

Infection control guide for the Oslo School of Architecture and Design during the COVID-19 pandemic 2020

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1. General information

This guide is prepared on the basis of a template published by the Norwegian Institute of Public Health on 9 May 2020 and is adapted to internal conditions following mapping and inspections, conducted by, among others, the company health service on 15 June 2020.

Even with good infection control, there will always be a risk of infection and the possibility of infection cases. Infection prevention measures are implemented to reduce this risk. This guide aims to provide an insight into and advice on how AHO can be organised in a responsible manner that safeguards infection control.

The Norwegian Institute of Public Health's guides and recommendations take precedence over AHO's infection control guide.

Updated information will be posted on AHO's website and distributed via email.

1.1 Responsibility

AHO is responsible for ensuring that its operations are in accordance with the applicable laws and regulations. The management is responsible for safe operations that take account of infection control, and for assigning responsibility for the various tasks relating to the infection control advice.

The management must ensure that employees and users receive the necessary training and information.

Information material and posters about COVID-19 are available at the Directorate of Health's website: <https://www.helsedirektoratet.no/tema/beredskap-og-krisehandtering/koronavirus/plakater-og-informasjonsmaterie>

Everyone should practise good infection control during the COVID-19 outbreak. This means that the three main infection control principles described in this guide must be observed in and outside AHO. This requires expedient collaboration between employees, students and others linked to the school. The infection control guide will be continuously updated in line with new recommendations made by the authorities and the Norwegian Institute of Public Health.

See the COVID-19 Regulations and pertaining decisions and guide here:

<https://lovdata.no/dokument/SF/forskrift/2020-03-27-470>
<https://www.helsedirektoratet.no/veiledere/koronavirus>

1.2 About the virus, disease and outbreak

Reference is made to <https://www.fhi.no/nettpub/coronavirus/> for further up-to-date information.

1.3 Training of all employees

All employees and students shall complete a digital infection control course and a quiz on infection control after reading this infection control guide. Changes may be made to the infection control guide if the FHI releases new national guidelines.

1.4 Information and posters etc. on AHO's premises

Information shall be posted outside every room, setting out the rules on the number of people allowed, cleaning etc. Posters prepared by the Norwegian Institute of Public Health will also be hung

up about handwashing, habits that prevent the spread of infection and what you can do to make a difference on campus.

2. Infection prevention measures

Numerous measures have been implemented in all parts of society that together help limit the spread of infection. It is important to use measures that are adapted to different situations.

The purpose of the advice is to reduce the risk of spreading COVID-19.

The three keys to slowing the spread of infection are:

1. People who are ill should stay home
2. Proper hand hygiene and cough etiquette and extra cleaning
3. Keep a distance of at least one metre and reduced contact between people

The most important infection control measure is that people who are ill should stay home. Cough etiquette and keeping a distance from other people are important means of limiting droplet infection, while hand hygiene, and not touching your face when your hands are contaminated in particular, are important means of preventing the spread of infection via contact. Increasing the physical distance between people reduces the possibility of infection, also before any symptoms of disease arise.

COVID-19 is mainly transmitted by droplet and direct contact. The virus is largely transmitted through coughing and sneezing and less so by normal speech/talking. The general use of face masks is not currently advised among healthy people. Non-medical face masks can be used by people who are ill when they are unable to keep a distance from others before they are able to get home.

The new coronavirus has not been shown to spread via food, drink or water.

Students and employees should spend as little time as possible in common areas.

Cases of COVID-19 and other infections can arise despite the expedient measures that have been implemented. The implementation of the infection control measures proposed here will however limit the spread of infection. The measures in the text below describe the infection control measures that can help to reduce the infection risk to a minimum.

All business travel and study trips abroad in 2020 have been cancelled. Individuals must assess the need to travel within Norway in relation to the distance rules and the applicable public transport limitations.

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2.1 People who are ill must stay home

It is important that people who have even mild respiratory symptoms do not go to work or elsewhere where they will meet other people.

These people will have the most infectious symptoms (coughing and sneezing in particular). Most infection is transmitted around the time the person becomes ill.

The symptoms of COVID-19 can be mild and difficult to distinguish from other respiratory infections. The most frequent initial COVID-19 symptoms described are a sore throat, symptoms of a cold and a slight cough, in addition to feeling ill, and having a headache and muscle ache. Abdominal pain and

diarrhoea may also occur. Around 8 out of 10 people only experience mild symptoms. This figure is assumed to be higher among children.

