

# INFECTION CONTROL AT NHH

## GUIDE FOR STUDENTS AND STAFF

Version 2, 12 January 2021

NHH



- Stay home if you are ill
- Wash your hands – often
- Keep a distance of at least one (1) metre



# CONTENTS

1	Introduction	3
2	Infection prevention measures	3
2.1	Persons who are ill and persons with symptoms of disease shall not be on campus	3
2.1.1	Follow-up of persons who are ill and infection tracing	4
2.1.2	If you become ill on campus	4
2.1.3	If someone in your household is ill	4
2.1.4	If someone in your household has been confirmed to have COVID-19	4
2.1.5	Flow chart for handling symptoms and illness – COVID-19	4
2.2	Proper hand hygiene and cough etiquette	5
2.2.1	Hand hygiene	5
2.2.2	Cough etiquette	5
2.2.3	Face masks	5
2.3	Good cleaning procedures	6
2.3.1	Your responsibility for cleaning on campus	6
2.3.2	Cleaning personnel's responsibility for cleaning on campus	6
2.3.3	Food and drink and use of lunchrooms	7
2.4	Contact-reducing measures	7
2.4.1	Keep a distance of at least one (1) metre – at all times	7
2.4.2	Dividing students into groups	8
2.4.3	Teaching	9
2.4.4	Holding meetings	10
2.4.5	Infection control officers	10
3	Special considerations	10
4	Training	11
5	External persons on campus	11
5.1	Employees in adjunct positions, guest lecturers and others	11
5.2	Events on campus	11
6	RELEVANT LINKS	12
7	CHECKLIST FOR MEASURES	13
8	CHANGE LOG	15

# 1 INTRODUCTION

The Ministry of Education and Research has decided that all educational institutions must have infection control guides adapted to the different campuses and study programmes. NHH's infection control guide has been prepared on the basis of the recommendations (template) of the Norwegian Institute of Public Health (FHI), but it is adapted to NHH's needs and will be updated regularly.

The infection control guide is intended to contribute to safe operations and provide information about how to ensure proper infection control. Even with good infection control, there will always be a risk of infection. Infection prevention measures are implemented to reduce this risk.

NHH's management is responsible for safe operations that take account of infection control, and assigns responsibility for the various tasks relating to the infection control advice.

Everyone, students, staff and guests alike, are jointly responsible for ensuring good infection control during the COVID-19 outbreak. Everyone must comply with [The Norwegian Institute of Public Health's \(FHI\) advice and information to the population, advice and information from the City of Bergen](#) and recommendations included in this infection control guide.

## 2 INFECTION PREVENTION MEASURES

The basic infection control measures are:

1. Persons who are ill shall not be on campus
2. Good hygiene
3. Contact-reducing measures

### 2.1 Persons who are ill and persons with symptoms of disease shall not be on campus

The main symptoms of COVID-19 are fever, a cough, and shortness of breath. In addition, headache, exhaustion, reduced sense of smell/taste and muscle ache are common symptoms. A sore throat, runny nose and abdominal pain can also occur. [Read about what to do if you suspect that you have COVID-19.](#)

- Persons who are ill<sup>1</sup> shall not be on campus.
- Nor shall persons with symptoms of disease be on campus. They must stay away until they have been asymptomatic for at least 24 hours.
- As a rule, persons who are in quarantine are healthy, but have been in a situation in which they may have been infected. Testing is recommended. Regardless of the test results and the reason for going into quarantine, the quarantine period is 10 days.
- Persons who have been in isolation because they have been infected with Covid-19, must be isolated for at least 10 days after the first signs of contagion. The person can stop isolating once 10 days have passed and they have had a normal temperature for at least 24 hours without the use of medication.

[See FHI - Social distance, quarantine and isolation](#)

---

<sup>1</sup> This document does not apply to illness and symptoms that are clearly unrelated to COVID-19.

### 2.1.1 Follow-up of persons who are ill and infection tracing

Persons with confirmed COVID-19 are followed up by the health services to ensure they receive satisfactory health care.

