

## **Risk assessment according to AFS 2001:1, section 8 - Systematiskt arbetsmiljöarbete (Systematic Work Environment Management).**

### **COVID-19**

#### **Background**

A new airway virus belonging to the coronavirus family was discovered at the beginning of 2020. Since then, the virus has spread to many countries in the world. On March 11, World Health Organisation declared that covid-19 is now a pandemic. Public health authorities around the world are now following the course of events and working together to limit the spread of infection.

The public health agency monitors the development and continuously assesses the risk of that the corona virus will spread widely in Sweden. At present, the risk of spread of infection in Sweden is considered to be very high.

With this as a background, SIPRI needs to ensure that we are doing what we can for prevention and at the same time prepare for different scenarios that may arise as a result of developments in society regarding the corona virus.

SIPRI's activities include a lot of interaction with people from different parts of the world through travel to and work in other countries as well as the reception of guests at SIPRI and other places in Sweden, possible risks need to be mapped for work environment reasons.

#### **Ongoing monitoring of the situation**

On a day to day basis the situation will be monitored extra carefully by the SIPRI management and HR via the public information from the *Folkhälsomyndigheten* (the Public Health Agency) on [www.folkhalsomyndigheten.se](http://www.folkhalsomyndigheten.se) (available in English), and other authorities in Sweden including the website [www.krisinformation.se](http://www.krisinformation.se) (likewise, also available in English), and the European Centre for Disease Control (<https://www.ecdc.europa.eu/>).

Until further notice, the COVID-19 situation is a standing item for the weekly SMT meeting.

#### **Information to staff**

Emails will be sent to all staff when there is updated information from the authorities and/or within the institute. As the situation is changing rapidly, the general emails with information which is regularly sent from SIPRI management will be appended to this document and function as an ongoing risk management tool.

#### **Prevention measures to avoid infection**

- To reduce risk of infection whether at work or when travelling by public transport, it is fully acceptable for some staff to work at home. Be sure to ask the line manager first to get permission and work out the best way to do so. And be sure also that you have the technical means and other resources that you need at home.

- Stay at home when you are sick to avoid infecting people at work or in areas where you are close to other people such as public transport.
- Minimize travel and be careful with meetings.
- A general preventive measure against respiratory infection is to avoid touching your face and eyes and to avoid close contact with sick people.
- Wash hands often with soap and warm water, before eating, before preparing food, and after toilet use. Alcohol-based hand rub can be an alternative when you are unable to wash hands.
- Cough and sneeze into the bend of your elbow or into a tissue to prevent infection from spreading around you, or from contaminating your hands.

**If an employee or visitor shows symptoms of illness and is present at the workplace:**

1. Advise the person to go home. This is a responsibility for all – for colleagues, managers and HR.
2. Make sure to inform HR about the situation, even the person you advised to go home is not a staff member.
3. Contact the 1177 Vårdguiden (telephone number 1177) and to get advice on what measures need to be taken to minimize the risk of spreading the infection at the workplace. This is to be done by the manager or HR.
4. Keep in touch with the employee to follow the development of the infection and to offer support if needed. It is the line manager's responsibility to maintain contact and HR is available to help if the employee needs practical assistance.

**Practical measures in the office**

- Soap is available in all toilets and hand disinfection subject to availability.
- Paper towels should be used instead of textile towels.
- Use cutlery when taking food at breakfast and/or fika.

**Key areas of current risk and action plan**

*Work-related travel*

Until further notice, the travel guidance means there is a presumption against professional international travel. The working assumption is that we don't travel to meetings, conferences, for field research or for other work-related reasons. There may be exceptions; these will be discussed and decided by SMT on a case-by-case basis.

*Private travel*

If private travel to any of the countries listed by the Swedish Public Health Agency (Folkhälsomyndigheten) is necessary, please inform Helena Berger. When returning to Sweden, SIPRI requires a two-week period of working from home.

*Visitors to the SIPRI premises*

No visitors from the countries listed by the Swedish Public Health Agency (Folkhälsomyndigheten) may be hosted at SIPRI or at an event hosted by SIPRI at any outside venue.

Visits to the premises at Signalistgatan should always be evaluated from the point of view of whether it has to be done now or if it can wait or be performed in other way like Skype or Zoom. If the visit has to be

done always make sure you communicate in advance of the visit and in a tactful way point out that they are welcome only if they are healthy.

Group visits would normally be postponed until a later time but should be decided about upon a case by case basis.

**General concerns about the infection**

- No SIPRI staff should feel any pressure to pursue any travel if you have personal reservations and concerns.
- The Deputy Director and HR Manager are the main points of contact for any advice and questions regarding the situation or SIPRI's policy and any impact it has on your work or personal situation. You also have the option to talk with Health and Safety Officers, Siemon Wezeman and Katja Klimenko.
- Information in English from the Swedish Public Health Agency is available on the website: <https://www.folkhalsomyndigheten.se/the-public-health-agency-of-sweden/>.
- And here is some friendly advice, more of a reminder than anything else: The fact is that you might not be coming into the office for a few days. So without stockpiling food and other supplies, it makes sense to be sure you always have enough basics at home for a few days.

The assessment is made by:

A handwritten signature in blue ink, appearing to read "Dan Smith", written over a horizontal dotted line.

Dan Smith  
Director

In cooperation with:

A handwritten signature in black ink, appearing to read "Siemon Wezeman", written over a horizontal dotted line.

Siemon Wezeman  
Health & Safety Officer

