

SWEDEN – TRAFIKVERKET (13/03/2020)

The level of risk in society has been upgraded to "very high risk of social spread in Sweden".

Procedures in connection with the driving exam are so far mainly to inform via various channels. E.g. prompts to seek and look at the latest information on the web.

Due to the developments that are taking place, the Swedish Transport Administration (TSA) conducts ongoing assessments and coordinates measures.

This is the current information available:

- Testing operations will continue to be conducted in all locations. Assessment is carried out on an ongoing basis.
- The Public Health Authority calls for "avoiding contact with sick people". This does not mean that TSA assignments change. TSA's assessment right now is that we can continue to perform our mission.
- At present, the Public Health Agency does not recommend that any special restrictions be placed on attendance at workplaces, travel within Sweden, meetings and the like as long as you are symptom-free.
- Assessment must be made before each meeting. The possibility of conducting meetings over skype should always be considered.
- For the time being, we do not shake hands when we greet, this to reduce the risk of spreading infection.
- Purchases are handled according to normal routines.

Communication to candidates and customers:

- Information to customers will be conveyed with the message to follow the recommendations of the Public Health Authority and whether you have been in any of the affected areas with ongoing spread of infection or have respiratory symptoms, fever or cough, take care and cancel their time for the test via our web.
- "We take the health of our customers and employees very seriously and therefore ask you to follow advice and recommendations from the Public Health Authority regarding the coronavirus COVID-19. If you have respiratory symptoms, fever or cough, we ask you to be careful and cancel your time in our booking service".
- The information is sent out in various channels such as web, booking, e-mail, sms, letters, dit-boards.
 - Message board for external and internal communication is developed.
 - Poster "Good hand hygiene" should be posted in FP premises (internal and external surfaces) Poster.
- If the examiner suspects that there may be a risk of spreading the infection, the test can be cancelled for the customer, the customer will not be liable for payment (The test is registered as not performed).
- Alcohol lock should not be used by the customer for the time being.
- For the time being, we do not shake hands when we greet our customers, this is to reduce the risk of infection spreading.

Communication to employees:

- If employees have relatives who have been in areas with ongoing spread of infection, the employee does not need to work from home.
- The Public Health Authority urges people with symptoms, even mild ones, to limit social contacts so as not to infect others. This applies both in working life and in private life. Symptoms of infection are respiratory symptoms, fever or cough. If in doubt, contact 1177, Previa for a medical assessment.
- A common preventive measure against respiratory tract infections is to avoid touching the face or eyes and to avoid close contact with sick people.
- Wash your hands frequently with soap and warm water, before meals, food handling and after a toilet visit. Hand alcohol can be an option when you do not have the option of hand washing.
- By coughing and sneezing in the arm fold or in a paper handkerchief, you prevent infection from spreading in your environment or from contaminating your hands.
- Stay at home when you are sick to avoid infecting people on the bus, your work or where you are close to others.

Important for you as a manager:

- As a manager, it is important to be aware of the well-being of your employees and that you are available for dialogue and conversation.
- If an employee is worried, that concern should be taken seriously. You can show where the information is available on the intranet and encourage the employee to read the information on the Public Health Agency's web.
- Get support from your manager if you need further advice on handling.
- Stay informed via the TRV intranet (Link) and the management channel.