The municipal health service is responsible for mapping and following up the contacts of persons with confirmed COVID-19 in accordance with the applicable guidelines. Close contact tracing must begin immediately once a patient has been diagnosed with COVID-19.

### 2.1.2 If you become ill on campus

Persons who become ill or start to have symptoms of disease must leave campus as soon as possible.

They should preferably not use public transport. Ill persons who have to be picked up by others should wait in a separate room or outside without other people around. Ill persons 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.

Persons who become ill on campus must immediately notify **NHH's duty telephone at (+47) 55 95 98 88** so that necessary cleaning can be carried out immediately. Toilets that have been used by persons who have developed symptoms of respiratory infection must be closed immediately and cleaned. Once the person in question has left campus, the area where the person has been must be cleaned with ordinary cleaning agents.

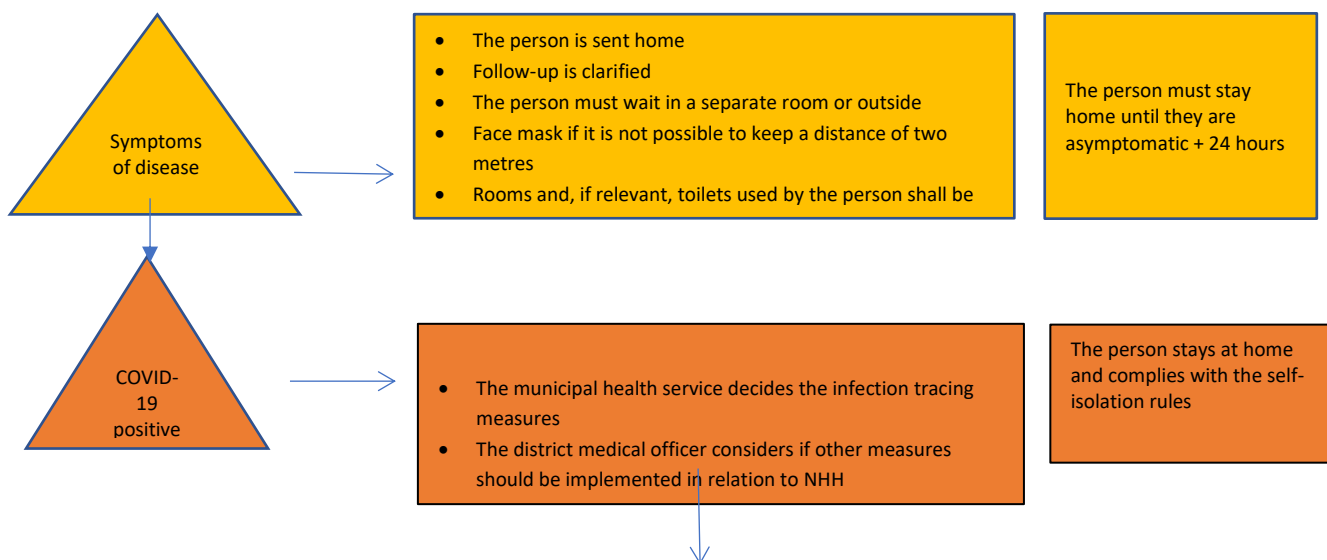
### 2.1.3 If someone in your household is ill

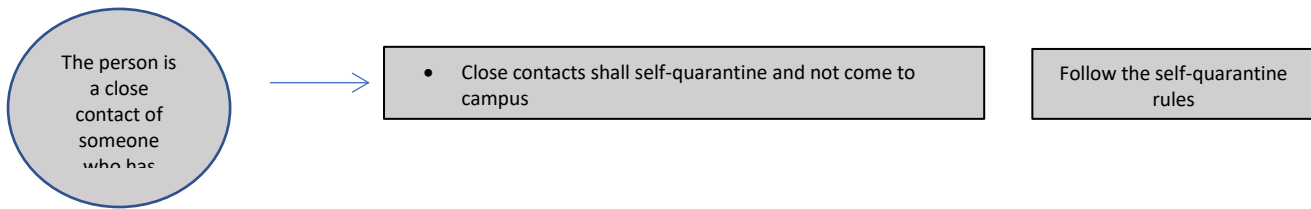
Persons who live with someone who has symptoms of disease, but who has not been confirmed to have COVID-19, must stay home until the person with symptoms has received a negative test result.

