# GUIDE TO INFECTION CONTROL FOR INLAND NORWAY UNIVERSITY OF APPLIED SCIENCES DURING THE COVID-19 OUTBREAK 2020

<table>
<thead>
<tr>
<th>What the guide regulates</th>
<th>This guide shall provide advice and guidance to INN University with regard to operation during the coronavirus outbreak (covid-19 outbreak).</th>
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<tr>
<td>Objective</td>
<td>The guide shall ensure that infection control considerations are taken into account when carrying out the educational activities at INN University during the coronavirus outbreak.</td>
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| Storage                  | • inn.no/smittevern  
• eng.inn.no/infectionprevention |
• Forskrift om systematisk helse-, miljø- og sikkerhetsarbeid i virksomheter (Internkontrollforskriften) § 5 (6) om krav til kartlegging og forebygging ([https://lovdata.no/dokument/SF/forskrift/1996-12-06-1127](https://lovdata.no/dokument/SF/forskrift/1996-12-06-1127))  
• Høgskolen i Innlandets HMS håndbok om risikovurdering ([https://cp.compendia.no/inn/hms-handbok/501516](https://cp.compendia.no/inn/hms-handbok/501516)) |
Other specific guidelines and guides have been formulated and are referred to along the way in this guide. |
| Translation               | Available at [https://www.inn.no/om-hogskolen/smittevernveileder/veileder-og-retningslinjer](https://www.inn.no/om-hogskolen/smittevernveileder/veileder-og-retningslinjer) |
| Responsible party         | Rector |

**Document history**

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INTRODUCTION
This guide will provide guidelines for Inland Norway University of Applied Sciences (INN University) with regard to operations during the coronavirus outbreak (COVID-19 outbreak). The development of the outbreak may lead to the need for changes at a later date. It is therefore important that all employees and students at INN University refer to the Norwegian Institute of Public Health’s (HIPH) advice and information to the public and follow INN University's overview of important information for employees in connection with the coronavirus outbreak.

INN University’s management is responsible for establishing internal control routines that ensure that the environment at the institution promotes health, well-being, good social and environmental conditions and prevents illness and injury. INN University’s management is therefore responsible for ensuring sound operations that take infection control into account and for preparing plans and measures for reducing risk [Internal Control Regulations §5 (6)]. This guide is one such measure.

However, we emphasize the need for everyone to contribute to a sound and good operation during the COVID-19 outbreak. Proper implementation of infection control means good cooperation between all actors who have tasks at the institution (this also applies to actors who are organized independently of INN University, such as SINN and STINN).

The guide is based on the applicable framework conditions. This means that the guide is based on relevant regulations and financing, including regulations based on the Corona Act.

The guide is based on the “Guide to infection control for middle schools and upper secondary schools during the COVID-19 outbreak 2020” prepared by the Norwegian Institute of Public Health and the Directorate for Education and Training.

INN UNIVERSITY’S SOCIAL ROLE
INN University’s purpose follows from §1-3 of the Universities and University Colleges Act; The institutions' activities. The White Paper “Concentration for quality” states that “Universities and university colleges are becoming increasingly important for further developing the level of knowledge and competence for economic development and welfare, both regionally and nationally”. INN University’s strategy states that the institution shall be a regional force for Inland County.

This means that INN University acts responsibly towards both students and employees to reduce risk, and is aware of its significance and role regionally and nationally.

INN University's main objectives in dealing with the COVID-19 epidemic are:

- Limiting the spread of infection
- Maintaining academic activity as far as possible
- Taking care of students, staff and managers at all levels.

INN University must be an arena for students’ learning, mastery and well-being. This takes place in an interplay with the institution’s employees and collaborating actors (SINN, STINN, practical experiential learning and more). The guide shall support a good and safe interaction.
INN University also recognizes its regional role and will seek to be a constructive player vis-à-vis service providers (such as public transport companies) and partners (practical experiential learning providers, etc.).

The outbreak can last for a long period, depending on what infection control measures are taken in society in general. It is therefore of great importance that INN University’s objectives within education and research can be realized to the greatest possible extent, at the same time as safeguarding infection control for both students and employees. In order to limit infection during a controlled reopening of INN University’s campuses, there are a number of measures that the institution can implement.

INFECTION PREVENTATIVE MEASURES

Numerous measures are taken in all parts of society, which together limit the spread of infection. It is important to use measures that are adapted to different situations and institutions. The measures must be adapted so that one can focus on what is most important in the relevant situation. Here we describe measures aimed at limiting the spread of infection among students and staff at INN University.

No one can be held accountable if infection occurs at INN University. As long as the virus is circulating in society, disease can occur because it is not possible to prevent all new cases. The measures described here will nevertheless limit the spread of infection among students and staff at the institution.

The measures in the text below are a description of which infection control measures must be in place to succeed in reducing the risk of infection to a minimum. The municipal health service has infection control expertise, and can be consulted on questions about local organization and facilitation.

1 – Stay home?
- The most important infection control measure is that people with mild respiratory infection symptoms stay at home.

2 - Good hygiene
- Cough hygiene and keeping a distance from others in order to limit airborne infection.
- Hand hygiene, and avoiding touching one’s face with unclean hands is important for the prevention of indirect contact infection.
- Thorough and more frequent cleaning.

3 – Keep your distance
- Increased physical distance between people reduces the possibility of infection, even before symptoms of illness occur.
- Remember the one-meter rule!
Persons experiencing mild symptoms of respiratory infection should not stay at the campus
Symptoms of COVID-19 can be mild and difficult to distinguish from other respiratory infections. COVID-19 is transmitted mainly through airborne and contact infection. The disease is primarily contagious in people who exhibit symptoms, and the infectivity is greatest when the symptoms first occur.

