


<b>UNIS HSE documentation</b>		Version nr. 21	Introduced date:22.05.20	
Revision nr: 21	Revision date: 26.03.21	Document type: Pandemic plan, Covid 19		
Made by: Fred S. Hansen and Esther Sommerseth		Document code: Public 360, 20/00245-1, UNIS internal		
Approved by: The Leader Group		Page 1 of 8		

## Covid-19 measures at UNIS

### 1. Introduction

#### a. Background for this document

The Covid-19 pandemic has led to big changes in the way UNIS operates. This document is a collection of all relevant internal measures connected to the ongoing Covid-19 pandemic.

#### b. Guidelines for UNIS

UNIS follows advice and regulations given by the following authorities:

- The Norwegian Institute of Public Health: <https://www.fhi.no/en/>
- The Ministry of Education and Research: <https://www.regjeringen.no/en/dep/kd/id586/>
- The Governor of Svalbard: <https://www.sysselmannen.no/en/>
- The Norwegian Health Directorate: <https://www.helsedirektoratet.no/>

### 2. Relation to other regulations and institutions

#### a. Relation to other HSE regulations at UNIS

This document comes in addition to the following regulations that are already in place:

- The UNIS Field safety instructions: [https://www.unis.no/wp-content/uploads/2018/03/UNIS\\_safety\\_instruction\\_2018.pdf](https://www.unis.no/wp-content/uploads/2018/03/UNIS_safety_instruction_2018.pdf)
- The UNIS Lab safety instructions: [https://www.unis.no/wp-content/uploads/2019/02/SafetyInstructionsLab\\_2019.pdf](https://www.unis.no/wp-content/uploads/2019/02/SafetyInstructionsLab_2019.pdf)
- The UNIS Emergency and preparedness plan (including the Pandemic plan): [https://www.unis.no/wp-content/uploads/2020/03/UNIS-emergency-preparedness-plan\\_revised-29.02.20-web.pdf](https://www.unis.no/wp-content/uploads/2020/03/UNIS-emergency-preparedness-plan_revised-29.02.20-web.pdf)

#### b. Relation to other users of the Svalbard Science Centre

UNIS expect that the institutions and individuals renting offices directly from UNIS follow the internal UNIS Covid-19 regulations listed in this document.


The regulations described in this document will be shared with Statsbygg, NPI and Svalbard Museum and the measures will be coordinated between these institutions and UNIS.

### 3. Validity and updates

This is a dynamic document that will be updated according to the current national and local regulations. The document will be updated frequently to give an as accurate description as possible of the status at UNIS and the current regulations. The document will be available for all staff in a digital version only.

### 4. Goals for UNIS

- UNIS must, based on our infection control routines, be able to conduct teaching and research, even with Covid-19 in Longyearbyen.
- Planning and organization of infection control at UNIS must be so well planned that if infection occurs, as few as possible will be quarantined as a result of the infection tracing process.

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- We will take care of the students and employees who become infected.
- We will take care of those who are in the risk group and shield them from being infected.
- We will facilitate that employees and students can work and study from their home or dormitory.
- We will follow up and take care of the physical and psychosocial work and study environment for those who cannot be part of the environment on campus.

UNIS have plans with the following main preventive measures

### **Quarantine**

Students and staff coming to UNIS from abroad (red countries) must quarantine for 10 days in Norway before arriving in Longyearbyen. New international students must carry out this quarantine at quarantine hotels allocated at the border control. Persons who reside on Svalbard, and who cannot document a suitable residence on the mainland, must stay in quarantine hotels on arrival in Norway from red countries.

UNIS has implemented a 7 day home office before students and staff gets access to the building. Students and staff who come from Norway needs to be in 7 days quarantine either before they travel – or home office after they arrive Longyearbyen.

One must be especially careful with hand and cough hygiene and one must pay special attention to respiratory symptoms and have a low threshold to be tested for Covid-19 in case of symptoms.

Read more about travel to and from abroad here;


<https://www.helsenorge.no/en/coronavirus/international-travels/>

### **Material for permanent rental throughout the season**

Students and staff who are going on several fieldwork throughout the season will have their field equipment (clothing, personal equipment and weapons) handed out for the entire season. This is done to prevent repeated accumulations of people in the logistics areas and delivery / delivery of material.

### **Travel activity**

UNIS follows national guidelines for traveling. The government recommends avoiding unnecessary domestic travel. It is up to each individual to assess whether leisure travel is necessary or not. UNIS does not cover costs associated with leisure travel, this includes cost relates to quarantine hotels. If you need to go on a business trip, the department head will decide what a necessary business trip is. The Ministry of Foreign Affairs advises against all travel that is not strictly necessary to all countries. The travel advice is valid until 15 April. There are exceptions for countries and regions in the Nordic countries and countries in the EEA / Schengen area that satisfy the National Institute of Public Health's infection requirements. Maps of red and yellow countries and areas as well as more

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information about infection control criteria can be found on the National Institute of Public Health's website.

## 5. The situation in Longyearbyen and at UNIS pr. 26.03.21

No reported Covid-19 cases in Longyearbyen.

At UNIS:

- Number of students present: 146
- Staff members present in Longyearbyen: 99

## 6. General infection prevention measures

### a. Sick people need to stay home

The most important infection control measure is that sick people stay at home. Everybody is responsible to stay away from UNIS if they develop respiratory infection symptoms such as a sore throat, coughing/sneezing, fever, shortness of breath, chills or muscle pain. If you start developing any of these symptoms at Forskningsparken, you must leave the premises immediately and contact the hospital and HR or healthcare adviser. Employees or students in home quarantine or home isolation must not go to work.