### 2.1.4 If someone in your household has been confirmed to have COVID-19

If someone in your household has been confirmed to have COVID-19, everyone who has been in close contact with this person must self-quarantine in accordance with the advice issued by the health authorities. No one in self-quarantine can come to campus.

### 2.1.5 Flow chart for handling symptoms and illness – COVID-19





## 2.2 Proper hand hygiene and cough etiquette

Proper hand hygiene and cough etiquette reduce the spread of all respiratory infections, including COVID-19.

### 2.2.1 Hand hygiene

Washing your hands with warm water and liquid soap is an efficient way of preventing infection. Everyone must wash their hands frequently and thoroughly for at least 20 seconds. The hands must then be dried using a disposable paper towel.

Alcohol-based sanitisers ('Antibac') are an alternative to hand washing. Sanitiser containers have been placed in all areas of the campus. Surface disinfectants (LifeClean) must **NOT** be used for hands, see section 2.3.1.

Everyone must wash their hands:

- Before leaving home and when returning home
- When arriving on campus
- After coughing, sneezing, wiping your nose or drying your face
- After using the toilet
- Before and after meals
- After being outside
- When your hands are visibly dirty

### 2.2.2 Cough etiquette

- Cover your nose and mouth with a tissue paper or cough or sneeze into the crook of your elbow. Clean your hands afterwards.
- Avoid touching your face or eyes.

### 2.2.3 Face masks

In order to reduce the infection in society, a face mask can be used in addition to other measures. However, the use of face masks cannot substitute other measures. The individual municipality is responsible issuing local advice or ordering the use of face masks. [These rules apply to the City of Bergen](#).

At the national level, regulations have been issued that mandate the use of face masks for people in quarantine and who must use public transport. See [FHI's advice on the use of face masks](#). For now, it is up to the individual whether they wish to use a face mask on campus.

NHH's operational staff are in a special position because they are exposed to a great number of people in their day-to-day work. Face masks will therefore be made available for them on campus.

NHH will also have face masks in stock should an acute infection situation arise on campus (cf. section 2.1.2).

## 2.3 Good cleaning procedures

The coronavirus is easily destroyed by manual cleaning with water and ordinary cleaning agents. The virus can be detected 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.

### 2.3.1 Your responsibility for cleaning on campus

NHH will not be able to clean surfaces/equipment between every user. Everyone is therefore responsible for cleaning:

- You must clean your own work desk / workstation when you arrive and when you leave for the day.
- Tables in meeting rooms, the library, canteen, kitchen, social rooms and other common areas must be cleaned after use.
- Student workspaces (reading rooms, group rooms etc.) must be cleaned before and after use. Clean the work surfaces before leaving the workspace and when your return.
- The same applies to activity-based workstations, joint offices, quiet rooms etc. Clean all the surfaces (doorknobs, tables etc.) before and after use.
- Technical equipment in auditoriums, meeting rooms or teaching rooms (keyboards, cables, microphones, remote controls etc.) must be [cleaned](#) before and after use.
- Dishes, glasses, cups and cutlery must be washed in a dishwasher in accordance with the applicable procedures.
- If you wish to work on campus at weekends or public holidays, you must take special responsibility for cleaning, as regular cleaning services will not be carried out on these days.

Various types of cleaning supplies will be available in the areas mentioned above.

Surface disinfectants (LifeClean) must **NOT** be removed from the container, for example to fill up spray bottles, because the effect of the disinfectant will then be gone in a matter of hours. LifeClean must **NOT** be used on hands.

### 2.3.2 Cleaning personnel's responsibility for cleaning on campus

Separate plans have been drawn up for normal and extra cleaning on campus. Keep your own workstation, student workspaces, joint areas etc. tidy. It makes the work more efficient for the cleaning personnel.

