



Karolinska  
Institutet

# Arbetsmiljö KBH Hösten 2020

# Agenda

- Nya AMG ledamöter
- Munskydd
- KI som arbetsplats HT-20
- Chefens ansvar
- Nya arbetsrutiner
- När ditt hem är ditt kontor
- Övrig Covid-relaterad information
- #100trappsteg
- Agenda 2030
- Lika villkor-föreläsning
- Förfrågan från HR
- Övriga frågor

**KI is following the recommendations from the Public Health Agency of Sweden, Folkhälsomyndigheten (FOHM). In two aspects, our recommendations complement those issued by FOHM, reflecting the special challenges faced by an internationally oriented medical university:**

- Face masks are recommended in certain educational situations where it is not possible to keep a distance, for example in clinical practical skills training, laboratories, and dissections.
- Stay at home also when household members have symptoms indicative of COVID-19 and/or in case of suspected or confirmed COVID-19.
- [Information for staff and students regarding COVID-19](#)

(Link to the COVID-19 Resource Hub/staff and students)



## Instruktion för användande av munskydd

- 1** Tvätta händerna med tvål och vatten, alternativt sprita händerna, innan du tar på dig munskyddet.
- 2** Munskyddet ska täcka mun, näsa och haka och bäras under hela tillfället.
- 3** Ta av munskyddet genom att ta i banden, ta inte på själva munskyddet.
- 4** Släng använda munskydd i anvisad soppåse. Knyt ihop påsen och släng påsen med använda munskydd i vanliga avfallet.

## Instructions for facemasks

- 1** Wash your hands with soap and water or alcohol-based hand sanitizer before putting on the facemask.
- 2** The facemask should cover the mouth, nose and chin and be worn throughout.
- 3** Remove the facemask by pulling on the straps, do not touch the facemask itself.
- 4** Dispose of used facemasks in designated garbage bag. Tie the bag together and throw the bag in the usual waste.

# KI as a workplace during the pandemic – autumn of 2020

- Employees who are able to work from home, with the approval of their immediate manager, are recommended to do so
- Should the immediate manager find that some members of the staff can work on KI premises, for example alternating in shifts, this is perfectly acceptable. If possible, have flexible work hours
- If the employee does not have duties suitable to working from home or lacks the work equipment necessary to work from home, the employee shall work from their regular workspace
- It is the employee's responsibility to get to the workplace. This means that reasons such as wanting to avoid public transport are not valid grounds for not appearing at work
- Employees exhibiting ergonomic problems due to their work equipment in the home shall be assigned to work from their regular workspace on KI premises

## When working from home, the following applies:

### The employee shall

- Work in such location as stated to their immediate manager
- If necessary be able to report to the workplace on short notice
- Be available via email and telephone during work hours
- Regularly check in with their immediate manager
- Report absence and leave as holiday, sickness absence, or care for a sick child in the same manner as always
- Notify their immediate manager in case of occupational problems

# When working on KI premises, the following applies to managers

- The Head of Department or equivalent director of operations ultimately decides how the department shall approach workplace attendance.
- The immediate manager is responsible for the practical aspect of the work environment according to KI's delegation rules. This includes minimizing transmission. The manager shall make a risk assessment on how to organize the work to avoid workplace transmission. The safety representative shall participate in this assessment.
- The nature of the activities and premises determine how many employees may gather in the workplace. Where employees have their own rooms or are seated a safe distance from one another, more can gather. In cramped spaces, it may be necessary to work in shifts or on different days if the activities and work environment allow. Local instructions on the number of individuals who may be present at the same time on the premises shall be followed. Face coverings are recommended in certain educational situations where it is not possible to keep a distance, for example in clinical practical skills training, laboratories, and dissections.
- The immediate manager decides which employees shall return to KI premises and, when necessary, prioritizes. The immediate manager decides which employees need to be working on KI premises at the same time.
- The immediate manager follows up on employee health and how the workplace is functioning through regular debriefings.
- Employees exhibiting symptoms or who have individuals in their household who exhibit symptoms of COVID-19 shall work from home or report sick. This applies even for mild symptoms.