Staff report illness to HR or healthcare adviser. Students report to the Academic affairs department.


### b. Hygiene measures

Good hand hygiene with frequent and thorough handwashing is important. Wash hands in lukewarm water using liquid soap to remove dirt, bacteria and viruses from the skin. If no facilities for handwashing are available, alcohol-based sanitizers are a good alternative. Although the virus is sensitive to alcohol, it is important to note that alcohol-based sanitizers are ineffective on wet or visibly dirty hands. Handwashing should then be carried out. Wash your hands when you arrive work, after toilet visits, before and after meals, when your hands are visibly dirty and after contact with bodily fluids (e.g. after wiping your nose)

Avoid coughing or sneezing directly at other people, and cover your mouth and nose with paper, which you then discard. If no paper is available, cough or sneeze into your elbow. Carry out hand hygiene immediately after coughing or sneezing. Avoid touching your face with unclean hands to prevent indirect contact transmission.

### c. Social distancing

COVID-19 is transmitted mainly through droplet and contact infection. Increasing the distance between people reduces the risk of COVID-19 infection. Social distancing is therefore a key to limit droplet infection. Keep distance between colleagues and students during workhours, meetings and

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breaks. Avoid shaking hands and other unnecessary physical contact, especially close face-to-face contact.

## **7. Special regulations for persons with an elevated health risk in case of infection**

Persons who know that they have an elevated health risk in case of infection need to discuss their medical situation with their primary care doctor and get advice on how to behave. Persons in this group can contact HR or healthcare adviser at UNIS to get a tailor-made workplace solution.

If you think that you could have a medical status that makes you especially vulnerable, please follow the same advice as above.

## **8. What to do if you feel sick**

Symptoms of Covid-19 are;

### **Common symptoms**

- fever or chills
- cough
- sore throat

### **Other symptoms**

- muscle or body aches
- fatigue
- shortness of breath
- headache
- new loss of taste or smell
- congestion or runny nose


### **If you are feeling sick**

1. Call your doctor/the hospital for advice. It's important that you don't visit the hospital but call them to make an appointment for testing.
2. UNIS staff reports illness to HR or the healthcare adviser
3. Students reports illness to the Academic Affairs department
4. If you start feeling sick at UNIS you must leave the premises immediately.

**If you get sick after working hours you should contact the hospital for advice and call the UNIS on-duty phone to report illness.**

### **Longyearbyen Hospital**

- + 47 79 02 42 00

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### **UNIS on-duty phone**

- Telephone during working hours: + 47 79 02 33 00
- Telephone after working hours: + 47 95 28 35 11 (24/7 on-duty service)

The person on duty will contact the healthcare adviser or HR/HSE director if healthcare adviser is unavailable.

UNIS will close the rooms and places that the employee has been in for more than 15 minutes the last 48 hours and order cleaning of these rooms/places.

## **9. Attendance at UNIS – who can be present in the building**

### **a. General rules**

Only persons with a connection to UNIS can be present in the building. Students who needs to be on campus to be able to fulfil their studies can be present.

### **b. Use of offices**

Those who can, must use a home office.

There should be only one person in each office. If needed, rotation on presence can be agreed upon after an assessment from the UNIS healthcare adviser.

### **c. Use of classrooms**

Each department will have their own permanent classroom the semester.

### **d. Use of common areas**

The following common areas are closed for the time being:


- The sauna

## **10. Planning, prioritizing and conducting of field- and lab work**

- The project responsible contacts the HoD to get their project evaluated and prioritized.
- The HoD evaluates the project and lists (describes) the project in a separate shared file.
- The HSE director evaluates the project and decides if the project can be accomplished as described. If needed, the risks involved must be discussed with the project leader and mitigated.
- When approved by the HSE director, the project is listed in the project timeline in the shared document, and details around the accomplishment can be agreed upon by Logistics and the project leader.

All participants in the field party must undergo the following specialized training as part of the safety training and HSE brief prior to fieldwork:

- Review of infection control measures.

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- Practical training on how to uphold measures related to distance between participants and disinfection of equipment in use in planned transport- and work operations.
- How to behave in case of sickness among participants in the field party.

### **11. Covid-19 measures could lead to new risks**

By introducing strong infection prevention measures we could experience that focus on more “normal” risks could be reduced. Some measures, like keeping distance between individuals, could also make certain work operations more difficult and possibly more dangerous. It is also possible to foresee that some would hesitate to intervene in situations where you normally would help, to prevent violating the infection prevention measures.

Work operations must be planned within the current infection prevention regime, with the limitations that this implies. Work operations that can't be solved under the current regime should not be planned.

It is important to underline that if there is a conflict between personal safety and upholding the infection prevention measures, personal safety must be prioritized.

### **12. Plan for additional measures in case of confirmed Covid-19 cases in Longyearbyen**


Consider stricter rules for UNIS, such as;

- Continuous work on quality assurance of this plan.
- We have reserve capacity in the student housing.
- We have 25 rooms in capacity in UNIS Guest House if anyone needs to be quarantined or isolated.
- Use of home office
- Transition to digital teaching
- Continues assessment of field and cruise activity
- New quarantine rules for UNIS staff and students.
- Reinforced cleaning of UNIS building and materials.
- Restrictions for having lunch together.
- Close down lab work.
- Consider closing the canteen and other areas where students gather.

### **13. Plan for taking care of students or staff that gets sick**

Preparation to take care of students and staff who are in quarantine or isolation

UNIS must plan to take care of students and staff who are in quarantined or isolated. This can be practical conditions such as bringing food and other necessities, as well as psychosocial follow-up. UNIS will prepare this by appointing and training employees who will be ready to solve this task. Care of students will take place in collaboration with the student organization. Follow-up of employees takes place in collaboration with the Occupational Health Service. Longyearbyen Hospital will take over responsibility for illness that requires medical follow-up.

