

Guidelines for special rooms, laboratories and workshops in connection with COVID-19 – version 3.0¹

1. Background

The employer shall ensure that the special rooms, laboratories and workshops comply with the provisions laid down by the authorities for preventive infection control.

Students who perform work in special rooms, laboratories and workshops are regarded as employees in this context and are subject to the provisions of the Working Environment Act, cf. [section 1-6 of the Working Environment Act \(aml\) on persons who are not employees](#).

2. Purpose

The purpose of these guidelines is to explain the infection control provisions that must be complied with in connection with teaching and/or assignments in special rooms, laboratories and workshops.

3. Responsible authority

The Director of the Department of Personnel and Organisation is responsible for these guidelines. The guidelines apply to both employees and students when they are participating in teaching and/or assignments in special rooms, laboratories and workshops. The lecturer or head of laboratory is responsible for ensuring that the students are familiar with the infection control procedures and making arrangements to ensure they are complied with.

4. The following rules apply to special rooms, laboratories and workshops managed by USN:

General requirements

- The guideline is based on the authority's infection control procedures, the National Institute of Public Health's (FHI) advice, any provisions given in local regulations and USN's provisions.
- Students and employees with symptoms of COVID-19 or other respiratory infections must not show up for or perform tasks in special rooms, laboratories and workshops.
- Based on these guidelines, the head of department, in consultation with lecturers and/or the head of the laboratory must adapt the infection control procedures to the local conditions in the special rooms, laboratories and workshops and ensure that the infection control procedure is maintain at all times.

¹ Updates are the use of face masks without reference to situations where they are facing each other.

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Personal hygiene and physical contact

- As a general rule, students must maintain a distance of at least one metre from one another.
- Employees and students wear face masks in teaching/supervision situations where it is difficult to maintain a meter distance from others. This does not apply to those who, for medical or other reasons, cannot use face masks.
- Everyone must clean their hands before entering and on leaving special rooms, laboratories and workshops, and especially when using shared equipment and tools.
- The students must tidy up after themselves, put equipment in the indicated place, and throw away any waste.
- The students must [wash all the touched surfaces and all the equipment and tools](#) that they have used with a disposable cloth and disinfectant (alternatively soap and water) before leaving the room.

Equipment

- Students must not share personal protective equipment or workwear, and all personal protective equipment and workwear must be cleaned frequently.
- Workwear can be stored in special rooms, laboratories and workshops, provided there is sufficient distance between the items.

Organisation of the students

- The students are split up into small core groups of a maximum of four people. A record must be kept of who has participated and in which core group. The purpose of this is to both limit the possible spread of infection and facilitate contact tracing, if necessary.
- Ideally, the core groups ought to remain unchanged throughout the entire course.
- Students who both perform work assignments in special rooms, laboratories and/or workshops and participate in fieldwork or excursions are organised in the same core group.
- Several core groups can be together in special rooms, laboratories and/or workshops, provided they are organised so that a distance of at least one metre is maintained between the groups.
- Lecturers can move between several core groups, provided the lecture maintain a distance of one metre from the participants.
- For short periods, teachers can be less than one metre away from students, when this is strictly necessary for the teaching or academic supervision. The lectures wear face masks.
- Students within the same core group may be closer than one metre from one another for short periods, if this is strictly necessary to be able to carry out tasks related to the teaching. The students wear face masks.

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5. Updates

- These guidelines will be updated as and when any amendments are made by the national authorities².

6. Checklist and risk assessment

- Check that all the infection control measures have been complied with and perform [a simple risk assessment](#).

Checkpoints and risk assessment	Answer
Are the students familiar with the guidelines?	
Have the students been organised into core groups?	
Is the one-metre distancing rule being respected?	
Are the students using the face masks correctly?	
Is it possible to ensure good hand hygiene in special rooms, laboratories and workshops?	
Have surfaces, shared equipment and tools been washed after the work or teaching has ended?	
Other?	

² Updates 5 Jan 2021 are the use of face masks without reference to situations where they are facing each other.