### The first symptoms
The most commonly described symptoms of COVID-19 at the initial stage are sore throat, common cold symptoms with a mild cough, as well as malaise, headache and muscle aches. Abdominal pain may also occur.

About 8 out of 10 adults have only mild symptoms; this proportion may be higher in adolescents. In some people with COVID-19, the symptoms may develop further within a week to cough, fever and shortness of breath, and very few may have a serious disease course with a need for hospitalization. Severe COVID-19 cases are rare in young adults.

For a more detailed description of current symptoms and how to deal with them, see information on the National Institute of Public Health’s website (https://www.fhi.no/nettpub/coronavirus/fakta/hvis_du_mistenker_at_du_er_syk_med_covid-19/?term=&h=1).

It is important that students and staff are clearly informed and understand the reason why they should not show up at the campus with symptoms. In the table below we clarify this.

### When are we going to stay home?
The table below shows the symptoms that indicate that you should stay at home, get tested or come to the place of study. The table also shows how to behave if you test positive for Covid-19. Finally, the table also shows what this will mean for close contacts of those who have symptoms or have tested positive for Covid-19. Below the table, «close contact» is defined.

<table>
<thead>
<tr>
<th>Description</th>
<th>What this means for you</th>
<th>What this means for those around you</th>
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<td>Clear situations</td>
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<tr>
<td>I have mild symptoms of respiratory infection</td>
<td>Stay home and get tested</td>
<td>Those who came in close contact with you can arrive on campus</td>
</tr>
<tr>
<td>I have mild symptoms of respiratory infection, but have tested negative for Covid-19</td>
<td>Stay home until you have been symptom-free for 24 hours</td>
<td>Those who came in close contact with you can arrive on campus</td>
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The definition of close contact¹:

- “Close contact” refers to persons who have had close contact with a person who has been confirmed to be ill with Covid-19, from 48 hours before the person displayed the first symptoms (for asymptomatic cases – from 48 hours before the performance of the Covid-19 test), and until the person is allowed to break isolation.
- This includes household members and “other close contacts”
- By “other close contacts” is meant:
  - Indoors: less than 2 meters’ distance for more than 15 minutes in connection with a person who is confirmed to be sick with Covid-19.
  - Outdoors: less than 2 meters’ distance for more than 15 consecutive minutes, face-to-face, with a person who is confirmed to be sick with covid-19.

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Home quarantine and home isolation

The Norwegian Institute of Public Health has formulated advice for home quarantine and home isolation in several languages (https://www.fhi.no/nettpub/coronavirus/infomateriell/informasjon-om-hjemmekarantene-og-isolasjon-pa-ulike-sprak/?term&h=1)

When illness occurs in the area of INN University

Students and employees who develop symptoms of respiratory infection are asked to leave the campus. It is important to remind the sick individual to contact any relatives in order to ensure supervision in the event of a rapid deterioration of the condition. The sick individual should not take public transport.

If the sick individual has to be picked up, he/she must wait in a separate room or outside, where there are no other people. The sick individual should wear a non-medical face mask if it is not possible to keep a distance of two meters from others (see the chapter on ‘face masks’ below for a description of what INN University makes available to its staff and students). The use of face masks can reduce the spread of infection to others. If a toilet needs to be used, it should not be used by others until it has been cleaned. Those who have been in contact with the student or employee must wash their hands. Afterwards, rooms, toilets and other areas where the sick individual has stayed should be cleaned with regular cleaning products. Other infection control measures outlined in the following chapters will reduce the risk of infection spreading.

Students and employees who receive confirmation of having COVID-19 must be followed up by the municipal health service in order to receive proper health care. Any testing should be clarified with a doctor according to the applicable guidelines. The municipal health service will map and follow up close contacts of COVID-19-positive people in accordance with the applicable recommendations.
Infection tracking
The municipal health service is responsible for follow-up around cases with confirmed covid-19, carries out infection detection, and consequently notifies those infected as well as close contacts.

It is thus the municipal health service that carries out infection detection in the event of detection of Covid-19 among our students or employees. In connection with this, the municipal health service will be able to request the assistance of INN University.

Infection tracking is done individually based on interviews with the person who has been infected. The municipal health service conducts the interviews, but employees at INN University may be asked to provide assistance in connection with the specific follow-up of and flow of information to students who have been in close contact with the relevant carrier.

In order for INN University to be able to assist the municipal health service, it is important to have early and precise information. The municipal health service's priorities are linked to infection tracking. It is thus not necessarily the case that the municipal health service will inform INN University about infection among students or employees, even though this may be important for our activity.

Employees and students are therefore encouraged to notify themselves if Covid-19 has been detected\(^2\). This is important in order to be able to deploy local crisis staff. The college has designed

\(^2\) Such notification will be voluntary, but the information is useful for INN University to implement its own measures. It will be sufficient to know where the person in question has been and which group / study program you belong to. The name of the person are important in order to establish a dialogue with the municipal health service. The individual who provides information about their own infection must give consent to further use of
"Routine description - When a student or employee has tested positive for Covid-19" which is made available in the infection control guide online (https://www.inn.no/hovedsiden/om-hoegskolen/smittevernveileder/veileder-og-retningslinjer (Norwegian only). The routine description shows the division of responsibilities, contact information and routines. The ‘Notification list’ below provides contact information from the routine description.