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### Psychosocial support

For staff and students it is possible to talk to health care worker Esther Sommerseth

E-mail: [esthers@UNIS.no](mailto:esthers@UNIS.no)

Phone: +47 79 02 33 68

It is also possible for staff to talk to Anne Mette Mørk at the Occupational health Service at Longyearbyen hospital;

E-mail: [Anne.Mette.Mork@unn.no](mailto:Anne.Mette.Mork@unn.no)

Phone: +47 79 02 42 03


Students can also use the on-line student counselling service in Tromsø.

E-mail: [counselling@samskipnaden.no](mailto:counselling@samskipnaden.no) or book on their webpage

Phone: + 47 77 64 90 50

### If someone gets sick;

Sub-activity (sequential)	Who	Measure
Coordinate with the hospital and infectious disease specialist.	Director of HSE or healthcare adviser at UNIS	Maintain cooperation with hospital.
Plan to evacuate/put close relatives or other students in quarantine.	Director of HSE or healthcare adviser at UNIS and Samskipnaden	Work together with the Local Council, the Governor and Samskipnaden to coordinate isolation and evacuation of students or employees.
Assist with basic needs. For example, shopping, pharmacy visits.	Covid task force, family and friends of the infected.	Use a UNIS car, leave groceries/medicine outside the sick person's housing.
Cover physical and psychological needs.	Healthcare adviser, family and friends of the infected.	Physical needs – coordinate with hospital. Psychological needs – Use Teams, phone calls.

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#### **14. Regulations for specific activities and work operations**

The following activities and work operations are described in detail and attached to this document:

- Performing first aid
- Use of vehicles at UNIS
- Use of UNIS lab and workshop facilities
- Fieldwork in general
- Fieldwork that requires overnight stays
- Use of equipment and field equipment
- Use of UNIS boats
- Accomplishment of HSE brief
- Accomplishment of safety course: rifle training and polar bear protection
- Accomplishment of safety course: boat and survival suit
- Accomplishment of safety course: first aid course
- Accomplishment of safety course: communication and navigation
- Work in offices
- Accomplishment of teaching in classroom
- Accomplishment of exam
- Supervision of students
- Use of the library
- Gatherings and social events
- Use of the UNIS Guest House (UGH)
- Use of the cantina
- Use of common areas and meeting rooms
- Friday night gatherings
- Cleaning and disinfection
- List of rooms and maximum capacity
- Revision tracking list

Fred S. Hansen  
Director of HSE & Infrastructure

Esther Sommerseth  
Health care adviser



## Performing first aid

### 1. Activity

Performing first aid on an injured person

### 2. Limitations as a result of general infection control measures

- a) Distance to each other
- b) Limitation on amount of people participating.
- c) It is important to make sure that the guidance on lifesaving first aid is based on what is good practice and then adapt this to the infection situation.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
First aid	Risk of infection  Getting to close	Call for help if needed and if possible – For those who are not health personnel, it is the 113 center that decides the probability that the patient is infected, and thus decides on it infection control measures must be taken in the current situation.  If it is not possible to call the hospital to take an assessment then you must do it yourself. If there is a danger for life and health, you should to start first aid immediately without any concerns about risk of infection.  If there is suspicion of an infectious disease its recommended to use gloves, facemask and safety goggles. If necessary, use mouth-to-mouth mask.	
After work	Risk of contaminated equipment	If you touch the things in the first aid kit with contaminated gloves, clean the equipment that can be cleaned and throw away other equipment.  If the person you performed first aid on is possibly contagious then perform hand hygiene, wash your face and if possible change clothes.  Discard garbage.  Clean the surfaces.	

### 4. Possible increased risk / new risks a result of infection control measures

**Risk:** The focus on infection risk can lead to impaired first aid care.

**Measure:** Take an evaluation on the risk of life versus the risk of infection. Always start first aid if there is a risk for life and health. This means no hesitation to intervene if necessary.

**Risk:** Distance between injured person and first aid personnel.

**Measure:** If you need to be close to the person that needs first aid, take an evaluation of the infection risk. Use protective gear if necessary.

## Use of vehicles at UNIS

### 1. Activity

Use of UNIS cars/vehicles

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate in a activity.
- b. Personal hygiene measures must be possible to uphold; hand hygiene and good cough etiquette.
- c. Distance of at least one meter must be possible to uphold.

### 3. Special measures

<b>Sub-activity (sequential)</b>	<b>Risk</b>	<b>Measure</b>	<b>Check</b>
Use of cars and belt wagon	Breaches of social distancing	There should be 2m distance between people in the cars, this is measured from shoulder to shoulder.  <b>Belt wagon;</b> Maximum 9 people.	
Cleanup	Contamination	Use hand sanitizers that are in the cars, disinfect contact areas after use with surface disinfect that are in the cars <ul style="list-style-type: none"><li>- steering wheel</li><li>- handle</li><li>- gear</li><li>- dashboard</li><li>- discard garbage</li><li>- sanitize key when you deliver.</li></ul>	

