

Guidelines for employees' physical presence on campus at USN in connection with COVID-19

1. Background

The employer shall ensure that the employees comply with the infection control provisions laid down by the authorities.

2. Purpose

The purpose of these guidelines is to clarify which provisions apply regarding employees' physical presence on campus.

3. Responsible authority

The Director of the Department of Personnel and Organisation is responsible for these guidelines. The guidelines shall be used by all employees who are physically present on one of USN's campuses.

4. Hygiene rules

Thorough hand hygiene and good cough etiquette, combined with physical distancing, are the most effective measures to prevent transmission of COVID-19. Everyone has an individual responsibility for knowing the hygiene rules.

- Wash and/or disinfect hands on arrival and when leaving the campus. In addition, thorough hand washing or disinfection should be carried out:
 - After coughing or sneezing.
 - Before preparing food, and before and after meals.
- Cough or sneeze into a tissue or your elbow.
- Avoid touching your mouth, nose or eyes.
- Maintain a minimum distance of one metre from others, and pay special attention to keeping your distance in public areas:
 - Maintain a safe distance when moving in and out of teaching rooms and meeting rooms, in corridors, canteens and lifts, etc.
- It is recommended to avoid borrowing equipment such as pens, office supplies, PCs, phones, tablets, tools, etc. from others.
- Offices and work stations must be kept clean and tidy in order to enable thorough cleaning.

5. In the event of illness

Employees who develop [symptoms of respiratory infection](#) should not go to the campus.

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6. Rules on physical presence for employees living in Norway

- As a general rule, employees should come to the campus in person to perform their work tasks.
- Employees who live in Oslo or in other municipalities with periodically high infection pressure can, by agreement with their immediate supervisor, work from home, especially those who are dependent on public transport.
- Employees at the Drammen campus are required to have a home office if the work tasks allow it, in accordance with the regulations that were adopted in Drammen municipality on Tuesday 3 November.
- On agreement with their supervisor, employees who rely on public transport can work from home, if the risk of infection is perceived as significant.
- Employees in [high-risk groups](#), or live with someone who belongs to high-risk groups, can continue to work from home by agreement with their immediate supervisor.

7. Rules on physical presence for employees living outside Norway

- a) As a general rule, employees who live outside Norway should carry out their work from home, and teaching, academic supervision and research should be conducted digitally. In cases where teaching, academic supervision and/or research cannot be conducted digitally, this must be approved by the employee's immediate supervisor (the head of department, dean or divisional director). If the supervisor finds that the employee must come to campus due to the nature of the teaching and the students' learning progress, it must also be considered whether it is possible to combine several sessions, with a view to keeping the number of trips to a minimum.
- b) Any compulsory quarantine on arrival in Norway must be completed. International travel ought therefore to be kept to a bare minimum.
- c) Employees who have their main place of work on campus ought to stay in Norway as far as is possible. All international travel must be agreed with the relevant supervisor.
- d) Employees who live in other countries must familiarise themselves with *Regulations relating to infection control measures etc. in connection with the coronavirus outbreak (the COVID-19 Regulations) – Duty of quarantine upon arrival in Norway* before entering Norway and comply with the regulations on arrival.

https://lovdata.no/dokument/SF/forskrift/2020-03-27-470#KAPITTEL_6

The following rules apply to employees who live in and arrive from Nordic countries, the Schengen area or the EEA area that are subject to a duty of quarantine:

- Employees must complete ten days of quarantine, *or*

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- Using an approved laboratory method, be able to document that they have had COVID-19 during the last six months and are exempt from the duty of quarantine pursuant to section 5, *or*
- Undergo tests for SARS-CoV-2 in accordance with section 6(8) of the COVID-19 regulations:

Those who more than once during a period of 10 days arrive in Norway from areas in Sweden or Finland with a quarantine obligation according to Appendix A, as part of travel between place of work and place of residence, are exempt from entry quarantine during working hours if they are tested for Norway in SARS -CoV-2 at least

(a) every seven days; or

b) the first day they arrive in Norway, and then every seven days, if it is eight, nine or ten days since they were last tested in Norway for SARS-CoV-2.

Persons who are exempt from the quarantine obligation shall, as far as possible avoid close contact with others with whom they do not live.

e) Persons who are resident in the EEA or Switzerland and who come to Norway to perform work or assignments are exempt from entry quarantine during working hours if:

- They have tested negative for SARS-CoV-2 after arrival in Norway.
- They are tested every three days for a period of 10 days after arrival in Norway.
- They stay in solitary confinement for the first ten days in Norway.
- They have not stayed in areas with a particularly high level of infection; cf. Appendix B, the last 10 days before they arrive in Norway.

If the working relationship cannot be regulated in accordance with this, the matter should be raised with the person's supervisor and the Director of Personnel and Organisation.

7. Public transport and high-risk groups

- On agreement with their supervisor, employees who rely on public transport can work from home, if the risk of infection is perceived as significant.
- Employees in [high-risk groups](#) can continue to work from home. This must be agreed with their immediate supervisor.

8. Common areas

- Each individual must ensure that they keep a distance of at least one metre away from others.
- Refrigerators can be used, provided handles and surfaces are cleaned daily by employees.
- All dining rooms must have access to surface cleaners or disinfectant.

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- In connection with use of shared equipment such as coffee machines, photocopiers, library search computers, etc., employees ought to wash or disinfect their hands before and after use.

9. Teaching rooms and classrooms

- To ensure compliance with the one-metre distancing rule, only every other chair may be used. Lecturers are responsible for ensuring that it is practically possible for students to keep at least one metre away from each other in the classrooms. If more students are present than planned, it is the lecturer's responsibility to assess whether these students can remain in the room and follow the teaching, or if they must be dismissed.
- Anyone who uses audiovisual equipment ought to clean it with cleaning wipes or paper towels and disinfectant before use. When using paper towels and spray disinfectant, it is important to spray the cleaning fluid onto the paper towel, and not directly onto the audiovisual equipment. Examples of equipment that ought to be cleaned:
 - Keyboards and keypads
 - Mice
 - Control panels
 - Microphones and lapel mics
 - Other audiovisual equipment
- Each student must use wipes to clean table surfaces and (as applicable) armrests of chairs they have used.
- It is recommended that lectures end a little earlier when one group of students has finished their teaching session and a new group is going to enter the room.
- USN will ask students to wear a face mask on campus in certain situations where it is expected to be difficult to maintain a distance of one metre between people and it is not possible to avoid protracted face-to-face contact.
- In some teaching and academic supervision situations where we believe it will be difficult to maintain a distance of one metre between people, based on dialogue with the staff, we will ask students and employees to wear a face mask. Examples of these kinds of situations include skills training and laboratory activities.

10. Open-plan offices, cell offices and meeting rooms

- All employees ought to use their normal work stations.
- When borrowing other people's offices, employees ought to use their own PC and clean or disinfect desks, chairs and handles both before and after use.
- The one-metre distancing rule also applies in connection with internal visits and academic supervision in offices.
- In connection with external visits and interviews, effort must be made to maintain a distance of two metres between people.

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- When using meeting rooms, the number of participants must be adjusted to ensure compliance with the one-metre distancing rule. Meeting rooms are booked in the usual way.

11. Updates

These guidelines will be updated as and when any amendments are made by the national authorities.

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