

# **The COVID-19 epidemic**

## **Infection protection when visiting the campus**

### **Guidelines for Kristiania University College and Kristiania Professional College**

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## **Table of contents**

- 1. Introduction**
- 2. Infection protection measures**
  - 2.1 Sick people shall not be on campus**
    - 2.1.1 When can students and employees visit the campus?**
    - 2.1.2 When can students and employees not visit the campus?**
    - 2.1.3 When illness occurs while students/employees are on campus**
    - 2.1.4 What happens if someone in the household of a student/employee is ill?**
    - 2.1.5 If Covid-19 has been confirmed in someone in the household of a student/employee**
  - 2.2 Good hygiene**
    - 2.2.1 Good hand and cough hygiene**
    - 2.2.2 Good cleaning**
  - 2.3 Reduced frequency of contact between people**
    - 2.3.1 Reduced frequency of contact between persons in a teaching context**
    - 2.3.2 Reduced frequency of contact between employees on campus**
    - 2.3.3 Performances, shows and other events with an audience**
- 3. Are there any students and employees who require special consideration?**
  - 3.1 Students with chronic illnesses**
  - 3.2 Employees**
- 4. Training students and employees**
- 5. Checklist for infection protection at Kristiania University College and Fagskolen Kristiania**
- 6. The Student Clinic at the School of Health Sciences**

## **1. Introduction**

The guidelines on infection protection at Kristiania University College and Kristiania Professional College are designed help ensure safe operations during the coronavirus (Covid-19) outbreak. The guidelines are valid from their date of publication on 20.04.2020, and they will be updated as and when required. The development of the outbreak could result in a need for changes to be made at a later date. The same applies to any practical considerations which might gradually be discovered as we gain experience. Any new versions of the guidelines will replace this first edition.

## **2. Infection protection measures**

Measures are described here which are designed to limit the spread of infection among students and employees. The aim of this advice is to limit and delay the outbreak of Covid-19. The three cornerstones for slowing down the spread of infection are:

1. Any students or employees who are ill should not be on campus
2. Good hygiene
3. Reduced frequency of contact between people

The most important infection protection measure is that anyone who is ill or who has symptoms shall stay at home.

Cough hygiene and maintaining a distance between people is essential for limiting the spread of infection through droplets, while hand hygiene, especially avoiding touching your face with dirty hands, is important in order to prevent indirect infection from contact. Increased physical distance between people reduces the chance of infection, including before the symptoms of illness become manifest.

Despite the implementation of good measures, cases of Covid-19 and other infections can still occur. However, if the infection protection measures listed in these regulations are implemented, it will be possible to limit the spread of infection. The measures shown in the text below explain which infection protection measures we need to introduce in order to successfully minimise the risk of infection.

### **2.1 Sick people and people with symptoms shall not be on campus**

The symptoms of Covid-19 can be mild and difficult to distinguish from other respiratory infections. Covid-19 is mainly transmitted through droplets and contact. It is primarily people with symptoms who are infectious, and they are most infectious when their symptoms first appear.

The most frequently described symptoms of Covid-19 are sore throat, cold, mild cough, feeling unwell, headache and muscular pain. Abdominal pain may also occur.

Around 8 out of 10 adults only have mild symptoms. For some people with Covid-19 their symptoms may develop over the course of a week to include a cough, temperature and breathlessness, while only a very few may have serious symptoms which will require hospital treatment.

It is important that anyone displaying symptoms of illness should not be on campus.

### **2.1.1 When can students and employees visit the campus?**

Students and employees can attend the campus for educational activities which are approved by the board of the institution and if the employee's immediate manager approves their attendance. In addition the following applies to employee and student attendance.

- They do not have any symptoms of illness and have provided self-certification to this effect.
- If they have had a respiratory infection (not Covid-19), students and employees can return after they have been symptom-free for 24 hours.
- If someone in their household has symptoms of a respiratory infection, but has not been diagnosed with Covid-19, that student or employee may attend the campus as normal. However, they should leave the campus and return home if they experience any symptoms (see below).
- Students and employees with known pollen allergies with typical symptoms (runny nose with clear nasal secretions, runny/itchy eyes) may attend the campus.
- Some people may have a runny nose without displaying any other symptoms of a respiratory infection. These students or employees may attend the campus provided that they are otherwise healthy.