## Use of UNIS lab and workshop facilities

### 1. Activity

Work in UNIS lab and workshop facilities

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate in activity.
- b. Personal hygiene measures must be possible to uphold; hand hygiene and good cough etiquette.
- c. Distance must be possible to uphold.
- d. Work operations that requires more people to work closely together must be discusses and approved by healthcare worker at UNIS and Lab manager.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Booking of lab or workspace	Not aware of special corona regulation	<p>Inform to all students and staff</p> <p>All work in lab and workshop needs to be pre-booked</p> <p>Only 1 person per workbench.</p> <p>Students must have their own personal protective equipment I the lab (coat, goggles). These cannot be kept in the lab. Student must bring them to the lab when needed.</p> <p>In small labs only 1-2 pax.</p> <p><u>Small labs;</u>            136 / A – Forsker lab            136 / B - Forsker lab / Geologi lab            136 / C – Forsker lab            137 - Forsker lab / Chemical oceanography            138 - Forsker lab            C – 206 – Instrument room            C – 207 - Instrument room            C - 209 - Lab office</p> <p>In lab C-208 – Chemistry room max. of 2 persons.            In lab C205 – Sterile lab max. of 2 persons.            In lab C-203 – Teaching lab - max. 8 students.</p> <p>If there is need to be more than 1 person per lab, this needs to be discussed with Lab Manager and Healthcare adviser.</p>	
Planning of work	Not aware of special corona regulations and limitations	<p>Special emphasis on Corona measures during HSE brief.</p> <p>Specialized training</p>	
Preparing the working area	Contamination of tools and workplace	<p>Specialized training</p> <p>PPE available</p> <p>Disinfection of tools and workspace</p> <p>Cleaning of workspace before and after work</p> <p>Routines for waste handling</p>	
Accomplishment of work	As above	As above	
Finishing the day's work	As above	As above	

Cleaning and tidying the work area	Workspace or instruments are contaminated	Disinfection of tools and workspace Cleaning of workspace before and after work Routines for waste handling	
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#### 4. Possible increased risk / new risks a result of infection control measures

**Risk:** Working alone might lead to increased risk

**Measure:** Risk assessment and HSE brief is very important to verify that the work operation can be done safely alone. Work operations that requires more people to work closely together (closer than 1m, must be discussed and approved by healthcare worker at UNIS and Lab manager.

#### 5. Remarks

The number of people working in laboratories / workshops should be reduced to a minimum, and the work will be stopped before 18.00. UNIS's lab safety instructions and routines must be followed. HSE form should be completed before lab work.

UNIS follows the National Institute of Public Health's advice on workplaces, including colleges and universities. Existing measures in laboratories / workshops, such as requirements for the use of personal protective equipment and fume cupboards, must be followed.

Thorough hand washing (with soap and water), or hand disinfection should be carried out before handling waste bags / boxes. Instruments and equipment must be cleaned before being taken out of the laboratory / workshop.

#### **Use of protective equipment:**

- Personal protective equipment should only be used by one person
- Protective equipment, to be used several times, should be cleaned / disinfected after use as far as possible and stored in a box / bag when not in use.
- If protective equipment must be used by several persons, it must always be cleaned and disinfected thoroughly before and after use. This is done by each user (see section on cleaning below)
- In case of lack of personal protective equipment: Risk assessment must be done to identify which tasks can still be performed

#### **Cleaning:**

- Regular cleaning, in accordance with the agreement between UNIS and Statsbygg / Sodexo, shall be carried out
- The user must ensure cleaning and any disinfection of equipment, especially equipment used by several persons, surfaces and touch points, immediately after work has been completed. As a general rule, cleaners (grease-soluble) and water should be applied with cloth, preferably disposable cloths (microfiber). Disinfectants (e.g., alcohol-based agents with 70% ethanol) can then be applied as needed.

#### **Examples of equipment and areas:**

- o Instruments, machines, tools etc.
- o Flasks, bottles, pipettes, etc.
- o Touch screens, keyboard, mouse, microphone, switches, handles and other touch points
- o Surfaces: workbenches, door handles, cabinet doors, fume hoods, fume cupboards, shelves, etc.
- o Protective equipment that must be used by several persons

Remove unnecessary papers, books and other items from desks and tables. Plastic film may be used over eg keyboard and mouse. This should be swapped between each user.

#### **Waste management:**

- Sodexo empties the waste cans in the lab every day so that they are not overcrowded.
- Waste dumps in the workshop are emptied by the users before being overcrowded.
- UNIS's hazardous waste policy should be followed.

## Fieldwork in general

### 1. Activity

Planning for- and accomplishment of fieldwork

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate in activity.
- b. Personal hygiene measures must be possible to uphold; Hand hygiene and good cough etiquette.
- c. Distance must be possible to uphold.
- d. Fieldwork that involves staying overnight in facilities that does not allow for the required distance between participants, or possibilities for personal hygiene and disinfection will not be allowed.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Planning phase	Special Corona measures not known to participants	See document regarding fieldwork with overnight stays.	
Preparing phase	Contamination of equipment  Working to close  Missing out on important regulations and limitations	Routines in storage and workshops.  Leadership and organization.  Thorough HSE briefing and specialized training.	
Transport to and from field locality	Working to close>infecting others	Strict routines on distance and PPE	
Working on site	Working to close>infecting others  Contamination of equipment	Strict routines on distance and PPE.  Specialized training on work operations  If anyone starts developing airway symptoms -> see plan "in case of symptom/sickness" under routine fieldwork that requires overnight stays.	
Restoring equipment after fieldwork	Contamination of equipment  Working to close	Routines in storage and workshops.  Good waste handling routines	

### 4. Possible increased risk / new risks a result of infection control measures

**Risk:** Focusing on infection prevention measures may lead to less awareness of other risk factors associated with work operations or general natural hazards.

**Measure:** Focus on the "normal" hazards related to fieldwork must be possible to uphold. Any work operation that can't be done without violating the infection regulations must be assessed in the planning phase. In the event of a conflict between infection control rules and general personal safety, personal safety should be given priority!

UNIS will only allow fieldwork that can be accomplished with a minimum of risk, in order not to put extra strain on the local health care facilities and SAR capacities. A separate risk assessment must be accomplished and approved prior to fieldwork.