Cleaning personnel carry out extra cleaning in especially exposed areas:

- Toilets and sinks are cleaned twice daily
- Disposable paper towels and soap are refilled and shall always be available
- Waste bins are emptied regularly
- Door handles, banisters and other objects that are touched frequently are cleaned frequently, at least daily
- Tables/desks in auditoriums/teaching rooms are cleaned frequently.

### 2.3.3 Food and drink and use of lunchrooms

- Employees who want to keep their food in the fridge must use a separate closed container.
- Sharing food is not permitted.
- Food and drink to be served at meetings or events must be portion-wrapped. It will not be possible to order food and drink to share with others. This also applies to fruit deliveries
- Everyone must clean their own table before and after eating in the canteen, social rooms or any other place where food is consumed. See also section 2.3.1, second bullet point.

## 2.4 Contact-reducing measures

There are three main approaches to reducing contact between people:

1. Keep a distance
2. Split people up into smaller, and, if relevant, set groups
3. Enable meetings and teaching to take place digitally

### 2.4.1 Keep a distance of at least one (1) metre – at all times

- Public transport should be avoided as far as possible.

Employees who bike or run/walk to campus can use the showers on campus. The new building has four showers on both the third and fourth level, and one shower on the lower ground level. In the renovated building there are three showers on the lower ground level connected to the changing rooms and disabled toilets for administrative staff. There is one shower on every floor, from the first to the ninth level. Students can use the showers in the Lehmkuhlhallen sport centre.

- Avoid shaking hands, hugging and unnecessary physical contact.
- A distance of at least one (1) metre between people must be maintained throughout the day (auditoriums, teaching rooms, canteens, corridors, common rooms etc.)
- Everyone must comply with the physical markings (arrows, signs, physical obstacles) that show the way and how to get from one area/room on campus to another.
- The break in the middle of the teaching activities is reduced from 15 to 5 minutes. This leaves time for 25 minutes of cleaning of auditoriums/teaching rooms between teaching groups.
- Available places in auditoriums, reading rooms and group rooms are clearly marked. When in these rooms you must respect the marking and comply with the 1-metre-rule at all times. Do not move free-standing chairs so that the distance shrinks!
- If it is impossible to pass someone while keeping a distance of one (1) metre, for instance on the way out of an auditorium during a break, remember to avoid face-to-face contact. You can also use a face mask.
- Students must, as far as possible, use the same workstation or the same room for the whole day. If you leave the workstation or room for a short time, you must leave a note stating that the workstation or room is reserved – remember to include the date. See also section 2.3.1, third bullet point.
- Supervision of students must mainly take place digitally.

- Students have access to the departments if they have made an agreement in advance and are met at the entrance to the department.
- Everyone who teaches and supervises groups of people must remember to keep a distance of at least one (1) metre between themselves and the group. If close contact is required, take measures to limit the risk of infection: limit talking, avoid face-to-face contact, use a face mask etc.
- In open common rooms/meeting rooms/social rooms, chairs and tables must be placed so that the one (1) metre rule can be followed. All such rooms must be marked with the number of people permitted to stay in the room at the same time. Avoid placing newspapers and journals in common areas.
- Staff who work in open office landscapes must sit at their regular places. If it is not possible to maintain the required distance of at least one metre, ideally two, additional available premises must be used. A rota system involving working from home can also be implemented. The administrative managers must draw up suitable plans for their units, that address the needs of staff, infection control, duties and maintains satisfactory operations
- Conversations and meetings with other staff members in the same unit (shared offices) or staff from other units must take place outside the shared offices.