### **2.1.2 When can students and employees not visit the campus?**

Students and employees with respiratory symptoms:

- Even if they have mild respiratory symptoms and feel slightly ill, students and employees shall not attend the campus. They should stay at home until they have been symptom-free for 24 hours.

Students or employees who have confirmed Covid-19:

- Shall be in isolation. In accordance with the advice provided by the Norwegian Institute of Public Health (ref. [www.fhi.no/coronavirus/](http://www.fhi.no/coronavirus/)), the municipal health and care services are responsible for deciding who should be in isolation. Guidelines on the regulations are provided by the Norwegian Directorate of Health.

Students or employees who have close contact with or are in the same household as someone with confirmed Covid-19:

- Should be in quarantine. In accordance with the advice provided by the Norwegian Institute of Public Health (ref. [www.fhi.no/coronavirus/](http://www.fhi.no/coronavirus/)), the municipal health and care services are responsible for deciding who should be in quarantine. Guidelines on the regulations are provided by the Norwegian Directorate of Health.

### **2.1.3 When illness occurs while students/employees are on campus**

It is important that students or employees with symptoms of respiratory infection leave the campus as quickly as possible and report this in accordance with the current procedures. Toilets which have been used by a student or employee displaying symptoms of a respiratory infection shall be closed

immediately and cleaned. Once the student or employee concerned has left the campus, the area where they were working shall be cleaned using the usual cleaning agents.

Students or employees with confirmed Covid-19 shall be followed up by the health service so that they receive the proper health care. Any testing shall be clarified with a doctor in accordance with the current guidelines. The Municipal Health Service will record and follow up any contacts with people with confirmed Covid-19 in accordance with the current recommendations.

#### **2.1.4 What happens if someone in the household of a student/employee is ill?**

If someone in their household has symptoms of a respiratory infection, but has not been diagnosed with Covid-19, that student or employee may attend the campus as normal. However, they should leave the campus and return home if they experience any symptoms (as mentioned in the paragraph above).

#### **2.1.5 If Covid-19 has been confirmed in someone in the household of a student/employee**

If someone in the household has confirmed Covid-19, all their close contacts shall be kept in quarantine in accordance with the advice provided by the health authorities. No-one who is in quarantine may attend the campus.

## **2.2. Good hygiene**

### **2.2.1 Good hand and cough hygiene**

Good hand and cough hygiene reduces infection in respect of all respiratory infections, including Covid-19. These measures are designed to reduce being infected by objects, hands and coughing. Hygiene measures shall be implemented frequently by everyone, irrespective of their knowledge about their own infection status and that of others. It is important that all students and employees are familiar with the measures outlined below.

Students and employees are recommended to use clothing that can be washed on a 60°C cycle, although this is not necessary for their own workwear.

Washing your hands with lukewarm water and liquid soap is an efficient way of preventing infection. Dirt, bacteria and viruses are washed off the hands when they are washed and rinsed with water. Students and employees should wash their hands frequently and thoroughly for at least 20 seconds. They should then dry their hands with a disposable paper towel.

Both students and employees must be diligent about washing their hands.

#### **Both students and employees shall wash their hands:**

- Before they leave home and when they arrive home
- When they arrive at the campus
- After coughing/sneezing and wiping their face/blowing their nose
- After going to the toilet
- Before and after meals
- After having been out
- If their hands are visibly dirty

Paper towels must be readily available for use by students and employees.

#### **Alternatives to hand washing:**

- The virus is sensitive to alcohol, and alcohol-based disinfectants (hand sanitisers) are one alternative if no hand-washing facilities are available.
- Hand sanitisers have been installed in places where it is not possible to wash one's hands.
- Alcohol-based disinfectants are not very effective when one's hands are wet, so you should wash your hands in such cases.

#### **Cough hygiene:**

- Having a tissue handy is recommended. If no tissues are available, it is recommended that you should cough or sneeze into your elbow.
- You should avoid touching your face or eyes.