## **5. Remarks**

### **How to plan for fieldwork**

1. The project responsible contacts the HoD to get their project evaluated and prioritized.
2. The HoD evaluates the project and list (describe) the project in a separate file.
3. The HSE director evaluate the project and decide if the project can be accomplished as described. If needed, the risks involved must be discussed with the project leader and mitigated.
4. When approved by the HSE director, the project is listed in the project timeline, and details around the accomplishment can be agreed between Logistics and the project leader.

## Fieldwork that requires overnight stays

*The requirements listed below apply as long as there are no reported cases of Covid-19 in Longyearbyen.*

### Requirements:

- All expeditions are to follow the recommendations from the Norwegian Institute of Public Health (FHI), The Norwegian health directorate, The Governor of Svalbard and The Ministry of Education and Research. Also, expeditions need to follow internal regulations relating to infection control measures in connection with the coronavirus outbreak (COVID-19 Regulations)
- **HSE Director/Healthcare adviser will evaluate each project individually when it comes to the need for quarantine prior to fieldwork.**
- The expedition participants shall for the last 10 days before the start of the expedition avoid public places where many people gathers (cinemas, bars), events (private and public) with many participants and otherwise show caution in interactions with others than those closest to them.
- For students and people living in housing that has big common areas, we recommend staying at UGH prior to the fieldwork because you need to try to keep 2 m – distance and limit the amount of people you interact with on a daily basis.
- Sick people cannot participate on fieldwork.
- Maximum age limit for overnight fieldwork is 65 years old (Exceptions can be made up on agreement).
- People in a risk group need to discuss with their primary care doctor that it's safe for them to participate in the fieldwork.
- Bring a thermometer on the trips to monitor in case of sickness.

UNIS will need a list of the people participating with names, phone number, address and email. (HSE – form) UNIS will store this form for two weeks after fieldwork.

If someone is showing symptoms in field – call UNIS duty phone for an evaluation. The UNIS responsible will call the hospital and they will evaluate if there is need to test for Covid-19 and if it is necessary to evacuate and isolate the other participants in field. The hospital can take a speed-test to check for Covid-19, but it is up to the hospital to evaluate if this test is necessary and how/where it will be performed.

## In field

- Good hygiene.  
Wash your hands often. This must be done before meals, before preparing food, after toilet visits. If water and soap is not available, then use hand sanitizers. Be aware that hand sanitizers are not good enough if your hands are visibly soiled. Cough into a paper tissue of your elbow. Hand hygiene afterwards. Avoid touching your face. Avoid physical contact.
- Keep distance of 2 m to each other.
- Extra cleaning where it's possible.
- Equipment that are used by several people must be cleaned between use.
- Plan on how to evacuate from camp sight to nearest shoreline where a boat can pick you up.
- The group must call UNIS for assistance if someone develops airway symptoms no matter how minor you think it is. The management at UNIS will decide if evacuation is necessary.

In case of symptoms/sickness	What to do	Who to involve
Cabin	<p>If someone is showing symptoms in field – call UNIS for an evaluation. The UNIS responsible will call the hospital and they will evaluate if there is need to test for Covid-19 and if it is necessary to evacuate and isolate the other participants in field.</p> <p>Is the cabin possible to reach by car, boat, snowmobile or belt wagon?</p> <p>Leave belongings for 2-3 days before picking up if possible. Bring food or other things that might attract polar bears. If this is not possible then; Pack belongings in bags and disinfect the bags before bringing onboard the boat.</p> <p>Transport the sick person home and the others in the cabin to their home.</p> <p>Under transportation the sick person uses suit from logistics and facemask.</p> <p>Clean the boats and the cars (do this together with healthcare adviser) that has been used for transportation with soap water and let them air out.</p>	<p>The healthcare adviser HSE director Logistics Hospital if necessary</p>



<p>Boat</p>	<p>If someone is showing symptoms in field – call UNIS for an evaluation. The UNIS responsible will call the hospital and they will evaluate if there is need to test for Covid-19 and if it is necessary to evacuate and isolate the other participants in field.</p> <p>The boat and crew must travel to Longyearbyen. UNIS transports the sick person home and the others on the boat to their home.</p> <p>Under transportation the sick person uses suit from logistics and facemask.</p> <p>Clean the boats and the cars (do this together with healthcare adviser) that has been used for transportation with soap water and let them air out.</p> <p>All the people that has been on the boat needs to contact the hospital for follow up. The doctor in the hospital decides if they need to go in to quarantine.</p>	<p>The healthcare adviser HSE director Logistics Hospital if necessary</p>
<p>Tentcamp</p>	<p>If someone is showing symptoms in field – call UNIS for an evaluation. The UNIS responsible will call the hospital and they will evaluate if there is need to test for Covid-19 and if it is necessary to evacuate and isolate the other participants in field.</p> <p>If someone in a tent camp are showing symptoms, try to isolate this person in a tent by themself.</p> <p>Is the tent camp possible to reach by car, boat, snowmobile or belt wagon?</p> <p>Pack belongings in bags and disinfect the bags before bringing onboard the boat or car.</p> <p>Transport the sick person home and the others in the tent to their home.</p> <p>Under transportation the sick person uses suit from logistics and facemask.</p> <p>Clean the boats and the cars (do this together with</p>	<p>The healthcare adviser HSE director Logistics Hospital if necessary</p>