However, for some people, COVID-19 symptoms can develop over the course of a few days to a week into a cough, high temperature and shortness of breath, and some people develop serious illness and need hospital treatment. Serious COVID-19 disease is very rare among children.

In the event of probable or confirmed COVID-19, special recommendations apply relating to [isolation for persons who are ill and quarantine for close contacts](#). The municipal health service is responsible for following up COVID-19 cases and decisions on necessary measures. The municipal health service decides who is defined as a close contact of the person who is ill and who must therefore self-quarantine (infection tracing), and whether other people should be informed. If further measures become necessary, it is the municipal health service's task to assess and, if relevant, instigate this.

2.1.1 People who can be physically present

- People without symptoms of disease.
- Employees, users and others who have had a respiratory infection, provided they have been asymptomatic for at least 24 hours.
- Specific advice applies to when isolation can be lifted for people who have had COVID-19 infection, as specified by the health services www.fhi.no.

2.1.2 People who cannot be physically present

- People who have symptoms of a respiratory infection, even if the symptoms are mild.
- People in quarantine and isolation.

2.1.3 If someone becomes ill while at AHO

Employees, students or others who become ill while at AHO must go home as soon as possible. People who are ill who have to be picked up by others should wait in a separate room (Studio 4 on ground floor beside the computer rooms) or outside without other people around. People who are ill should not take public transport. People who are ill should cover their mouth and nose if they are unable to keep a distance of two metres from others to reduce the spread of infection. Rooms, toilets and other areas visited by the person who is ill should be subsequently cleaned. Ordinary cleaning agents can be used.

Employees who become ill must inform:

Their immediate personnel coordinator or head of HR Kjersti Coward tel: 454 50 100

Students who become ill must inform:

Student adviser (IDE Tove at tel.: 22 99 70 24, ARK Elisabeth at tel.: 22 99 70 21, UL Inger Helene at tel.: 22 99 71 61) or head of section Ulrika Herlofsen at tel.: 909 83 700

2.1.4 If someone in an employee's household becomes ill

If someone in an employee's household has symptoms of respiratory infection, but has not been confirmed to have COVID-19, the employee can go to work as normal. However, the employee must go home from work if he/she develops symptoms of COVID-19.

2.1.5 If someone in an employee's household has been confirmed to have COVID-19

If someone in an employee's household has been confirmed to have COVID-19, people who have been in close contact with this person must self-quarantine in accordance with the advice issued by the health authorities.

2.2 Proper hygiene

2.2.1 Proper hand hygiene and cough etiquette

Proper hand hygiene and cough etiquette reduces the spread of all respiratory infections, including COVID-19. These measures reduce infection via objects, hands and coughing. Everyone should practise frequent hygiene regardless of what they know about their own and other's infection status.

AHO must facilitate proper hand hygiene. The availability and location of hand hygiene facilities is important for ensuring compliance with the advice. The facilities should be very visible and available in locations where people are in frequent contact with others. Examples of areas where handwashing/hand sanitisers should be available are:

- Common areas (toilets, reception areas etc.).
- At entrances and exits.
- Places where food and drink are consumed, e.g. lunchrooms, the canteen etc.
- Other areas where there is a lot of activity and where there are many common points of contact.

Washing your hands:

Washing your hands with warm water and liquid soap is an efficient way of preventing infection.

Washing removes dirt, bacteria and viruses from the skin.

- Wash your hands often and thoroughly. The washing process should take at least 20 seconds. See: <https://www.youtube.com/watch?v=vsFQfZitOKU>
- Dry your hands with disposable paper towels.
- Hands should be washed, as a minimum, on arrival, between different tasks (e.g. if you move to another area or change equipment), after going to the toilet and before and after making food etc. and eating.

Alternative to washing your hands:

Alcohol-based sanitisers are an alternative if no facilities for washing your hands are available. They are not very effective in relation to visibly dirty or wet hands, in which case hands should be washed. It is important to bear this in mind in workshops etc. where hands can become dirty. Hand sanitisers should be placed in locations where it is not possible to wash hands (e.g. in cloakrooms, entrances and canteens).

Other information

- Avoid shaking hands, hugging and unnecessary physical contact as much as possible.
- Avoid touching your face.
- Cough into the crook of your elbow or into a disposable paper tissue. Wash/clean your hands afterwards.