#### **2.4.2 Dividing students into groups**

Experience shows that students need physical meeting places. Due to infection control measures, it is necessary to implement measures to reduce the number of students present on campus *at the same time*:

- If you have a lecture, you can be on campus.
- All teaching rooms now have a [capacity](#) that is stipulated to comply with the distance requirement. This capacity is absolute and must be complied with.
- The person responsible for the course will use a [registration system](#) if necessary.
- Students who have not registered must leave the room if the capacity limit is reached.
- The lecturer may not give the lecture if the capacity limit is exceeded.
- If you cannot find a place in a reading room or in other work spaces on campus, you should leave campus.
- Teaching staff can shift their working hours to the afternoon/evening if this is compatible with the schedule/teaching plan, and the staff member and all affected students so wish.

It may become necessary to implement further measures, and students must keep up-to-date with information about such measures from the persons responsible for courses and the Office of Student and Academic Affairs.

It is difficult to divide students into smaller, set groups (cohorts) at NHH due to study programmes with big year groups and classes, and because students are mixed in common courses and various forms of cooperation.



### **2.4.3 Teaching**

The individual staff member's and student's presence on campus is important to regain a positive academic and social work and study environment. Due to infection control measures, we will however organise the teaching as a combination of physical and digital meeting places.

- Traditional classroom teaching will be combined with web-based teaching.
- A requirement for recorded or digital alternatives has been introduced for all courses.
- There here will be no compulsory teaching activities that require attendance in person on campus.
- Compulsory activities will always have a web-based alternative.

#### 2.4.4 Holding meetings

- The main rule is that all meetings should take place digitally.
- Physical meetings can take place if the number of participants is low (no more than five or six people) and if a distance of at least one metre, preferably two, can be maintained in the meeting room.
- The applicable rules regarding safe distances and other considerations must be adhered to in all types of meetings, seminars and gatherings. In case of insufficient capacity and/or if the distance requirement cannot be met in the unit's own meeting/seminar rooms, a common room/auditorium on campus must be booked or the meeting/seminar must be held digitally.
- The meeting rooms on campus must be marked with the number of people who can be in the room at the same time (coronavirus capacity).
- Physical meetings should be short.

#### 2.4.5 Infection control officers

Infection control officers have been appointed at NHH and will assist with the infection control work on campus. The officers will help and assist students, staff and guests and will among other things ensure that the required distance is maintained in all common areas.

Infection control officers will normally patrol the campus areas between 8.00 and 16.00. During periods when the area is occupied by many staff members, students and guests, stationary infection control officers need to be stationed in the common areas inside Entrance B and the adjoining area up the stairs.

### 3 SPECIAL CONSIDERATIONS

Familiarise yourself with the Norwegian Institute of Public Health's [information about risk groups](#).

The workplace must be adapted to staff who can document a risk of serious illness from COVID-19. Needs should be clarified and the manner of adaptation agreed with the immediate supervisor in accordance with the pertaining guidelines.

If special grounds so indicate, members of staff can agree with their immediate superior to work from home on certain days or during short periods.

Students in the risk group for COVID-19 can study from home, cf. section 2.4.3. Students must themselves assess whether they are at particular risk and need not inform NHH about their decision to follow teaching from home.

For courses with school exams, students who are in the risk group for COVID-19 and cannot take the ordinary exam, must [apply for special adaptation of exams](#). Such students must contact [eksamen@nhh.no](mailto:eksamen@nhh.no) as soon as possible to arrange for adapted exams in the courses in question.

## 4 TRAINING

- All staff members and students must familiarise themselves with NHH's infection control guide. This also includes clicking and checking the links provided.
- All staff members and students must complete the online infection control course available at Paraplyen and in Canvas.
- Infection control must be a topic at department meetings and staff meetings to ensure that all members of staff are familiar with and adhere to NHH's infection control protocol in their day-to-day work.

## 5 EXTERNAL PERSONS ON CAMPUS

### 5.1 Employees in adjunct positions, guest lecturers and others

- Units planning to invite international guest lecturers must adhere to NHH's applicable travel regulations, and [the national entry and quarantine rules](#) in force at all times.
- All employees in adjunct positions, guest lecturers or others who are going to participate in teaching activities or research, must familiarise themselves with NHH's infection control rules before entering NHH's premises.