The college will have an overview of participants at its events. INN University has designed "Routine description - Overview of participants for teaching in connection with outbreaks of Covid-19" which is made available in the infection control guide online (https://www.inn.no/hovedsiden/om-hoegskolen/smittevernveileder/veileder-og-retningslinjer (Norwegian only)). This is important information for the municipal health service, both in connection with infection tracking and the design of measures.

**Measures in case of outbreak of infection**

It is the municipal health service that must decide on necessary measures, such as defining who are close contacts to the patient and therefore in quarantine, and whether there is a need for information to others. Should there be a need for further measures, it is the task of the municipal health service to issue orders to INN University about this.

The college will reorganize its activities in the face of orders from the municipal health service in order to be able to carry out its primary activities in the best possible way. One can for example:

- Use double-track teaching that indicates that a small group in a subject can be in home isolation and at the same time follow ordinary teaching digitally.
- Transform into digital teaching which means that everyone in a given subject can follow the teaching digitally.
- Close off all or parts of the campus to avoid immediate spread of infection on the campus, as a temporary measure to get an overview of the situation.

The college has designed "Routine description - When a student or employee has tested positive for Covid-19" which is made available in the infection control guide online (https://www.inn.no/hovedsiden/om-hoegskolen/smittevernveileder/veileder-og-retningslinjer (Norwegian only)). The routine description shows the division of responsibilities, contact information and routines.

**Good hygiene**

**Good hand and cough hygiene**

Good hand and cough hygiene reduces infection in all respiratory infections, including COVID-19 infection. These measures should reduce infection via objects and hands and reduce infection by coughing. Clean hands are the most important measure against such indirect infection.

Hygiene measures must be carried out frequently by everyone, regardless of knowledge of one's own or of others' infection status. It is important that all students and staff are familiar with the measures below. No special infection control equipment is required, other than non-medical face masks for the information. INN University establishes good routines that ensure that no more information is stored than necessary, and no longer than necessary.
students or employees who become ill and where it is not possible to keep a distance of two meters from them.

Hand washing with lukewarm water and liquid soap is an effective way to prevent infection. Dirt, bacteria and viruses detach from the skin during washing and are rinsed off with water. Students and staff should wash their hands frequently and thoroughly for at least 20 seconds. Hands should then be dried with disposable paper towels. Both students and staff must receive good training in hand washing, and should not wear hand jewellery or rings. Advice on good hand hygiene should be reinforced by providing verbal reminders and by hanging up posters with instructions for correct hand washing.

**Frequent hand washing – how to prevent skin problems**


*Students and staff must wash their hands:*
- Before leaving home and when returning home
- When you arrive on campus
- When changing lecture rooms, reading rooms, laboratories, group rooms, meeting rooms, offices, etc.
- Before arriving at the cafeteria, bookstore or library.
- After coughing/sneezing
- After toilet visits
- Before and after meals
- In case of visibly dirty hands

*Alternatives to hand washing:*
- The virus is sensitive to alcohol, and alcohol-based disinfection (hand sanitizer) is an alternative if hand washing options are not available.
- Hand sanitizer is placed in spots where there are no hand washing facilities (for example in lecture rooms, corridors (at meeting rooms, reading rooms, etc.), at entrances and at cafeterias).
- Alcohol-based hand disinfection is ineffective in case of visibly dirty hands, in which case hand washing should be performed.
- Alcohol-based hand disinfection is suitable for outdoor teaching, after dirty hands have first been cleaned with wet wipes.

*Cough hygiene*

It is recommended to have paper towels easily accessible for use by students/staff. If these are not available, it is recommended to use one’s elbow crook when coughing or sneezing.

Avoid touching your face or eyes.

*Face mask*

In general, employees and students aren’t advised to wear a face mask as the use of a face mask is not a recommended preventive measure on the part of the authorities. The following exceptions apply:
Face masks for people who notice symptoms of COVID-19 while on campus:
In line with the Norwegian Labour Inspection Authority’s guide, INN University shall provide a face mask for people who exhibit symptoms of COVID-19 while on campus. In this respect, we provide the following description / guidance:

- If you notice symptoms of COVID-19 while at work, keep your distance from others without delay and return home immediately. Your journey home should not be by public transport. If you cannot avoid this, wear a face mask.
- Face masks for this purpose are available by each defibrillator. The face masks are stored in a sealed plastic bag, marked with “Munnbind. NB! Kun til bruk for personer som har symptomer på Covid-19” (Face mask. Note! For use only by people with symptoms of COVID-19).

Face mask due to risk assessment
If, after a risk assessment, it has been concluded that a face mask is required / appropriate as a personal protective equipment, this is covered by INN University for employees and for students who are "working at the University", cf. Working Environment Act, paragraph 1-6 (1) a.

It also means that in work situations where it is not possible to maintain a distance of one meter, such as skills training, laboratory exercises and practice in film and television education, a face mask must be used as a general rule.

Face mask when using public transport to/from work
Each employee is responsible for protecting themselves and others when using public transport between home and work. If this involves the use of a face mask, the individual is responsible for complying with this.

Face mask when using public transport when traveling between campuses
INN University encourages conducting digital meetings. If physical meetings must be held and this entails the use of public transport between campuses, the employee must comply with any regulations present regarding the use of face masks. Expenses for this can be entered in a travel invoice.

Good cleaning routines
The new coronavirus (SARS-CoV-2) is easily removed by manual cleaning with water and common cleaning agents. The virus can survive on surfaces from hours to days, depending on the type of surface, temperature, sunlight and other factors. Therefore, thorough and frequent cleaning is important for infection prevention.

