



Principles for Preventing Contagion

Partial opening of the Oslo National Academy of the Arts beginning 28 April 2020 and 11 May 2020

Date: 15 May 2020

Framework and premises for preventing contagion

Information from the Ministry of Education, 7 April 2020:

27 April: Universities, university colleges and academies will be opening for certain students and staff. Students and staff in recruitment positions who are in the final phase of their studies and projects, and who are entirely dependent on equipment at their institution, are allowed to return to their institution beginning 27 April. They must follow the same social distancing rules that apply to the workforce, and they must work from home when possible.

Beginning 11 May, universities, university colleges and academies will be opening for students who require physical access to their institution so as not to become delayed in their studies.

Recommendations from the Norwegian Directorate of Health

The distance between people and gatherings in groups:

- People who are sick must remain at home.
- When in the presence of others, people should maintain a physical distance of at least one metre.
- Gatherings must be limited to a maximum of 50 people. A prerequisite for such a maximum size is that people respect the rules for preventing contagion, including maintaining a social distance of at least one metre.

The longer people are together and the lesser the distance they keep, the greater the risk of spreading diseases. The rule concerning a maximum of five people in a group and a distance of at least two metres also applies to outdoor activities.

From 15 June: Events with a maximum of 200 people will be allowed.



The national framework as operationalised at the Oslo National Academy of the Arts

- Whatever can be done outside the Academy must be done outside the Academy, cf. section 12(a–c) of the regulations concerning COVID-19.
- Only final-year students and PhD candidates who are entirely dependent on equipment and specialised rooms will be given access, and in that case only for rooms that are critical to the completion of their degree.
- Beginning 11 May, an additional limited group of students may be given access, as announced by the Academy's rector.
- PhD candidates will have access to the Academy, upon further agreement with their dean.
- These students and PhD candidates will be given access during limited hours. This will be evident from the defined hours per student in the access list and from the published opening hours.
- Such tentative access is not a right that students have, and changes to this access will be considered on an ongoing basis. This means that if the Principles for Preventing Contagion (as laid down in this document) are violated, the Academy might be closed again.
- Staff who are critical to final-year students completing their education or qualifying work during spring 2020 are allowed to be physically present on campus, and they must make arrangements on this matter with their immediate superior. Such staff shall follow the Principles for Preventing Contagion that are laid down in this document.
- Access shall be planned for each individual student, specifying the name, room, date and time. The start and end times shall be as specific as possible.
- Each department will set up lists of students who may be given access and the rooms that are to be used, or the discipline/equipment/workshop in question, as detailed as possible.
- The departments' lists of access permits shall be coordinated, so as to avoid a queue at the main entrance. The access plans for opening the Academy will be coordinated for the same reason.
- The planning of each activity shall follow the rule of a maximum of 20 students per group and the observation of a distance of one metre. In smaller rooms, the number of people per group should be reduced in order to maintain social distancing.
- The rule of a maximum of 20 students per group, and a distance of at least one metre, applies just as much to outdoor activities as it does to indoor activities.
- The planning of each activity shall specify the cleaning and disinfecting of equipment and rooms, cf. the section on cleaning in this document.
- The Norwegian Directorate of Health's advice to workplaces, including university colleges and universities, shall be followed.
- This framework will last for the remainder of the spring 2020 semester and will be adjusted according to any new developments. The project manager will coordinate this and provide new information as soon as possible.



- Inspections/contagion prevention rounds shall be carried out when measures are introduced, with the aim of testing procedures and detecting real-life deficiencies in the system. The Academy's occupational safety service (*vernetjenesten*) is responsible for carrying out this work, as assisted by the occupational health service (*bedriftshelsetjenesten*), and will reporter to the director. Their experiences will form the basis for adjusting the procedures and measures.
- Contagion tracing: If a student or staff member is diagnosed with COVID-19, the dean or the person's immediate superior shall be notified as soon as possible. Whoever was so notified (whether the dean or the person's immediate superior) shall then alert the Section for Corporate Governance, which will investigate where and when the person in question has been in the building. People who according to this investigation have been in the proximity of the diseased individual shall be notified, and the quarantine rules shall be put into effect.