### 5.2 Events on campus

- By event is meant public thesis defences, conferences or other organised activities that are not related to ordinary teaching activities and where NHH, NHHE or NHHS is the organiser.
- Separate infection control guidelines shall be prepared for each individual event. The guidelines shall be based on the Norwegian Institute of Public Health's advice and recommendations for [events, gatherings and activities](#), in addition to NHH's infection control guide. The maximum number of participants is stated in the FHI's applicable guidelines. The organiser must prepare a list of participants and make it available to the health authorities should infection tracing become necessary.

## 6 RELEVANT LINKS

[The Norwegian Institute of Public Health's \(FHI\) advice and information to the population](#)

[Advice and information from the City of Bergen](#)

[Read about what to do if you suspect that you have COVID-19](#)

[See FHI - Social distance, quarantine and isolation](#)

[These rules apply to the City of Bergen.](#)

[FHI's advice on the use of face masks](#)

[Video about cleaning of technical equipment](#)

[Capacity](#)

[Registration system](#)

[Information about risk groups](#)

[Apply for special adaptation of exams](#)

[Eksamen@nhh.no](#)

[The national entry and quarantine rules.](#)

[Events, gatherings and activities](#)

[Video about the effects of face masks](#)

[German study on the use of face masks](#)

## 7 CHECKLIST FOR MEASURES

Management's overall responsibility	Responsible
Students and staff, including employees in adjunct positions, must be informed about the content of this guide.	Head of unit and the individual staff member
Students and staff, including employees in adjunct positions, shall take the online infection control course	The individual staff member/student
Guests and other visitors shall be informed about NHH's infection control at a level appropriate for the purpose of the visit	Organiser or head of unit
Infection control shall be a topic at all unit/department meetings at NHH in 2021	Head of unit
Dialogue must be initiated with students and staff at increased risk of serious illness from COVID-19. It may become necessary to adapt work/studies to prevent infection.	Head of unit (staff) or the Office of Student Affairs (students)
Arrangements must be made to enable digital teaching and physical attendance in person to be combined	The departments and the Office of Student Affairs
<b>Extra cleaning</b>	
Extra cleaning of toilets, door handles and banisters	Office of Property Management
Extra cleaning of all common areas will be introduced	Office of Property Management
Extra cleaning of all common areas. Cleaning of tables after use.	The individual user
Extra cleaning of technical equipment in auditoriums, teaching rooms, meeting rooms and common areas.	The individual user
<b>Hygiene measures</b>	
Sufficient soap shall be available at all hand washing stations and toilets	Office of Property Management
Sufficient hand sanitiser ('Antibac') and cleaning agents shall be available in meeting rooms, group rooms, common areas and the canteen. Must be refilled regularly.	Office of Property Management
'Wash your hands' poster on the inside of all toilet doors	Office of Property Management
Posters on hand washing routines and cough etiquette in all common areas, near entries and lift areas. There must always be a poster next to wall-mounted hand sanitiser dispensers ('Antibac').	Office of Property Management
Private food and drink must be placed in separate plastic containers in the fridge	The individual user
Food and drink must not be shared with others	The individual user
Separate hygiene measures introduced for preparation and serving of food and drink in the canteens	Sammen – the Student Welfare Organisation
<b>Reduced contact between people</b>	
A distance of at least one (1) metre must be maintained between people	Everyone
Markings on the floor and on walls/doors with arrows, signs and obstacles to ensure distance between people in common areas, stairs, corridors and entries/exits	Office of Property Management
Every other chair in auditoriums and reading rooms must be marked 'do not sit here'	Office of Property Management
The number of available chairs in group rooms, class rooms and meeting rooms must be adapted to the size of the room to allow for the necessary distance between users.	Office of Property Management
If necessary, use bigger rooms to ensure the necessary distance between people	The individual user
Sofas and chairs must be removed from cramped common areas and corridors	Office of Property Management
Consider having students arriving at different times	Person responsible for the course/department of Student and Academic Affairs
Tables and chairs in the canteens must be placed to allow for the necessary distance between people	Sammen – the Student Welfare Organisation