Employees and students
INN University is not able to facilitate cleaning between each user and the next. The individual user is therefore entrusted with the responsibility for cleaning:

You must wipe the desk/workplace yourself when you arrive. Various types of cleaning equipment (such as washcloths and other surface disinfectants) are available in classrooms, reading rooms and office areas.

There must be clear notices about your responsibility to wipe your desk/workplace yourself.
The person who leads a gathering (for example a lecturer) must lead by example and remind everyone of the need to wipe desks/workplaces before the gathering begins.

You must clean tablets, computers/keyboards and other equipment that is shared and used in class before use (minimum daily). In some cases, where cleaning between each user is not possible, the use of gloves may be introduced.

Dining tables outside the cafeteria are washed with soap and water after use. In the cafeteria, surface disinfection and disposable cloths are used in accordance with SINN's own routine (https://www.inn.no/om-hoegskolen/smittevernveileder/sinn).

Housekeeping staff
The cleaning staff performs enhanced cleaning in exposed areas. The routines and the local cleaning plans have been reviewed, and adjustments have been made in relation to organization, responsibility and resource needs.

It is not necessary to use extra protective equipment, but hands should be washed after cleaning, even if gloves have been worn. Loose carpets can be removed to facilitate cleaning.

It is not necessary to use disinfection routinely at our campuses. If disinfectant is still used, visible dirt must first be wiped off with a cloth or paper towel, otherwise the disinfectant will not work. Useful disinfectants are alcohol-based disinfectants.

Reinforced cleaning in exposed areas is important:

- Toilets and washbasins must be cleaned at least daily. Wipe surfaces such as toilet seat and faucet attached to washbasin 2-4 times a day.
- Disposable paper towels and soap should be available, and care must be taken to dispose of rubbish regularly.
- Door handles, stair railings, chairs, other table surfaces and other objects that are often touched should be cleaned frequently, at least daily. Continuous assessment is made of the need for enhanced cleaning with a view to varying use of, for example, work surfaces in auditoriums.
- Loose fabrics must be washed according to instructions.

Documentation of cleaning and disinfecting agents
HSE data sheets for cleaning agents, hand disinfection and surface disinfection are available in a designated app [Chemical Manager (EcoOnline)]. Download Chemical Manager to your phone (App Store, Google Play, etc.). Use company code 4629, employee username, and employee password.

Reduced contact between people
Reduced contact with others will reduce the risk of infection from people who do not know they are infected. To achieve this, the distance between students/staff should be increased. Execution of major individual events must be done in accordance with relevant guidelines from the Norwegian Directorate of Health. It is important that INN University administration and the faculties contribute to finding good solutions locally, so that both students and employees feel confident that the infection control measures can be implemented. It is important to emphasize that the staff must continue to take care of the students' need for security in the new situation and create a good psychosocial environment.
For students with special needs where it is difficult to regulate distance to others, the most important measure is to limit the number of close contacts for each student and staff, for example by using digital learning methods or fixed groups.

There are two main approaches to reducing contact between people:

- Observe at least one meter between students / staff in all situations
- Divide students into fixed, smaller groups that can interact more naturally.

In smaller groups, it is easier to keep your distance as long as the group is adapted to the room size. If you are able to keep your distance, you limit the spread of infection within a group. Using fixed groups also limits infection between students in different groups. This facilitates the work of infection tracking and prevents the campus from having to close when a student or employee is detected as infected.

In any case, all rooms have narrower passages, such as entrances and exits, or around furniture. Here it is important to show respect and moderation and let each other pass with a good margin.

It is an advantage that students and staff limit contact with a high number of people in their free time. Here, INN University asks its employees to follow the applicable recommendations from the health authorities to limit contact with others.

**Group sizes and fixed groups (cohorts)**

In the infection control guide for primary and lower secondary school level, it is described how pupils are to be divided into “cohorts”. A cohort is a fixed group consisting of students and staff. Such a fixed group is a good starting point for limiting infection and for possible tracking of infection. At the lower secondary level, a cohort is defined as 20 students. We understand a cohort as a “fixed group” with little or no contact between the different groups. The Language Council recommends not using the term “cohort” and we have therefore in the following chosen to use the term “fixed group”.

**The guiding rule**

At INN University, it is generally not possible to abide by permanent, fixed groups in all study programmes because students are mixed across study programmes through common courses and various forms of collaboration. We also have study programmes with relatively large classes. It is therefore particularly important that the other infection control measures are implemented. The distance requirement can be difficult to maintain in small rooms with full classes, in which case the students should be divided into smaller groups that are distributed over several rooms, possibly finding alternative solutions outdoors.

The most important contact-reducing measure at INN University is to keep a minimum distance of one meter to others in all situations. It is especially important to pay attention to narrow passages in rooms, such as at the entrance/exit and by furniture.

- Where possible, students can be divided into smaller groups.
- In the event of a lack of physical space on campus, alternating days, different attendance times and alternative premises can be considered.

INN University follows the applicable infection control advice from the health authorities for the number of people that are allowed to gather in one place. As of 15 June 2020, the government
increased the size of groups that are allowed to gather from 50 to 200 people, given that a distance of one meter between the participants can be maintained.

For INN University, this will probably only be relevant for outdoor events and rented premises that have a capacity for 200 people given the "one-meter rule" (the distance requirement).

An area calculation has been drawn up for INN University’s teaching rooms, which takes into account the requirement for a minimum distance of one meter between people. The area calculation is made available on INN University’s website on infection control.

The actual number of people who can gather indoors will thus be limited by room size. The area calculation will therefore govern INN University. The existing situation is that INN University has only a few teaching rooms that can accommodate more than 50 people given the "one-meter rule" (the distance requirement).