	<p>healthcare adviser) that has been used for transportation with soap water and let them air out.</p>	
<p>Hotel</p>	<p>If someone is showing symptoms in field – call UNIS for an evaluation. The UNIS responsible will call the hospital and they will evaluate if there is need to test for Covid-19 and if it is necessary to evacuate and isolate the other participants in field.</p> <p>If someone in a hotel are showing symptoms, isolate this person in a room alone. They need to have their own bathroom and food must be delivered to the room. If this person was sharing room with someone, this person also needs their own room to be in quarantine until the hospital tells you otherwise.</p> <p>Is the hotel camp possible to reach by car, boat, snowmobile?</p> <p>Pack belongings in bags and disinfect the bags before bringing onboard the boat, snowmobile or car.</p> <p>Transport the sick person home and the others in the tent to their home.</p> <p>Under transportation the sick person uses suit from logistics and facemask.</p> <p>Clean the boats and the cars (do this together with healthcare adviser) that has been used for transportation with soap water and let them air out.</p>	<p>The healthcare adviser HSE director Logistics Hospital if necessary</p>

**Possible increased risks**

- The participants general condition can deteriorate rapidly so there is a risk of them getting to sick for normal evacuation, and we must evacuate by helicopter.
- Weather conditions can make it difficult to evacuate by boat.
- Less people participating can make it difficult with polar bear guards.

## Use of equipment and field equipment

### 1. Activity

All lending of clothing and field equipment.

### 2. Limitations for infection control

- Sick persons shall not lend equipment
- Good hygiene; handwash or disinfect hands before and after receiving of equipment.
- Minimum of 2m distance when receiving and delivering of equipment. Max 8 persons receiving/ delivering at the same time.

Sub-Activity	Risk	Actions	Check
Testing/ Fitting of equipment	Persons touch and try equipment > contamination  Crowded in the logistics	Limit the numbers of items each participant is touching.  Disinfection of equipment  Limit the amount of people allowed in at the same time  Strict regulations on handing out equipment  You need to use facemasks when entering logistics.	
Use of equipment		If possible, facemasks, buff or balaclava shall be used to prevent direct contact with outer clothing.  Facemask, or similar, is personal equipment	
Return equipment	Infected equipment returned	There need to be a technician from logistics present when you deliver equipment.  All close-fitting equipment like balaclava, gloves and goggles must be disinfected or it will be personal equipment  Disinfection or washing of all equipment that has been in use.  Equipment that is difficult to clean / disinfect will be stored separately and taken out of rotation for 48 hours.  Consider lending out equipment on a seasonal basis if they are needed a lot.	

## Use of UNIS boats

### 1. Activity

Transport in UNIS Polarcirkel boats

### 2. Limitations as a result of general infection control measures

- a. Sick persons should not attend
- b. Personal hygiene measures must be possible to uphold; hand wash, disinfection, good cough and sneezing hygiene.
- c. Strive for distance between passengers, avoid face to face contact and maintain good hygiene routines.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Preparation for the cruise	Lack of information for the participants  Infected equipment / material infection	Inform about infection control rules  Washing/disinfecting of boar, material and equipment to be used.  Antibac must be on board.	
Boarding	Participants come too close, infection	Management and coordination	
Cruising	Participants come too close, infection	Management and coordination	
Work operations on board	Participants come too close, infection	Management and coordination  Protective equipment available - Gloves - Facemask - Goggles	
Participants gets seasick	Droplet infection	Protective equipment available - Gloves - Facemask - Goggles  Wash detergent and antibac available.  Garbage bags available  Limit sailing in high seas  Check with participants before the trip.	
Going on shore	Participants come too close, infection	Management and coordination	
After work after the cruise	Infected equipment / material infection	Clean all contact surfaces, materials and clothing used.	

### 4. Possible increased risk / new risks a result of infection control measures

**Risk:** Focusing on infection prevention measures may lead to less awareness of other risk factors associated with sailing or work operations.

**Action:** Boaters must pay special attention to this and generally slow down the pace of work operations so that participants can get used to working safely in an infection control regime

**Risk:** Distance between participants can make certain work operations more difficult and thereby increase the risk.

**Action:** A sailor or project manager must ensure that work operations can be carried out safely, both in relation to infection control and general safety for participants and material.

**Risk:** Distance between participants may make it more difficult to assist / intervene in practical tasks or risk situations (for example boarding).

**Action:** The sailor shall adapt activity and work operations in such a way that activities can be carried out safely. In the event of a conflict between infection control rules and general personal safety, personal safety should be given priority! This means that the boat driver, or other participants, should not hesitate to intervene if a dangerous situation arises.

## Accomplishment of HSE brief

### 1. Activity

Accomplishment of HSE brief

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate in activity.
- b. Personal hygiene measures must be possible to uphold, good hand hygiene and good cough etiquette.
- c. Distance of at least 2 m must be possible to uphold.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Theoretical review of operation	To many people sitting to close > infection  Missing out on important info	Use "Teams" as a default solution  Use checklist for specific parts of the fieldwork	
Practical training on special corona measures	Working to close > infection  Missing out on important work routines	Organization of the group.  Check that participants have understood and know the specific regulations.	
After HSE meeting	Indirect infection	Clean over surfaces in the room with surface disinfectants that has been touched by the participants. (table, chairs, computer/keyboard, handles, light switches)  If the meeting extends one hour, order cleaning from Sodexo.	

### 4. Possible increased risk / new risks a result of infection control measures

**Risk:** The increased content in the HSE brief can lead to less emphasis on "normal" hazards related to fieldwork.

**Measure:** Plan with enough time to cover all relevant hazards related to fieldwork. Use standard check list for HSE brief.

## Accomplishment of safety course: rifle training and polar bear protection

### 1. Activity

Rifle Course

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate in activity.
- b. Personal hygiene measures must be possible to uphold such as: hand hygiene and good cough etiquette.
- c. Distance must be possible to uphold.