Reception and Access Protocol

Students and staff shall follow the following Access Protocol (the items apply to staff when specifically mentioned):

Prior to arriving at the Academy:

- Information on the Access Protocol and the Rules of Conduct at the Partially Open Oslo National Academy of the Arts will be posted on a common web page, provided during an obligatory, Academy-wide video conference, and included in an e-mail from their department. Students/staff shall familiarise themselves with this information, and they must confirm that they will follow both the Access Protocol and the Rules of Conduct at the Partially Open Oslo National Academy of the Arts when they physically enter the Academy's premises.
- Participation in a joint video conference (or the watching of the corresponding video presentation) that will provide information/instructions about how to prevent contagion is obligatory for everyone who has been granted access.
- The Access Protocol also concerns external parties such as examiners and supervisors, and the information will also be provided to them. These individuals must confirm via e-mail that they received the information and are bound by it, cf. the item above.
- Students shall have received access with a card to the access door/main entrance before arriving, but they should expect to have to wait at the door for the Access Protocol to be carried out for each of the arriving students. Distance marking and the two-metre rule must be observed.
- Staff (incl. PhD candidates) and external parties may pass a queue at the door. A distance marker will be placed two metres from the entrance for this purpose.
- Students will receive information on access limitations and opening hours.



Students must enter the building through the main entrance, where the following shall take place (**the Access Protocol, Norw. *adgangsprosedyren***):

- At the main entrance to the Academy, students will be met by a reception team that will be in charge of granting permission to enter the building according to the criteria listed here. If a student fails to meet these criteria, he or she shall be denied access.
- Students must bring their access card with them.
- The reception team has the lists of the students who have been granted access and of which rooms they are allowed to enter; they shall preferably also have information on the date and hours for which the access has been granted. Students who are to be admitted into the building must be on the list.
- Students sign in, providing their name and phone number.
- Staff and PhD candidates need not sign in and out and shall instead use designated doors to enter and leave the Academy. Should the situation require it, registration rules for staff will also be introduced. No one is allowed to let someone else enter the building.
- Upon entering the Academy, students and staff must use a disinfectant immediately.
- Students must orally confirm the status of their own health. This shall be made clear both during the joint video conference and in information posted at the main entrance.
- Face masks and disposable gloves shall be available at the main entrance (for those who request such items). If there is a great consumption of disposable gloves, this service will be discontinued.
- Students must proceed directly to the room they are registered to use.
- When a student is denied entry, the protocol that has been announced in advance will be followed. Information on digital aids for students, examiners, supervisors and others shall be provided. This also applies to exams.

Rules of Conduct at the Partially Open Oslo National Academy of the Arts (*Regler for opphold på delvis åpen KHIO*)

Students and staff shall respect the following rules of conduct when on the Academy's premises (the items apply to staff when specifically mentioned):

- Students shall proceed directly to the room or workshop they have been assigned (each student shall have received information about this, and a list shall be available in the reception). This includes fetching materials, equipment and the like.
- Students can only use their individual student workspace if they have been given prior approval to do so, and this should be stated on the access list.
- An important part of the Academy's contagion prevention strategy is to limit access to rooms, and it is therefore important to understand that access to student workspaces does not entail access to workshops. Unless you have received specific permission to use a given workshop, you should not be present in that workshop. Such unauthorised access will negatively impact students who have been granted access.