2.2.2 Proper cleaning

The new coronavirus (SARS-CoV-2) is easily destroyed by manual cleaning with water and ordinary cleaning agents. The virus can survive on surfaces for hours or days, depending on

the type of surface, temperature, sunlight and other factors. Thorough and frequent cleaning is therefore important to prevent infection.

AHO has implemented extra cleaning of toilets and surfaces such as door handles etc. Equipment that is used by multiple users, such as tablet computers, touch screens and keyboards should be cleaned after use.

2.2.3 Infection via the use of common equipment

Although some studies show that the virus can be detected on surfaces and objects for hours or days, it is unclear to what extent the virus is viable and thus able to transmit the disease. Whether common equipment that is frequently in contact with hands/faces needs to be cleaned after use should be assessed. The risk of indirect infection will be very low as long as proper hand hygiene is practised before and after use of the equipment.

2.3 Reduced contact between people

Contact-reducing measures to prevent spread of the infection are important in all situations and must be maintained in all contact between users, employees and others. Experience shows that it is easiest to forget these measures in more informal situations, such as breaks, and transport to and from destinations etc. People can pass each other and spend a short time in the same area without a great risk of infection. People should avoid close face-to-face contact. With respect to lifts, priority should be given to people with disabilities and goods transport if it is difficult to maintain the recommended distance. Consider marking floors to ensure a distance is kept between people in all rooms, cloakrooms and other areas that may become crowded.

Information will be prepared for each room that states how many people can be in each room at the same time.

2.3.1 Information for employees

- Use video conferencing instead of physical meetings with colleagues where possible.
- Common tablet computers, computers/keyboards should be cleaned after use.
- Pay particular attention to hygiene in kitchens/lunchrooms.
See the Norwegian Food Safety Authority's guidance for food businesses here: https://www.mattilsynet.no/Utbrudd_av_koronavirus/Mat_og_drikkevann/til_naeringsmiddelvirksomheter.37927
- The advice on the distance to be kept between people must be observed in the canteen and lunchrooms.
- Limit the use of public transport where possible.
- Consider whether it is possible for people to arrive at different times, so that employees, users and others are present at different times and thus avoid many people being together at the same time as well as rush hour on public transport.
- Kitchen facilities can remain open provided proper hand hygiene is practised before and after use in addition to extra cleaning.
- Students must not visit level 3.

2.3.2 Working from home/the office

- Managers must ensure that employees can keep a distance of at least one metre during working hours.
- Whether academic staff are present in person or not should be determined by whether their teaching activities are physical or digital. Following the infection control measures described

in this guide will safeguard the staff when they are required to meet in person. Their presence must be clarified and approved by their immediate personnel coordinator.

- The guidelines apply until 15 September and may be subject to change if the infection situation changes.
- Administrative staff shall as a rule work from home, but this will differ in line with work tasks. Heads of sections clarify and approve who can work at the school.
- AHO follows the authorities' advice on the use of public transport. Staff will therefore continue to work from home, either in full or in part, and attend digital meetings this autumn. The school will consider implementing staggered working hours so that employees can take public transport outside rush hours. However, this must be clarified with their immediate superior.

2.3.4 Canteen

- The canteen will open when the semester starts and offer a kiosk service, and canteen staff will serve hot food. The general infection control rules described above also apply to the canteen. (Remember the one-metre rule in queues.)
- Spending time or eating in the canteen is not allowed.
- Canteens can be run under the ordinary rules on kitchen hygiene. Good handwashing procedures must be in place. See the regulatory requirements set out in Section 15 of the COVID-19 Regulations: https://lovdata.no/dokument/SF/forskrift/2020-03-27-470#KAPITTEL_3.

2.3.5 Library

- The distance between library employees and users must be at least one metre.
- Every second reading room place should be closed to ensure people keep a distance. Meeting rooms can be converted into reading room places if necessary.
- Information retrieval terminals are closed.
- Posters must be hung up outside and inside the library with information about the measures in place for using the library.
- The library otherwise follows the library guidelines.

2.3.6 Printer rooms

- A maximum of three people must be in the printer room at the same time and only three computers are available for printing.
- Hands must be cleaned with hand sanitiser before and after using a keyboard, mouse and printer.
- Posters must be hung up outside and inside the printer rooms with information about the measures implemented in relation to their use.