### 3. Special measures

Sub-activity	Risk	Measure	Check
Equipment Preparation	Touching equipment	Clean and disinfect guns, ammo, key, hearing protection etc.  Recommend people to use toilets before leaving UNIS, because there are no toilet facilities at the shooting range.	
Transportation to the shooting range	Sitting too close in the cars	See descriptions for use of vehicles at UNIS.	
Theoretical instructions at the range	Sitting together in a small room	Do all instructions outside at the range. If not possible to do outside, there can be 6 people plus instructors inside the teaching room at the shooting range.	
Training on half-loading and shooting	Being too close to each other doing the buddy check  Sharing rifles and dummy ammo	Good coordination and leadership.  Make sure to keep distance while doing the buddy check  Each participant gets their own rifle and ammo. The instructor hands out ammo and training ammo.	
Accomplishment of live round firing	Personal injury makes it necessary to perform first aid.  Contamination of equipment and surroundings (rifle, hearing protection, sleeping mat aso.)  Malfunction or similar makes it necessary for the instructor to come close to the student	PPE for instructors (gloves, face mask)  Students use the same equipment through the whole lesson. Instructors disinfect after lesson.  Organize and train before live firing. Plan and train for unexpected incidents. Use pointer stick. PPE for instructors	



	Check of rifles after firing makes it necessary for the instructor to be close.		
Covering up the holes on the target board	Getting too close while sharing the stickers	Good coordination and leadership  The instructor gives out stickers to each participant  Address the targets with distance.	
Flare gun demonstration	Using the same gun and ammo	Each participant gets their own flare gun and ammo  Disinfect the empty cartridge	

**4. Possible increased risk / new risks as a result of infection control measures**

**Risk:** Having the theoretical instructions outside at the range will make it harder to get full attention from the participants. They will become unfocused if they get cold or other distractions.

**Measure:** Good coordination and leadership. Make sure you have some breaks so the participants can warm up, take something hot to drink or take a run.

**Risk:** Being at least 2m from the participants will make it more difficult to intervene in case of a breach in safety protocols.

**Measure:** Alertness from the instructor. More focus on training with dummy rounds and safety protocols before live rounds. Consider more instructors on the range. If a critical situation should happen, the instructor must intervene, despite breaking the infection protocol regulations.

## Accomplishment of safety course: boat and survival suit

### 1. Activity

Safety course boat and survival suit

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate in activity.
- b. Personal hygiene measures must be possible to uphold, hand wash, disinfection, good cough and sneezing hygiene.
- c. Distance must be possible to uphold.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Equipment preparation	Touching equipment	Clean and disinfect equipment.  Grab-bags, communication devices	
Familiarization with equipment	Getting too close and touching the same equipment	Make sure the participants keep distance. Instructors do a show and tell of the grab-bag, communication devices and suits	
Dressing up in survival suits	Participants touch and try on suits	Instructor gives out the suits in the correct size to the participants	
Transportation to the harbour and back	Sitting too close in the cars/belt wagon	See descriptions for transportation by cars	
Practical swimming part	Getting too close	Instructor needs to make sure the participants keep the distance.	
Taking off the suits	Getting too close, mixing up the suits	Make sure the participants keep distance. Clean up the suits directly after the swimming part.	

### 4. Possible increased risk / new risks as a result of infection control measures

**Risk:** Participants that are not used to water will feel unconfident needing to be in the water by themselves when keeping distance. Some participants do not know how to swim and can drift off.

**Measure:** Instructors bring both rescue rope and survival suit so they can pick up people in the water.

## Accomplishment of safety course: first aid course

### 1. Activity

Safety course: First aid

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate in activity.
- b. Personal hygiene measures must be possible to uphold; hand wash, disinfection, good cough and sneezing hygiene.
- c. Distance of at least one meter must be possible to uphold.
- d. Use personal protective equipment when you cannot have at least 1-2 m distance to each other.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Preparations	Indirect and direct infection transmission	<p>Try to facilitate for each participant to have their own equipment. If this is not possible, hand hygiene must be performed between each use.</p> <p>If there is no possibility to keep distance to each other for example I teamwork participants needs to use surgical face masks and gloves.</p> <p>Change lungs and clean the facemasks on the Anne dolls between each participant. Facemask goes in dishwasher on 70 degrees. Dolls are washed with surface disinfections.</p>	
Teaching	Droplet infection	<p>Distance between participants must be uphold.</p> <p>Hand hygiene must be performed before each training session.</p> <p>Big enough area to practise. Classrooms or cantina for exercises that requires two and two working together.</p>	
After work	Indirect infection transmission	Clean equipment that are uses according to guidelines.	

### 4. Possible increased risk / new risks a result of infection control measures

Risk: n/a

Measure: n/a

### 5. Remarks

UNIS hires external companies to cover the first aid course. It needs to be coordinated with them

**Accomplishment of safety course - Communication and navigation**

**1. Activity**

Safety course: Communication and navigation

**2. Limitations as a result of general infection control measures**

- a. Sick persons should stay home and not participate in activity.
- b. Personal hygiene measures must be possible to uphold; hand wash, disinfection, good cough and sneezing hygiene.
- c. Distance of at least 1-2 meter must be possible to uphold.