This is part of the risk assessment that INN University must carry out. This must also take into account that larger groups lead to more difficult oversight. If you are going to conduct gatherings of groups of up to 200 people, you must be extra careful in regard to entrances and exits, how to organize the gathering, and information about infection control measures.

In all cases, the participants must receive clear information about rules for hygiene in terms of hand washing and the use of hand sanitizer. Information must be provided in writing and verbally (see “Good hygiene” chapter above).

Proper cleaning of the premises must be carried out and this may lead to a limitation on the number of available meeting rooms (see “Good cleaning routines” chapter above).

If the distance requirement cannot be guaranteed, the requirement for fixed groups enters into effect (see below).

**Fixed groups**

Fixed groups are used in two cases:

1. With some smaller study programmes, it **may** be possible to organize the student group into fixed groups. Where possible, this is recommended, but it is not an absolute requirement. The purpose is to limit infection and facilitate infection tracking and isolation.
2. If it is not possible to comply with the requirement of keeping a distance of 1 meter, fixed groups **must** be used to carry out teaching.

In addition, the following applies:

- A fixed group should have no more than 20 people.
- Within a fixed group, students and staff can socialize, but are encouraged to keep a distance of one meter and avoid unnecessary close contact / physical contact.
- It is important that students in different fixed groups do not mix as far as possible.
- Employees should arrive at lecture rooms / group rooms so that the fixed group does not have to change rooms.
- The fixed groups should change rooms as little as possible.
- The fixed groups may change composition weekly after a weekend (at least two days without contact between staff and students).
• In the event of a lack of physical space on campus, alternating days, different attendance times and alternative premises can be considered. In addition, it is possible to facilitate increased use of outdoor activities / outdoor teaching.
• Fixed groups can pass each other and be in the same area for a short time (up to 15 minutes).
• When dealing with joint courses where students are mixed, it must be ensured that students can keep at least a one-meter distance. The students should therefore be grouped in the lecture room based on their affiliation with a fixed group.

Contact reduction measures
Here are suggestions on how contact-reducing measures can be implemented. Separate advice for contact-reducing measures for employees is given at the end of this chapter.

Physical contact:
• Hand shaking and hugging should be avoided.
• Avoid standing or sitting close together and keep at least one meter apart.

Density of groups:
• Larger gatherings should be avoided (see chapter on group sizes above).
• Use larger premises or outdoor teaching where possible.
• All students should have their own desk / workplace to ensure a distance of at least 1 meter. Where students do not have their own desk, a workplace should be secured at some distance from others.
• Avoid congestion on the way in and out of classrooms, locker rooms and toilets.
• Create markings on the floor to ensure distance between students in group rooms/classrooms, libraries, changing rooms and other areas where congestion may occur.

Breaks:
• Have breaks at different times to limit the number of students who are in common areas simultaneously, and arrange for breaks to take place outdoors.
• Students must be reminded to keep their distance during breaks (at least 1 meter).

Limit food and item sharing:
• Students and staff should not share food and drinks.
• Food can be prepared on campus in accordance with the applicable guidelines for cafeterias and restaurants.
• Food must be served in portions.
• Students and employees should each sit at their own desks when eating, or in a fixed place with the appropriate distance (one-meter’s distance).
• Limit sharing of, for example, stationery, work tools, tablets and the like.

Transport to campus:
• Use of public transport to and from campus should be limited where possible.
• Starting teaching at different times can reduce crowdedness in public transport during rush hour.
• When using public transport, keep a distance from others.
• Students and staff must wash their hands when they arrive on campus and when they return home.
Excursions that involve close gatherings of students in large groups and on public transport should be avoided.

Specific provisions for employees:

INN University's employees are encouraged to have a dialogue with their immediate superior with personnel responsibilities if there is a need for clarifications related to their own work situation.

INN University will continuously consider the use of a home office. Changes with regard to this, as a result of gradual escalation and return to campus, will be published on innafor (https://innafor.inn.no/nyheter/vikten-informasjon-til-ansatte).

In addition:

- Keep a distance (at least one meter) from colleagues in meetings and breaks.
- Lecturers can move between fixed groups, but these groups should have fixed teaching rooms when possible.
- Avoid shaking hands and hugging.
- You should use video conferencing instead of physical meetings with colleagues where possible.
- You must wash shared tablets and computers/keyboards before use.
- Extra attention must be paid to hygiene around the kitchen / dining room.
- The use of public transport during rush hour to and from campus should be limited where possible.
- Employees/substitutes should avoid working at different campuses on the same day.
- During absence of personnel, there may be a need for temporary staff and/or relocation of personnel between fixed groups. This can be done when necessary, but reshuffling must still be limited as much as possible.
- Special services (psychologist, student chaplain and others) should follow basic infection control routines according to the applicable recommendations (good hand and cough hygiene, do not arrive on campus in case of illness, etc.), but can otherwise perform their work as normal.

The occupational health service

- The occupational health service plays an important role in the follow-up of the employees. In work with HSE related issues, it can be used as a resource with regard to infection control.
- All employees can contact the occupational health service directly for all work environment-related matters, see contact information here: https://innafor.inn.no/mitt-arbeidsforhold/bedriftshelsetjenesten

SINN health:

- SINN health maintains its staff during the COVID-19 outbreak and is thus an important interlocutor for students, and for being able to provide health and psychosocial support.
- Talks (by video or telephone) with students can be conducted according to the same guidelines as for other health services.
Infection control measures in certain disciplines and teaching formats that require extra measures

Here is advice for certain disciplines and teaching formats that require extra measures, in addition to the advice described above.

