criteria for close contacts (see below), are identified

c) The Danish Health Authority's definition of close contacts

Source: [What to do if you are a close contact of someone who has tested positiv for novel coronavirus](#)

2. When are you a close contact?

You are a close contact if you have been in close contact with an infected person in one of the following periods:

- Infected person with symptoms: From 48 hours *before* the person's symptoms started and until 48 hours *after* the person's symptoms stopped.
- Infected person without symptoms: From 48 hours *before* the person was tested until seven days *after*.

If you have been in close contact with an infected person in one of these periods, you are considered a close contact if you also meet at least one of the following criteria:

- You live with an infected person
- You have had direct physical contact with an infected person (e.g. hugging), or direct contact with fluids from an infected person (e.g. being coughed or sneezed on by an infected person, or touching an infected person's used tissue or face mask, etc.)
- You have been within 2 metres of an infected person for more than 15 minutes (e.g. in a meeting, at a dinner, at work, etc.).
- You have been within 2 metres of an infected person in one of the following situations, where there is an increased risk of infection:
 - Activities with heavy exhalation, for example singing, loud conversation or shouting
 - Activities involving physical exertion, e.g. exercise class or yoga
 - Being in an enclosed space with poor/lack of ventilation

d) *The Danish Health Authority's procedure for testing of close contacts*

Source: [What to do if you are a close contact of someone who has tested positiv for novel coronavirus](#)

3. What should you do if you are a close contact?

As a close contact, you cannot know whether you have been infected with novel coronavirus until you have been tested. Act as if you are infected and do the following:

1. Self-isolate immediately (if you are fully vaccinated or have been previously infected, see the box below)
2. Pay extra attention to hygiene and cleaning
3. Have a PCR test. You should generally be tested twice

You should generally take two PCR tests when you are notified as being a close contact to someone infected with novel coronavirus.

How do you book a test?

- 1) Call Coronaopsporing on [32 32 05 11](tel:32320511) for advice and guidance on what you need to do and when you should be tested. You will also receive a reference for all your tests.
- 2) Then go to coronaprover.dk and book your tests.

You can read more on the [Danish Patient Safety Authority's website](#).

Use a face mask with a CE mark when you leave your home to be tested. You can read more about how to use a face mask at our website: <https://sst.dk/en/English/Corona-eng/Prevention-infection/Face-masks>

On which days should you to be tested?

First test: At the earliest, the first test must be taken 4 days after you have last been in close contact with the infected person. The first test is taken so that contact tracing can start as soon as possible if your test is positive.

Second test: The second test must be taken two days after the first test. It is important that you take the second test to make sure you are not infected, even if the first test was negative.

The Danish Health Authority recommends that close contacts and people with symptoms take a PCR test.

If you are not sure, call Coronaopsporing on [32 32 05 11](tel:32320511) for advice and guidance.

e) Flow-chart for close contacts



DANISH PATIENT
SAFETY AUTHORITY

**Flow-chart for
close contacts**

*This is what
you do:*