#### **2.2.2 Good cleaning**

The new coronavirus (SARS-CoV-2) is easy to remove by cleaning manually with water and using ordinary cleaning agents. The virus can survive on surfaces for hours or even days, depending on the type of surface, the temperature, sunlight and other factors. Consequently thorough, frequent cleaning is required in order to prevent infection.

Any risky areas (see below) require extra cleaning. Review procedures and local cleaning plans and make adjustments (organisation, responsibilities and resource requirements).

Extra protective equipment is not required, but you should wash your hands after cleaning, even if you wear gloves. Loose carpets should be removed in order to facilitate cleaning.

It is not necessary to make routine use of disinfectant at the campus. However, if it is necessary to use disinfectant, any visible dirt should be wiped away using a cloth or paper towel, otherwise the disinfectant will not work. Relevant disinfectants are alcohol-based disinfectants and chlorine.

#### **Extra cleaning is important in risky areas:**

- Toilets and wash basins must be cleaned at least once a day.
- Wipe surfaces such as toilet seats and wash basin taps 2-4 times per day.
- Disposable paper towels and soap shall be available, and you need to ensure that rubbish bins are emptied regularly.
- Dining tables shall be cleaned with water and soap after use.
- Door handles, bannisters, chairs and other table surfaces and objects which are often touched shall be cleaned frequently, at least on a daily basis.
- Tablets, computers/keyboards must also be cleaned at least once per day.
- Tableware and cutlery shall be washed in a dishwasher in accordance with the current procedures.

- Equipment which is used by several people, e.g. microphones, mixing consoles and treatment couches shall be disinfected both before and after use.

## **2.2 Reduced frequency of contact between people**

Reduced contact with others will reduce the risk of infection from people who do not know that they are infectious. In order to achieve this, we need to increase the distance between people, reduce the number of students and employees in close proximity to each other. We should also organise as few meetings, gatherings and tuition sessions as possible which require physical attendance.

### **2.2.1 Reduced frequency of contact between people in an educational context**

It will be very important to adapt work and tuition so that we limit the number of people we have contact with.

We should aim to organise work and tuition so that both employees and students are affected as little as possible by potential outbreaks of infection. Limiting the number of people a student or employee has contact with is an important method for achieving this. In order to restrict close contact between students and employees, tuition should therefore be organised by having small groups of students with a regular member of staff for each group. This is called creating “cohorts” and on our campus this will be the most important starting point for limiting and detecting infection. A cohort must be a regular group of students and employees who mix as little as possible with other groups.

For example, a cohort can be based on student plans for dividing up into groups in order to provide tuition and to limit the number of people who can meet. This would mean a maximum of 5 people in one cohort who shall keep at least one meter away from each other.

Several cohorts can be merged to form groups of up to 20 people including staff when there is a educational need for this.

One employee shall be responsible for several groups/cohorts of students, but this should be limited as much as possible in order to prevent several groups from having to go into quarantine if one of them becomes infected.

The composition of cohorts can be changed if required, but not more often than on a weekly basis and with at least two days without any contact between the students and employees in a cohort. In this way there will be as few close contacts as possible if illness is diagnosed in a student or an employee. It is an advantage if students are not surrounded by many other students during their leisure time.

Plans shall be made to ensure that students should be in the same cohort for all courses if these are held at the same time. Alternatively plans shall be made to ensure that courses are held after each other timewise.

For anyone who is going to teach during this period and who needs access to an office, it is very important that they follow the guidelines on group organisation for employees when attending the campus (see below).

#### **Proximity in groups:**

- Establish cohorts of students who will be together.
- The composition of cohorts can be changed on a weekly basis after a minimum of two days apart.
- Use larger premises where possible.
- Ensure that students have their own seats when undertaking activities and during breaks so that they can sit down with a suitable distance between each other.
- Avoid crowding when entering and leaving the campus and classrooms, and in toilets.
- Limit the use of public transport to and from the campus when possible.

**Limit the sharing of educational equipment and premises:**

- Limit the sharing of materials (e.g. pencils, pens, tablets and PCs, etc.), but when sharing, the procedures for cleaning equipment must be complied with (see above).
- Students should have a break in the company of others in their cohorts. Different cohorts should have breaks at different times.
- The curriculum must be drawn up in such a way as to ensure as little contact as possible between different cohorts.