Use of changing rooms and teaching in physical education / sports or equivalent:
- Implement changes so activity can potentially be carried out in different rooms to provide more space.
- When showering is required, students must be divided into smaller groups to limit the number of individuals in the locker room / shower simultaneously.
- Outdoor activities are recommended.
- Avoid activities with close contact between students in accordance with the applicable recommendations from the National Institute of Public Health.
- If in a later phase of the outbreak it becomes possible to carry out exercise in swimming pools, it is the case that the chlorine content in pool water inactivates both coronavirus and other viruses. The teaching must nevertheless be organized so that close contact between students in locker rooms and the pool is minimized in accordance with the applicable recommendations from the National Institute of Public Health.

Music
- Avoid having wind instruments shared by multiple students.
- When using hand-held instruments and keyboards, wipe used areas after use.
- In addition to this, we refer to the industry guide from the Norwegian Music Council “Infection control for music exercises” (https://www.musikk.no/nmr/om-oss/medlemsorganisasjoner/ressurser-for-medlemmer/veileder-smittevern-for-musikkovelser)

Food and nutrition
- Try to carry out the teaching through alternative formats (for example homework).
- The virus is not transmitted through food if good hand hygiene and normal kitchen hygiene are practiced.
- Avoid foods prepared without heat treatment (such as salads and similar dishes).
- See also the Norwegian Food Safety Authority’s recommendations (https://www.mattilsynet.no/Utrudd_av_koronavirus/Mat_og_drikkevann/kan_man_spre_koronasmitte_ved_professionell_matlaging.38073)

Laboratories and workshops
- Limit equipment sharing.
- Where possible, wash and clean the equipment after use.
- In-depth routines have been made for work in laboratories (gloves when using equipment and in addition to hand washing before and after use) (the routines are made known by notice and are available at https://www.inn.no/om-hoegskolen/infection-control-guide/guide-checklist-and-guidelines)
- In-depth routines have been formulated for work in workshops (the routines are made known by notice and are available at https://www.inn.no/om-hoegskolen/smittevernveileder/veileder-sjekkliste-og-retningslinjer).
TV, films and games
- Limit equipment sharing. (see Guide, checklist and guidelines)
- Wash and clean the equipment where possible after use
- In addition to this, we refer to the industry guide “Guide for audiovisual productions. Safe implementation of audiovisual productions” (https://www.virke.no/bransjer/produsentforeningen/veileder/).

Healthcare professions
The Norwegian Directorate of Health, with the support of the National Institute of Public Health, has prepared a guide for maintaining infection control for health enterprises with one-to-one contact. This will also apply in learning situations. The guide can be found here:

Practical experiential learning
When a student is in practical experiential learning, or an employee visits an internship location, the industry standard (guide for the industry) applies to the relevant sector.

If there is no such industry standard, INN University’s guide applies.

If there is an industry standard, we recommend that it be followed in teaching situations at INN University. In cases where students under the authority of INN University collaborate with external actors or partner institutions that have industry standards, these must be followed. The following guides are particularly relevant to practical experiential learning at INN University:

Fieldwork off campus
INN University has developed its own guidelines for field work in connection with the coronavirus outbreak. See ‘Guideline for fieldwork in connection with the coronavirus outbreak’ (The guideline is available at https://www.inn.no/om-hoegskolen/smittevernveileder/veileder-sjekkliste-og-retningslinjer).

Gathering-based teaching
Gathering-based teaching where students from different parts of the country meet physically holds a greater risk of spreading infection over larger areas. It is therefore important to pay even greater attention to infection control at such gatherings than in cases where students mostly live in the same municipality. Digital solutions are preferable and should be considered to an even greater extent than otherwise. It is an explicit requirement that one should be able to keep a distance of 1 meter from others. It follows that the number of possible participants who physically meet must be
adapted to the size of the venue. Accurate and useful information must be provided about the infection control rules prior to the gathering. The organizer must also ensure that infection control rules are reiterated along the way and that breaks and exiting/entering the room are arranged so that the 1-meter rule is complied with.

School examinations
In some cases, an on-campus examination will be the best form of exam in a given course. A school exam entails that several people can potentially come into close contact with each other over time because they are physically close to each other, or share the same limited air volume. One should therefore consider whether there are other ways to evaluate the student that are equivalent to a school exam. If there are other equivalent forms of examination, these should be chosen.

When organizing a school examination, this must be done in accordance with the applicable rules for infection control. INN University has developed its own routine to support those responsible for this work. See ‘Routines for conducting school examinations with infection control measures’ (The routine is available at https://www.inn.no/om-hoegskolen/smittevernveileder/veileder-sjekkliste-og-retningslinjer).

Special infection control measures for employees
A risk assessment shall be carried out when reopening the campuses in relation to the employees’ working conditions. It must be possible to keep a meter’s distance to others in any situation. This is especially important to consider if you work in an open office, or share an office with one or more co-workers. A risk assessment must also be carried out in relation to employees and students who are in risk groups (see also the chapter “Are there any special populations that must be give special consideration?” below).

This is also important when the employee in his/her role has contact with many others and might have difficulty complying with the distance rule. Examples of relevant work assignments are student interviews or various forms of reception services and technical follow-up. Possible measures will be:

- Digital forms of communication such as email and telephone should be used as far as this is possible.
- Physical barriers such as the use of Plexiglas can be considered.
- Continued use of home office

It is the employee's superior who is responsible for making such a risk assessment. The employee is encouraged to contact their superior for a talk if necessary.

