

BEHAVIOR DURING COVID19

The following rules apply until new are issued

IN GENERAL, AND DURING THE TIME OF GRADUAL REOPENING:

Work from home by appointment with your immediate manager. Visits to the department may only take place after consulting the Head of Department.

Only 10 specific employees are allowed and few select students have access to laboratories and workshops at certain times. The allocated timeslot must be respected. Deviations from the plan must be reported to the head of department. The updated plan can be found at O:\Nat-Tech_Geo-Faelles\Genåbning 1

Expect reduced laboratory and workshop service during this period: Accept that some tasks may need to be postponed and that routine tasks may take longer than usual to complete.

LIMIT PHYSICAL INTERACTION AND TRAFFIC:

- Keep at least 1 meter between each person at all times.
- Gloves are required to wear in laboratories and workshops, whether necessary or not for the work process. Change gloves frequently to avoid skin problems and do not touch things that you touch again without gloves.
- No access to coffee rooms, auditoriums or classrooms.
- Be considerate when passing someone in the hallway, stairwells or in the mail room.
- Max. 1 person is allowed at a time in elevators, mail rooms etc.
- Do not have meetings with physical presence that are not strictly necessary: Skype, Microsoft Teams, etc. are alternatives to use, otherwise postpone the meeting until it is safe to meet in person again.
- If you need a brief 1: 1 meeting with a person: Arrange to meet outside in the open air and go for a walk, or call, Skype, or send an email instead.
- At the end of all work sessions (and at least once a day), disinfect contact surfaces, including computer mice, keyboards, heating cabinets / cabinets / drawers, switches, fume cupboards, tabletops, buttons, taps, and other equipment.
- Bring your own service from home for your lunch break. Avoid using kitchen towels, dishcloths and tea towels, use paper towel.
- Breaks are to be held at a good distance and in different rooms, e.g. office, meeting room or outdoors.
- Use the same toilet throughout the period.
- Guests and external visitors may only enter the department by appointment by the head of department.
- Do not order goods / have suppliers visiting, unless delivery is strictly necessary for the execution of tasks.

WHAT CAN YOU DO, TO AVOID SPREADING THIS DISEASE?

- The department follows the current specified rules from the National Board of Health and the Ministries, stay informed at <https://www.sst.dk/corona>
- Wash hands, thoroughly and often, as directed by the National Board of Health. Bring your own lotion and don't let your skin dry out (the skin is part of your natural immune system).
- Only use hand disinfection if necessary, e.g. in a situation where you do not have the opportunity to wash hands immediately.
- Open windows in your office and air out, preferably several times a day.
- Limit traffic around the department and on campus: Do not expose yourself or others to viruses (remember that you can be a healthy carrier without knowing it).
- If you become ill or suspect illness related to COVID19:
 - o If you fall ill at the department, go home immediately.
 - o Contact your own doctor, the secretariat and your immediate manager.
 - o Be considerate and contact the people you have been in contact with in the days leading up to your illness, they may need to isolate themselves.
 - o Do not enter AU until you have been symptom-free for at least 48 hours.

Objects that are touched by different people during a normal day:

- Key-card readers
- Door knobs
- Elevator buttons
- Light switches
- Toilets
- Taps
- Microscopes
- Multifunction machine
- Computers in the labs

Reduce (or avoid!) contact with as many objects above as possible! Wash your hands thoroughly afterwards.