AARHUS UNIVERSITY

corona | covid-19

Rules regarding the reopening of offices, meeting rooms and communal spaces

GENERAL

- The university aims for some of its employees to continue to work remotely for some time yet. Management at the local level is responsible for deciding to what extent it is appropriate for employees to return to their work station at AU.
- Employees who feel ill and/or have mild symptoms of coronavirus infection must remain at home. Employees and students who have coronavirus symp-toms should remain at home until they have been without symptoms for 48 hours.
- Employees in a high-risk group should discuss what to do with their management, who will make a concrete assessment.
- When arriving at the workplace, employees and students must wash or disinfect their hands.

DISTANCE REQUIREMENTS IN OFFICES, MEETING ROOMS, LUNCHROOMS AND OTHER COMMUNAL SPACES

- A minimum distance of one metre should always be maintained between employees.
- However, as a general rule, a minimum distance of two metres should be maintained in situations in which there is increased risk of infection through respiratory droplets, or where additional precautionary measures are advisable out of an abundance of caution. For example, this applies to activities involving physical exertion and in enclosed spaces with poor ventilation and so on.
- The distance between seated persons should be measured from the centres of their chair seats.
  - In offices, meeting rooms, lunchrooms and other communal spaces, there must always be a distance of at least one metre between seated persons.
  - In the case of closed spaces with poor ventilation, there must be a distance of at least two metres between seated persons.
- If it is not possible to comply with the distance requirements, work must be organised so as to ensure the required distance between the employees, for example by having fewer employees in each office or by having them take turns working on campus.
- Rooms should be aired out regularly, particularly offices with several persons.
- After spending time in meeting rooms and communal spaces, employees must ensure that these spaces are aired out, and that contact surfaces are cleaned or disinfected.
- Only one person at a time may use smaller communal spaces, for example kitchenettes, copy rooms and so on.

MEETINGS, CONTACT WITH EXTERNAL PARTNERS, STUDENT, ETC.

- Employees may conduct in-person meetings with employees from the same building complex, provided that the participants in the meeting comply with social distancing guidelines.
- In-person meetings with external participants, including meetings between employees who work in different buildings and who do not work closely together, and meetings with students, must be kept to a minimum and must take place virtually wherever possible.
- If it is necessary to conduct meetings with students or external participants, all surfaces and equipment/furnishings touched by students/guests must be disinfected. Students/guests may only remain in the building in connection with the meeting itself.