

Corona pandemic - Action plan for Department of Earth Sciences, UiB

Guidelines for all employees and students *(new in this version marked with yellow):*

A prerequisite to avoid increase in corona infection is that the considerations of infection protection are set high and the information in this action plan is followed.

1. General guidelines for infection control by central authorities apply in all respects:

- Hand wash / Hand sanitizer
- Minimum 1-meter distance between persons to reduce infections
- Cough in the arm hook / use paper towel that is thrown in the garbage immediately
- If you are sick, stay at home.

2. Pay attention to the following:

- **Avoid unnecessary use of public transport** to and from the workplace
- It is a prerequisite that you take **compulsory infection prevention** course (<https://www.uib.no/en/corona/135336/e-learning-course-protective-measures>), **comply with all infection prevention routines** and that you actively contribute to their compliance
- **Important for “smittesporingsarbeidet”/ infection tracing work)**
 - **Please, have an overview of who you associate with as close contact (nærkontakt)**
 - **Persons who you have been working with closer than 2 meter for more than 15 minutes** are defined as “nærkontakt”
 - **When participating in a physical meeting, please make a note of who participated with you.**
 - **All “nærkontakter” must be quarantined if one becomes ill.**
- You are obliged to **stay at home** with the slightest hint of impaired general condition
- **If you get sick while you are at Campus, immediately leave the Campus** and notify the Head of Department Ingunn.Thorseth@uib.no and Head of Administration Andrea.Grimnes@uib.no and order testing immediately
 - If you are picked up by others you must wait in a separate room or outside where there are no other people.
 - You should wear a face mask and sit in the back seat. The department has face mask available
- **If you are diagnosed with Covid-19, this form MUST be completed:**
<https://www.uib.no/en/corona/135338/diagnosed-covid-19-please-fill-form>
- **UiB also updates ongoing information to students and staff at**
<https://www.uib.no/korona>

3. In addition, the Department of Earth Sciences have following guidelines:

○ **Absence due to use of Home Office**

- Permission to use Home Office must be clarified in advance. A general clarification is in place by submitting this application form: <https://skjemaker.app.uib.no/view.php?id=8881227>
- All full-day absence* from your office at Campus, have to be reported in advance, through [GEO's absence form](#)
*) including home office

- **Common areas (such as Steinbitten/lunch room, seminar and meeting room)** can be used as long as all users can have at least 1 meter distance (some room is marked with max number of persons and this number has to be followed)
IMPORTANT prerequisite is to disinfect, or wash with soap and water, all surfaces before and after use.
- **Meetings and seminars** for more numbers of persons than our meeting room can house to follow the infection prevention routines, must be held digitally.
- You can use the tables and chairs in the kitchen but bring your own glass/cup.
- **The coffee machines** (in "Steinbitten" second floor and in fourth floor), **water dispensers**, and **microwave oven** can now be used. HOWEVER, please do not touch common touch areas without use of paper to disinfect before and after use.
- **Bring food** from home or use the cantina / Real Café, GEOs refrigerators are still closed/not in use).
- On the toilets at the canteen there are automatic taps.
- **Wardrobes / shower facilities** can be used, but only by one person at a time. The occupational health service at UiB recommends that if showers and wardrobes are used, touch points must be cleaned with disinfectant **by the individual** between each user.
- **Fixed routines are introduced to disinfect surfaces used by several persons.**
 - Every morning and evening (responsible person for the room)
 - After each user (the users are responsible)
 - Surfaces commonly used by several, such as door handles, are often disinfected during the day (the users are responsible)
- Gloves should be worn when using keyboards, mice, scales and other "tools" used by multiple people. In addition, the surfaces are wiped with disinfection after use
- Posters for hand hygiene and cough hygiene should be visible where needed.
- Persons belonging to a risk group should stay in home office. However, if necessary to have access for progress in work, the Head of Department should be notified.
- Each employee is responsible for keeping their own office tidy and that any common contact surfaces are cleaned regularly.

Note:

4. **Teaching**

All information and actions related to teaching are sent directly to teachers by e-post.

Responsible teacher for each subject (emneansvarlig) are responsible to implement necessary actions for their subject.

5. Laboratory and computing facilities

Action plans have been drawn up for all facilities. Those who get access for the use of common facilities must comply with the room manager's regulations for use (number of people, who came to work when etc).

Regulated office space / reading room

Room	Comment
Shared offices	All shared room have a 1-meter distance between persons. However, to reduce the risk for infection even more, home office can be applied for part of the week to reduce number of employees in shared offices, if compatible with your work tasks.
Master lesesaler	The master reading rooms are individually regulated. Many places are taken out of use.
Seminar room / meeting room	All rooms have reduced capacity and the door is marked with number of persons. Geomorfologi and Kontinentaklsokkelen: 6-8 persons around the table (the table is marked for where to sit)

Institutt for Geovitenskap
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