EVENTS
By “event” we mean public defence of theses, conferences and other organized activities that are not related to ordinary teaching activities and where INN University is the organizer.

In connection with the COVID-19 outbreak, we must limit the use of INN University's premises, when not in connection with carrying out ordinary teaching. In the first instance, this applies to the whole of 2020. It is therefore not possible for general access to carrying out events on INN University’s premises. It will only be possible to carry out events that the dean believes are extremely important to be carried out physically. This must be considered in connection with other activities on campus, as well as cleaning resources and IT resources.
A separate 'Guide for safeguarding infection control at events at INN University's premises' has been formulated. This guide is available in the online version of the infection control guide (see https://www.inn.no/om-hoegskolen/smittevernveileder/veileder-sjekkliste-og-retningslinjer)

LIBRARY

Guidelines for borrowing and return
The specific guidelines for the use of the library will be changed in line with new recommendations from health authorities. The library will inform about the guidelines in force at any given time on its website (https://eng.inn.no/library). In the following, we reiterate general guidelines.

Infection control rules
General infection control rules from health authorities described elsewhere in this guide apply when you arrive at the library:

- Remember to wash your hands thoroughly. Use hand sanitizer where washing is not possible.
- Keep a distance of at least 1 meter to others.
- Have others pick up books for you if you are in quarantine, in case of signs of illness or if you have been in contact with someone who is sick with COVID-19.

Counter and sufficient distance
- Distance between employees at the counter and the borrower should be at least 1 meter, preferably more.
- Plexiglas between librarian and borrower should be considered.
- Short inquiries are taken at the counter. Guidance of longer duration is conducted via email, chat, telephone or video conference.

Book borrowing automated service
- When the library reopens for borrowing of books, automated machines are used for lending and returning. The contact surface is cleaned several times a day. Users are encouraged to sanitize their hands before using the machines.

Books
The National Library has been in contact with the National Institute of Public Health regarding the handling of material in libraries.

NIPH holds that the risk of indirect infection from books is low. Implementing special measures such as quarantining the books or cleaning the books due to COVID-19 is not necessary. A generally good cleaning of all surfaces and common points of contact are important measures.

Reading spaces
The reading spaces in the library can be used with a minimum distance of one meter between users. Chairs and reading areas that cannot be used will be marked. Washcloths will be made available so that you can wipe over a table before using a space. Users are expected to respect this.

Cafeterias and restaurants (SINN)
SINN has adopted the following measures in its restaurants:
Furnishing of the premises is adapted with fewer chairs per table, and a longer distance between the tables.

- Marking with 1-meter distance stickers on the floor and in the cafeteria.
- Plexiglas protection screen at exposed places for our employees (checkout points and possible delivery points)
- Disinfectant dispensers and posters with instructions for use at all entrances to the cafeterias.
- All products are packed in portions (sandwiches / salad in a cup / possibly hot food in a cup, etc.)
- Kiosk goods are by self-service
- Sandwiches are by self-service
- Salad boxes are picked by the customer
- Buffet service is allowed (salad bar). Disposable gloves are made available, and it is encouraged to use this when supplying oneself in the buffet.
- As many open checkout points as possible – avoid congestion
- All frequently used points and surfaces frequently washed
- We recommend that INN University introduces regular meal times for employees and students who are on campus.
- SINN has made available spray bottles with disinfectant, as well as disposable cloths, and encourages all visitors to wash the table surface and chairs (seat and back) at the end of the meal.
- Infection control in kitchen areas is already well covered in existing food internal control, but measures related to keeping distance between employees have been introduced.

**Book store (SINN)**

Infection control rules in bookstores are adapted to the same guidelines as for libraries.

**Internat and dormitories (SINN)**

SINN has developed its own guidelines for safeguarding infection control in its rental operations.

**Kindergarten (SINN)**

SINN adheres to common national guidelines for safeguarding infection control in kindergartens.

**Are there any special populations that must be give special consideration?**

Based on information about the outbreak so far from China, Italy, the United Kingdom, the United States and Norway, it is older people (over 65 years) in particular who have a higher risk of serious illness with the new coronavirus, especially if they also have an underlying chronic condition.

In addition, adults, especially those over the age of 50, with chronic diseases such as cardiovascular disease (including high blood pressure) and diabetes may have a slightly higher risk of severe COVID-19 illness. This also applies to people who have recently undergone major surgery (such as bone marrow/organ transplantation), or are undergoing or have recently undergone immunosuppressive therapy.
Employees and students who belong to groups with a higher risk of a serious disease course of COVID-19 should be assessed individually with regard to the facilitation of work tasks/studies. Such an arrangement requires a doctor’s statement.

Students have the possibility to apply for facilitation of exams (see https://www.inn.no/student/eksamen/tirettelegging-ved-eksamen).

For updated information about people who may have a higher risk of COVID-19, see the National Institute of Public Health’s website (https://www.fhi.no/nettpub/coronavirus/fakta/risikogrupper/?term&h=1).

It has not been shown that pregnant women have a higher risk of serious COVID-19 disease, nor is there any reason to suspect that infection may pose a risk of foetal harm. The Norwegian Institute of Public Health recommends that pregnant women who have a chronic illness or pregnancy complications should discuss with their own doctor whether there is reason to exercise extra caution and the need for accommodation at the workplace / study environment.

To the extent that a student or an employee acts as a caregiver for a person in a risk group, one can contact one’s own doctor to assess the need for facilitation in order to limit the risk of infection to the relevant household. A dialogue should then be established with INN University to find out whether it is possible to offer facilitation and at the same time maintain normal study progression.