**2.2.2 Reduced frequency of contact between employees on campus**

The main rule still applies, i.e. everyone who can should work at home. Some employees will need to go to work and arrangements must be made to ensure that there is a distance between people who are on the premises at the same time.

Line managers (e.g. department heads) are responsible for deciding the level of activities in their unit's premises and may choose different solutions at any given time. The solutions selected should be documented.

Line managers shall undertake regular assessments of the infection situation at the unit concerned.

Line managers shall comply with the following criteria when assessing access to the workplace:

1. Provide training on infection protection, including frequent handwashing, frequent cleaning of surfaces and door handles and avoiding the use of shared coffee machines, etc.
2. The main rule which applies is working from home. Physical attendance at meetings shall be avoided as far as possible, or meetings shall be attended by less than five people who shall keep at least one meter away from each other. Meetings shall primarily be conducted on the phone and at video conferences.
3. Priority access to the workplace will be given to employees who need access to the workplace in order to provide mission-critical functions. Examples of this are operational tasks relating to the premises (washing, security), tuition activities at the campus, administrative support for tuition, work relating to infrastructure which is only available at the campus, e.g. recording equipment. The next priority is access for the following employees in the following order of priority: doctoral research fellows, postdoctoral fellows and other people who require access to the workplace because of their situation at home.
4. Max. one person per double office, or keeping at least one meter away from each other in larger offices and in open-plan offices.
5. Limited number of people in the premises at the same time, keeping at least one meter away from each other.



6. Attendance at the workplace must be organised so that tuition activities are affected as little as possible in the event of a contagious situation arising – this means that attendance must be organised in regular groups with alternating attendance.

#### **Special information for employees:**

- Keep at least one meter away from colleagues in other (non-collaborative) cohorts.
- Limit physical meetings and breaks attended by several people. Use video conferences (Teams/Zoom) instead of physical meetings with colleagues whenever possible.
- Avoid shaking hands and hugging.
- Avoid wearing rings and hand jewellery at work.
- Shared tablets, computers/keyboards shall be cleaned by the user before and after use.
- The surfaces of shared desks must be cleaned by the use before and after use.
- Be extra attentive to hygiene in kitchenettes/dining rooms.
- Limit the use of public transport to and from work when possible.
- If any employees work at several campuses, they must receive training about the current local procedures at each campus. You should try to avoid working at different campuses on the same day.

#### **2.3.3 Performances, shows and other events with an audience**

When setting up, exhibiting and other events with the audience, the rules for the audience that apply to cultural events in general must be followed, a maximum of 50 persons with a distance of 1 meter between each audience member.

### **3. Are there any students and employees who require special consideration?**

#### **3.1 Students with chronic illnesses**

Most students with chronic illnesses can attend the campus.

Students with chronic illnesses who can attend the campus as usual;

- Students with diabetes
- Students with well-controlled asthma
- Students with allergies
- Students with epilepsy
- Students with heart defects, but not heart failure
- Students with autoimmune diseases who take immunosuppressants and are stable

Students with chronic diseases who may be individually assessed in respect of grounds for staying at home and being provided with adapted tuition from the campus are listed below (1-8). Such adaptations shall be voluntary and assessed from an overall perspective where the use of adapted tuition at home shall be greater than the disadvantages that these students would experience by losing important academic development.

1. Students with organ transplants
2. Students who have received bone marrow transplants during the last 12 months
3. Students who are receiving active treatment for cancer

4. Students with serious heart complaints
5. Students with serious lung complaints and/or significantly reduced lung capacity
6. Students who have been diagnosed with a serious congenital illness of the immune system in an unstable phase which makes them particularly susceptible to serious respiratory infections
7. Students on immunosuppressants and with active chronic diseases
8. There may be some other students with serious diagnoses who have not been mentioned here. In such cases their requirements for adapted tuition must be clarified with their attending physician.