# Things to remember with the new working routines

- Manager and employer have regular and frequent contact and check-ins
- Groups/departments should set up recurring meetings
- Digital meetings enable for inviting someone for just part of the meeting
- New meeting formations between coworkers may be needed since the spontaneous meeting, i.e. at lunch, in the corridor, hardly exists
- Encourage phone calls instead of e-mailing if something is unclear. Compare to the fact that you otherwise would talk at the office
- Working hours can be hard to keep. It is up to the employer to manage in order to not work too much or too little. However, this opens for a bit more flexibility and work mails may arrive after typical office hours. Yet, when and where the employee works must always be sanctioned by the manager

# When your home doubles as your office

- You don't necessarily become more productive just because you sit in front of the computer all day
- Keep to your daily routines - Brush your teeth when you usually do
- Change work site - sit in the kitchen and write, read mails in the couch
- Eat lunch somewhere else but at home
- Take a walk with a colleague via face time
- Call your colleagues and talk about things outside work, like you would have done at the coffee break
- Reflect once a day/week on something that really has worked well, maybe even better than before
- No commuting, no rushing to and from work, lessens the daily stress
- Where's the boarder between work and spare time? (SWE)



# Related information

- Are you interested in participating in a KI study about mental health during the Covid-19 pandemic? Read more at [Omtanke2020](#) (SWE only)
- KI encourages students and employees to get [tested](#) for COVID-19
- It is inappropriate for many reasons for researchers to include people in their research projects who are occupationally dependent on them. [Guidelines](#)
- [Telephone counselling](#) is offered to all employees, scholarship-funded doctoral and post-doctoral students, for quick access to professional support. 0200-216300
- [Occupational Health Services at KI](#)

Work-related issues include conditions that are directly caused by your work, are exacerbated by your work or are assumed to be connected to your work. Conditions such as influenza and other respiratory-tract infections are not considered to be work-related – in such cases, you should consult your own health centre.

# 100 Stair steps Challenge

## #100trappsteg

## Take the Stairs Day September 22

### Why Should You Choose Stairs?

- It is totally free and just about all of us can get access to a set of stairs
- It leverages gravity and the heavier we are, the harder we're forced to work and the more calories we burn
- It is a relatively intense exercise that quickly increases our heart rate and in doing so, can greatly improve our cardiovascular fitness
- It helps strengthen and shape our most common problem areas like calves, thighs, buttocks and tummy
- It is a very efficient way of burning maximum calories and is great for those of us with limited time to exercise
- It can be done by almost anyone, regardless of fitness level
- Because it is weight bearing, it helps build bone strength
- It is low impact and safe for the knees, provided the correct technique is used and a pre-existing condition doesn't exist
- [The Fun Theory](#) Odenplan

# What is Agenda 2030



”Transforming Our World – The 2030 Agenda for Sustainable Development”.

## 17 Goals for People, for Planet

The Sustainable Development Goals are a universal call to action to end poverty, protect the planet and improve the lives and prospects of everyone, everywhere. The 17 Goals were adopted by all UN Member States in 2015, as part of the 2030 Agenda for Sustainable Development

**People, Planet, Prosperity, Peace, Partnership**

# KI - Strategy 2030

# FN - Agenda 2030



“These goals concern us all and show us that health must be viewed in a broad context.”

-Ole Petter Ottersen

## Specific aims of the project

- Employees are aware of the Sustainable Development Goals and how KI may contribute to reach these goals.
- Research is inspired by and contribute to the realization of the SDGs.
- Review of the links between the intended learning outcomes of courses and programs and SDGs lead to an action plan.
- Develop conditions for long-term global and local impact by mapping internal collaboration initiatives.
- Maintain and develop networks to support our work with sustainable development, medicine and health.

Utbildning — [Introduktion till Agenda 2030](#) — speciellt riktad till statligt anställda. Bara på SV.

## Digitalt seminarium om sexuella trakasserier och genusbaserad utsatthet i akademien

Den 24 september kan du ta del av det senaste från forsknings- och samverkansprogrammet för att motverka utsatthet i akademien, startat 2019 på initiativ av KI, KTH, Malmö universitet och Göteborgs universitet. Pågående forskningsprojekt kommer presenteras, följt av en Q&A om den kommande (april/maj 2021) nationella prevalensstudien.