**TRAINING OF STAFF AND STUDENTS**

Employees and students shall be trained in implementing necessary infection control measures as described in this guide. The guide shall be supplemented with additional information that can be used in raising the competence of employees.

To strengthen the work with infection control, we have developed two crash courses in infection control that are available as short films on our website.

Students, employees and relatives must be confident that it is justifiable that physical presence at our campus has been commenced. It is therefore important that INN University’s information is unambiguous. Furthermore, it is important that students and staff actively contribute to implementing the infection control measures in accordance with this guide.

**Notification list**

This notification list indicates whom to notify at INN UNIVERSITY if you are diagnosed with Covid-19:

- Students are encouraged to notify the switchboard at INN UNIVERSITY as soon as possible. Please proceed as follows:
  - Call tel. 62 43 00 00.
  - Send email to servicepunkt@inn.no
  - Outside the switchboard's opening hours, call the university college's crisis number 04315, which is operated by Securitas' alarm centre.
  - There shall be no physical attendance.
  - The switchboard notifies according to the table below.
  - Securitas notifies according to the table below.
Employees must inform the nearest manager as soon as possible. This can be done in the following ways:

- Preferably, call or send SMS.
- Send email
- There shall be no physical attendance.
- The immediate manager notifies further according to the table below.

Notice of a positive test result for Covid-19 can come to the college from many people and in many channels. Anyone who is notified that there is a positive test result for Covid-19 must notify the person in charge as soon as possible (See table below).

Local crisis group must be set up when an infection situation arises. The head of the central crisis group must be informed.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Responsible*</th>
<th>Alternative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outbreak at Evenstad or Blæstad</td>
<td>Maria Willebrand</td>
<td>Ragnhild Østerhagen</td>
</tr>
<tr>
<td></td>
<td>Mob: +47 413 77 031</td>
<td>Mob: +47 908 57 248</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:Maria.willebrand@inn.no">Maria.willebrand@inn.no</a></td>
<td>Email: <a href="mailto:ragnhild.osterhagen@inn.no">ragnhild.osterhagen@inn.no</a></td>
</tr>
<tr>
<td>Outbreak at Rena</td>
<td>Anne Christel Johnsgaard</td>
<td>Peer-Jacob Svenkerud</td>
</tr>
<tr>
<td></td>
<td>Mob: +47 911 53 999</td>
<td>Mob: +47 915 54 368</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:anne.johnsgaard@inn.no">anne.johnsgaard@inn.no</a></td>
<td>Email: <a href="mailto:peer.svenkerud@inn.no">peer.svenkerud@inn.no</a></td>
</tr>
<tr>
<td>Outbreak at Elverum</td>
<td>Anette Gjerskaug</td>
<td>Ingrid Guldvik</td>
</tr>
<tr>
<td></td>
<td>Mob: +47 971 08 782</td>
<td>Mob: +47 938 43 072</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:anette.gjerskaug@inn.no">anette.gjerskaug@inn.no</a></td>
<td>Email: <a href="mailto:Ingrid.guldvik@inn.no">Ingrid.guldvik@inn.no</a></td>
</tr>
<tr>
<td>Outbreak at Hamar</td>
<td>Morten Ørbeck</td>
<td>Gunhild Tomter Alstad</td>
</tr>
<tr>
<td></td>
<td>Mob: +47 976 91 867</td>
<td>Mob: +47 415 24 143</td>
</tr>
<tr>
<td></td>
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<td>Email: <a href="mailto:Gunhild.alstad@inn.no">Gunhild.alstad@inn.no</a></td>
</tr>
<tr>
<td>Outbreak at Lillehammer</td>
<td>Marit Torgersen</td>
<td>Lars Petter Mathisrud</td>
</tr>
<tr>
<td></td>
<td>Mob: +47 911 04 064</td>
<td>Mob: +47 911 75 720</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:Marit.torgersen@inn.no">Marit.torgersen@inn.no</a></td>
<td>Email: <a href="mailto:lars.petter.mathisrud@inn.no">lars.petter.mathisrud@inn.no</a></td>
</tr>
<tr>
<td>Outbreak among employees at HQ (both</td>
<td>Marit Torgersen</td>
<td>Lars Petter Mathisrud</td>
</tr>
<tr>
<td>Elverum and Lillehammer)</td>
<td>Mob: +47 911 04 064</td>
<td>Mob: +47 911 75 720</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:Marit.torgersen@inn.no">Marit.torgersen@inn.no</a></td>
<td>Email: <a href="mailto:lars.petter.mathisrud@inn.no">lars.petter.mathisrud@inn.no</a></td>
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<td>Anette Gjerskaug</td>
<td>Ingrid Guldvik</td>
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<tr>
<td></td>
<td>Mob: +47 971 08 782</td>
<td>Mob: +47 938 43 072</td>
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<td>Email: <a href="mailto:Ingrid.guldvik@inn.no">Ingrid.guldvik@inn.no</a></td>
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<tr>
<td>Outbreak at DNF Oslo</td>
<td>Karin Julsrud</td>
<td>Fredrik Graver</td>
</tr>
<tr>
<td></td>
<td>Mob: +47 918 82 492</td>
<td>Mob: +47 974 60 562</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:Karin.julsrud@inn.no">Karin.julsrud@inn.no</a></td>
<td>Email: <a href="mailto:Fredrik.graver@inn.no">Fredrik.graver@inn.no</a></td>
</tr>
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</table>
### Outbreak at Tynset

<table>
<thead>
<tr>
<th><strong>Anette Gjerskaug</strong></th>
<th><strong>Ingrid Guldvik</strong></th>
</tr>
</thead>
<tbody>
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