2.3.7 Workshops

2.3.7 Workshops

- The following limitations apply to the number of people (students) permitted per room in the different workshops. The workshop attendants/supervisors are not included in this number:
 - o Metal workshop: 6 persons
 - o Plastics workshop: 7 persons
 - o Student workshop: 6 persons
 - o Plaster room: 2 persons
 - o Varnish room: 2 persons

- Clayroom (Oscillating knife cutting machine, vacuum absorption platform, plastic bender machine): 3 persons
- Wood workshop: 10 persons
- Construction hall: 20 persons
- South wing workshop: defined as a hall with workshop options in autumn 2020, ref. clause 2.3.11 Halls
- Akersbakken workshop: 2 persons
- Photo workshop: 2 persons
- In teaching situations where it is not possible to observe the one-metre rule, the student and workshop attendant/supervisor/teacher must wear a face mask. Training in how to wear a face mask will be provided to all employees and new students. Other students will be informed about how to wear a face mask through posters and the general training of employees and students.
- Hand sanitiser must be readily available near work stations and machines. Hand sanitiser must be used before and after using work stations and machines.
- In teaching situations where it is not possible to keep a distance of one metre, the student and teacher must wear a face mask. It is important that everyone receives training in how to wear a face mask.

2.3.8 Computer rooms

- The keyboard, mouse and desk in computer rooms must be cleaned with hand sanitiser after use. Hand sanitiser shall be readily available and set out at several stations in each computer room.
- The computers are placed to ensure that the one-metre rule is observed, and must not be moved. There must only be one person per computer.

2.3.9 Meeting rooms and group rooms

- There must be a poster at each meeting room and group room stating how many people can be there at the same time. The number of chairs in the room shall reflect the number of people allowed. The chair of the meeting is responsible for cleaning surfaces that have been touched during the meeting, such as meeting table, chairs etc. It is therefore important that meetings conclude five minutes early to allow time for cleaning and to leave the meeting room before the next meeting starts. Airing the room before or after the meeting should also be considered.

2.3.10 Auditoriums

- A poster must be hung up at every auditorium that sets out how many people can be there at the same time. The number of chairs in the room shall reflect this limitation, and any chairs that cannot be moved must be marked 'not in use'.
- Information must also be provided stating that the back row must leave first, followed by the next row and so on, to prevent crowding.

2.3.11 Halls

- A distance of one metre is to be observed between each work station. Every work station is personal and chairs must not be moved. Hand sanitiser must be readily available.
- A poster must be hung up at the entrance that makes it clear that the rooms must be kept clean and tidy if they are to remain open.

- Kitchen facilities will be closed. Students will have access to the tap and soap, but it will not be possible to use any other kitchen equipment.

2. Groups at risk

Up-to-date information about the people who may have a higher risk of serious illness from COVID-19 is posted on the Norwegian Institute of Public Health's website:

<https://www.fhi.no/nettpub/coronavirus/fakta/risikogrupper/>

3. Checklist for expedient infection control

Measures	Comment
Management's overall responsibility	
Ensure that employees and others are trained by familiarising themselves with the contents of this guide	
Information to users about new procedures	
Prepare a plan for hygiene measures and cleaning	
Consider preparing a plan for employees arriving at different times/working from home	
Establish a dialogue with any employees, users or others in the risk group who may need special adaption	
People who are ill shall not come to the school	
People who are ill should stay home, even if they have mild symptoms	
An employee or user who becomes ill must leave the school	
Proper hygiene	
Ensure enough soap and paper tissues are available beside all handwashing stations and toilets	
Hang up posters on handwashing procedures and cough etiquette	
Wash your hands often and thoroughly (or, if applicable, use hand sanitiser)	
Cough and sneeze into a paper tissue or the crook of your elbow	
Devise a cleaning plan, including frequency and method	
Increase cleaning in areas that pose a risk from being touched frequently (door handles, banisters, counters etc.)	
Set out alcohol-based hand sanitisers in areas where it is not possible to wash hands	
Reduced contact between people	
Strive to ensure a distance of one metre between people, preferably more	
Plan to ensure this distance is kept in common areas such as cloakrooms, waiting rooms, toilets and entrances to and exits from the premises	
If relevant, mark floors to ensure a distance is kept in areas that may become crowded	
Limit the number of people who meet in person to only those who are necessary People accompanying others to the school should be limited where possible or expedient.	
Assess the room's use in relation to the number of people, and use a bigger room if possible	
Or consider whether it is possible to arrive at different times/combination of digital meetings/working from home and meeting in person	

