

Guidelines for meetings and events at USN in connection with COVID-19

1. Background

The employer shall ensure that all events are in compliance with the provisions laid down by the authorities on infection control and prevention. Reference is made to the infection control provisions for public events, provided by the national authorities.

<https://www.fhi.no/nettpub/coronavirus/rad-og-informasjon-til-andre-sektorer-og-yrkesgrupper/anbefalinger-ved--store-arrangementer-knyttet-til-koronasmitte-i-norge/?term=&h=1>

Definitions according to covid-19 regulation.

Events:

Seminars, conferences, courses, membership meetings and other professional and social gatherings, including dining without serving alcohol.

Meetings:

Professional gatherings as part of ordinary work or teaching at school or university.

2. Purpose

The purpose of these guidelines is to explain the infection control provisions that events and meetings must comply with.

3. Responsible authority

The Director of the Department of Personnel and Organisation is responsible for these guidelines. The guidelines shall be used by everyone responsible for holding an event or a meeting.

4. Principles

It must be assessed whether the event or meeting with physical presence on campus or at some other public place is necessary. Use of digital meetings and webinars is recommended to the greatest extent possible.

5. The following rules apply to meetings arranged by USN:

- a) With up to 20 people at meetings, ordinary infection control rules are followed, cf. guidelines for presence on campus.
- b) For meetings with more than 20 people, guidelines for events applies.

Version: 5.1 Last amended: 11 August 2021	Valid from: 01 July 2021	Approved by: The Director of the Department of Personnel and Organisation Elisabeth E Borhaug	Page 1 of 3
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6. The following rules apply to events arranged by USN:

- There must be a specified responsible organizer who is in charge of ensuring compliance with the guidelines for events at USN and the infection control provisions.
- The organizer sends the participant list (with phone numbers) to korona@usn.no, where it is kept for 10 days for the purposes of contact tracing.

- **For step 3, these national guidelines currently apply:**
- Events indoors:
 - Maximum 400 (200x2) people without fixed allocated places and 1000 (500x2) with fixed allocated places.
- Events outdoors:
 - Maximum 800 (200x4) without fixed allocated spaces and 2000 (500x4) with fixed allocated spaces.
 Outdoor events are recommended.

- **The following guidelines apply to employees and students at USN:**
 - It can be planned for events with up to 100 people indoors without assigned places. Reservations must nevertheless be made if the infection situation indicates that the events can be carried out.
 - Meetings that are necessary can be conducted physically.
 - Students and staff must not attend events at another campus if they live in a municipality with elevated infection levels and local reinforced regulations.
 - Seminars with accommodation can be conducted provided that USN's host municipalities are not covered by local reinforced infection control measures.

- The event must take place in a delimited or closed area.
- A distance of at least one meter must be maintained between the participants.
- When the participants receive an invitation, they must be informed about the infection control provisions and that they can only participate if they are completely well (i.e. do not have symptoms of respiratory infection).
- Hygiene facilities must be provided, such as access to hand washing and/or hand sanitiser.
- Use of public or shared transport should be restricted if possible.

7. Updates¹

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

The attached checklist must be filled in by the responsible organizer and sent to the corona e-mail address korona@usn.no along with the participant list.

¹ Updated according to the plan for gradual reopening step 3.

Version: 5.1 Last amended: 11 August 2021	Valid from: 01 July 2021	Approved by: The Director of the Department of Personnel and Organisation Elisabeth E Borhaug	Page 2 of 3
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8. Checklist

Checkpoints	Answer
Responsible organizer (name)	
Is there a list of participants?	
Are the participants informed about the infection control regulations?	
Is the event in a delimited or closed area?	
Is there access to hand washing/or hand sanitiser?	
Is the distance of <u>at least</u> one meter between the participants been ensured?	
Is the head of operations on campus been informed?	