### **3.2 Employees**

Based on information about the outbreak received so far from China, Italy, the UK, the USA and Norway, it is particularly older people (over the age of 65) who have a higher risk of becoming seriously ill from the new coronavirus, particularly if they are also suffering from an underlying chronic illness. In addition, adults, particularly those over the age of 50, with chronic illnesses such as cardiovascular diseases (including high blood pressure) and diabetes, may have a slightly higher risk of becoming seriously ill from Covid-19. Employees who belong to groups with a higher risk of serious illness from Covid-19 should be assessed individually in respect of adapting their work. Any employees to whom this applies must have a medical certificate.

For up-to-date information about people who could have a higher risk of contracting Covid-19, please see the website of the Norwegian Institute of Public Health:

<https://www.fhi.no/nettpub/coronavirus/fakta/risikogrupper/?term=&h=1>

There is nothing to indicate that pregnant women have a greater risk of becoming seriously ill from Covid-19 and nor are there any grounds for suspecting that the infection could cause foetal harm. The Norwegian Institute of Public Health recommends that pregnant women suffering from chronic illnesses or pregnancy complications should discuss these with their own doctor if there are grounds for exercising particular caution and a requirement for adapting the workplace.

### **4. Training students and employees**

Students and employees shall receive training on implementing the required infection protection measures as described in these guidelines. These guidelines will be supplemented with further information which can be used to boost the competence of students and employees. The HR Department is responsible for this.

It is important that students and employees actively help to implement our infection protection measures in accordance with the guidelines described.

For further information: <http://www.udir.no/kvalitet-og-kompetanse/sikkerhet-og-beredskap/informasjon-om-koronaviruset/smittevernveileder/>

### **5. Checklist for infection protection at Kristiania University College and Fagskolen Kristiania**

Below you will find a checklist of those measures which need to be in place before we reopen. The measures are described in more detail above. The institutions are responsible for ensuring that

infection protection measures are in place, but both students and employees shall be familiar with the contents and how to implement them.

Measure	Date implemented	Comments
<b>Primary institutional responsibilities</b>		
Train students and employees about infection protection measures by making them familiar with the guidelines. Ensure that all students and employees who are granted access to the campus sign the guidelines to show that they have read and understood them.		
Information for students about new institutional procedures		
Draw up plans for handwashing procedures for students and employees		
Draw up written cleaning procedures		
Draw up plans for setting up and organising cohorts		
Establish dialogues with any students and employees who are in risk groups and who need adaptations		
Measure	Date implemented	Comments
<b>Hygiene measures</b>		
Ensure that there are enough soap and paper towels available at all handwashing stations and in toilets		
Train students and employees in handwashing procedures and cough hygiene		
Hang up posters about handwashing procedures and cough hygiene		
Hang up alcohol-based disinfectants when hand sanitisers are not available		
Measure	Date implemented	Comments
<b>Reduced contact between people</b>		
Assess the use of rooms in relation to the number of students in the groups concerned		
Divide classrooms so that students from different groups only mix as little as possible		
Avoid large gatherings of students		
Ensure that equipment sharing is limited		
Ensure separate seats for each student at meals, so that there is distance between the students		
Ensure good procedures for meals and that food is served in portions		
Plan to reduce crowding in cloakrooms, toilets and when entering and leaving the campus		
Avoid using public transport to and from the campus		

Measure	Date implemented	Comments
<b>Cleaning</b>		
Draw up plans for cleaning which describe frequency and the methods to be used for the various items. These plans must comprise toilets, wash basins, frequently touched objects (door handles, bannisters and light switches, etc.)		
Draw up plans for cleaning things like equipment, tablets, stand-alone computers and keyboards, etc. Equipment which cannot be cleaned shall be cleared away		
Measure	Date implemented	Comments
<b>For employees</b>		
Restrict physical meetings, or facilitate video conferences		
Keep your distance during breaks		
Establish procedures for cleaning shared tablets/computers/keyboards		
Limit the use of public transport		

## 6. The Student Clinic

The Student Clinic shall also comply with the national guidelines for health enterprises by providing 1-1 treatment, both within and outside the public health service.

In the event of any conflicts arising between the guidelines contained in this document and the special guidelines which apply to the Student Clinic, the special guidelines for the Student Clinic shall apply.

Students and patients must complete a health declaration before they can be admitted to the Clinic. This is done at each tuition session and each treatment appointment.