- Students must individually clean up after themselves in regard to both equipment and rubbish. Students take their own rubbish out from the building and throw it away in the designated bin outside in the courtyard by the main entrance.
- Students/staff must use disinfectant each time they enter or leave their allocated room. Disinfectant dispensers will be available in the workshops, vocal rehearsal rooms and other rooms that are to be used. The rules shall be posted, and disinfectants and disinfecting napkins shall be available in every room in use. A list of the rooms slated for use must therefore be created.
- Disposable disinfectant wipes will be available. Upon leaving the room (and before the next user arrives), each student must use these wipes to clean all the surfaces, equipment and tools they have used. The students are personally responsible for such cleaning, cf. the Rules of Conduct at the Partially Open Oslo National Academy of the Arts. Teachers or staff who are present will observe and provide assistance if needed.
- The cleaning staff regularly washes commonly used surfaces and larger surfaces. The capacity will be evaluated on the basis of how the school and the rooms are to be used.
- The Principles for Preventing Contagion and the Rules of Conduct at the Partially Open Oslo National Academy of the Arts apply in every room visited by a student, such as ateliers, workshops, stages, studios and vocal rehearsal rooms, including rooms that have not been specifically prepared for use.
- Common rooms shall not be taken into use. This applies to all rooms that the student has not specifically received written approval to use, such as dressing rooms, group rooms, kitchens, the Scenetorget area, the canteen, the Prosjektorget area, teaching rooms and galleries. Only specially designated toilets may be used, and a disinfectant shall be available outside of them.
- Students must sign out when they leave the building, so that the Academy knows who is present in the building. This will take place in the reception area using a system that helps prevent contagion.
- Substance use, including alcohol, is strictly prohibited.
- These rules are in line with the current student regulations.

Good coughing and hand-washing hygiene

- Wash your hands often.
- Avoid touching your face.
- Avoid coughing or sneezing directly on others.
- Make an effort to cough/sneeze in a tissue (which is then disposed of), or in your elbow if you do not have a tissue available.



Procedures for cleaning and hand washing

- All plans for the partial opening of the Academy shall describe, provide information about and respect cleaning and hand-washing procedures.
- The cleaning staff regularly cleans commonly used surfaces and larger surfaces. A plan will be created for each room. The capacity is evaluated on the basis of how the school and the rooms are to be used.
- Some toilets and dressing rooms have been locked so that all of these are clean at any given time, making it easier for the cleaning staff to have an overview of the situation. Toilets and dressing rooms that have not been locked will be cleaned regularly.

Plan for preventing contagion on stages and in workshops

- Dedicated plans shall be made for stages and workshops, which will also involve cooperation between staff and students in workshops and on stages. The plans will be based on the Principles for Preventing Contagion as laid out in the present document, as well as plans the various departments at the Academy have made.
- Existing measures at workshops and the like, for example the requirement to use personal protective equipment (PPE) and fume hoods, shall be followed.
- If protective equipment must be used by more than one person, this equipment must always be cleaned and disinfected thoroughly both before and after use. This must be done by the individual users themselves.

Plan for preventing contagion during exams

- Each department shall make plans for preparing and carrying out exams, and these plans shall follow the rules described in this document and also adhere to section 12(a–c) of the regulations concerning COVID-19.
- The dean is responsible for assessing the risk involved in the unit's activities, for considering measures to reduce the risk of contagion and for implementing any such measures.

Information to students

Before coming to the school, each student shall have received the following information:

- Information on the Access Protocol and the Rules of Conduct at the Partially Open Oslo National Academy of the Arts will be provided on a joint web page, during a mandatory, Academy-wide video conference (and the corresponding video presentation), and in an



e-mail from the department with a link to the Principles for Preventing Contagion (i.e. this document). Students must familiarise themselves with the information and confirm that they will follow the Access Protocol and the Rules of Conduct at the Partially Open Oslo National Academy of the Arts when they physically enter the Academy's premises.

- Participation in a joint video conference (or the watching of the corresponding video presentation) that will provide information/instructions about how to prevent contagion is obligatory for everyone who has been granted access.
- The students will receive information on access limitations and opening hours.
- This tentative access is not a right that students have, and changes to this access will be considered on an ongoing basis. This means that if the Principles for Preventing Contagion (as laid down in this document) are violated, the Academy might be closed again.
- The canteen will remain closed for the time being.

Contagion prevention in the Academy's further planning throughout the summer and autumn

Updated contagion prevention plans will be made for areas such as the following:

- Preparation for a summer opening for ordinary students
- Plan for cleaning up before the summer

The overall plans may be adjusted according to new developments, pending new decisions by the Norwegian Directorate of Health and the Norwegian government. Information on any changes shall be conveyed as quickly as possible.