**3. Special measures**

Sub-activity (sequential)	Risk	Measure	Check
Operating Iridium/VHF/GPS	Risk of indirect infection	Make sure that only one person is operating the same telephone (radio, GPS) at the time.	
Handling NAV/Com Equipment at UNIS	Risk of indirect infection  Working to close > infection	There should be a clear separation between “new” equipment and filed equipment.  Filed equipment should be disinfected by the last user before delivering back.  48 hours quarantine for field equipment that cannot be cleaned with disinfections.	
Lessons for using NAV/Com Equipment	Risk of indirect infection  Breach of social distance.	Equipment should be a demonstration by teacher only	

**4. Possible increased risk / new risks a result of infection control measures**

Risk: n/a

Measure: n/a

**5. Remarks**

Reducing number of users who use Nav/com equipment. The devices should be “personal” during fieldwork: “One phone – one user”.

## Work in offices

### 1. Activity

Work in offices at UNIS

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home.
- b. Personal hygiene measures must be possible to uphold; hand hygiene and good cough etiquette.
- c. Preferably one person per office.
- d. Everyone who can – should work from home.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Going to work	Risk of infection	The most important infection control measure is that sick people stay at home. Everybody is responsible to stay away from the workplace if you develop respiratory infection symptoms like sore throat, coughing/sneezing, fever, shortness of breath, chills or muscle pain. If you start developing any of these symptoms at work, you must leave the workplace immediately.	
Handhygiene	Risk of infection  Risk of contamination because of dirty hands	Correct hand hygiene and avoiding touching your face with unclean hands is important to prevent indirect contact infection.  Always use soap and lukewarm water. If this is not available, then use disinfection. If your hands are visibly soiled, you have to wash them with soap and water.  <u>Hand hygiene:</u> <ul style="list-style-type: none"> <li>• Before you leave home and when you arrive back home.</li> <li>• When you arrive at UNIS.</li> <li>• When you move between workplaces.</li> <li>• After you have been to the toilet.</li> <li>• After you have coughed or sneezed, wiped your face or blown your nose.</li> <li>• Before and after glove use.</li> <li>• Before and after you eat.</li> <li>• After you have been outside.</li> <li>• When your hands are visibly dirty.</li> </ul>	
Coughing	Risk of infection  Risk of contaminating because of dirty hands	Correct cough hygiene. Cough in your elbow or into a paper tissue. Wash your hands after coughing/sneezing.	

Lunch or other gatherings	Risk of getting to close	Social distancing is a key to limit droplet infection. <b>Keep two-meter distance between colleagues.</b>	
Your office	Risk of contamination	You need to keep a clean and tidy work area. It must be easy to clean your own workspace.  Disinfect your contact points in your work area at least 1 time per day (keyboard, computer mouse, office chair, door handle, cellphone, ID card and office key).  Keep your feet on the floor (not on your desk)	

**4. Possible increased risk / new risks a result of infection control measures**

**Risk:** Fear of going to work because people are scared to get infected.

**Measure:** Arrange so that the risk group for the infection to have home office. Make sure people follow the guidelines so the work environment is as safe as it can be for everybody. Offer conversation and guiding to employees via the healthcare worker.

## Accomplishment of teaching in classroom

### 1. Activity

Teaching in classrooms at UNIS

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate in activity.
- b. Personal hygiene measures must be possible to uphold; hand wash, disinfection, sneezing, coughing
- c. Distance of at least one meter must be possible to uphold.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Being at UNIS before and after lecture	Risk of infection	Keep at least 2 m distance to each other.  Hand hygiene must be performed when arriving UNIS.	
Getting in and out of classroom	Risk of infection, students come too close	Make sure that the students don't get closer than 2 meter when entering and leaving the classroom.  Hand hygiene when entering classrooms.	
Hand hygiene	Risk of infection  Risk of contaminating because of dirty hands	Wash hands before entering the classroom and before you leave the classroom.  Always use soap and lukewarm water when washing hands. If this is not available, then use disinfection. If your hands are visibly soiled, you must wash them with soap and water.	
Disinfect the desk you used after the lecture is over, or before a break	Risk of infection	Disinfect your contact points with the desk. Use disinfection wipes on desk and chair.	
Coughing/ sneezing	Risk of infection  Risk of contaminating because of dirty hands	Correct cough hygiene. Cough in your elbow or wash your hands after coughing.	
During teaching	Droplet infection	2 m distance between people in the classroom, measured from shoulder to shoulder.	
After teaching	Infected equipment	Clean all contact surfaces – tables, electric equipment, chairs etc. There are soap water in every classroom.	

### 4. Possible increased risk / new risks a result of infection control measures

Risk: N/A

Measure: N/A

### 5. Remarks

- Reducing number of students on UNIS courses due to “new” room capacity will reduce the student year production at UNIS



## Accomplishment of exam

### 1. Activity

Accomplishment of exam

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate.
- b. Personal hygiene measures must be possible to uphold; hand wash, disinfection
- c. Distance must be possible to uphold.
- d. UNIS must consider home exams.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Preparations	Infection	Wash your hands before leaving home.  Bring food and something to drink.  Wash your hands when entering the premises, after toilet visits, before and after meals.	
Oral exam	Infection	Consider home exam arranged via digital solutions.	
Written exam	Infection	Consider home exam arranged via digital solutions.	

### 4. Possible increased risk / new risks a result of infection control measures

Risk:

Measure:

### 5. Remarks

Exam plan for spring 2021 will come.

## Supervision of students and use of classrooms for studies

### 1. Activity

Supervising students one on one or in small groups

### 2. Limitations as a result of general infection control measures

- Sick persons should stay home and not participate in activity.
- Personal hygiene measures must be possible to uphold; hand hygiene and good cough etiquette
- Distance must be possible to uphold.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Being at UNIS before and after supervision	Risk of infection	Keep at least 2-meter distance to other people.  Only use the desk you have been assigned.	
Hand hygiene	Risk of infection  Risk of contaminating because of dirty hands	Correct hand hygiene and avoiding touching your face with unclean hands is important to prevent indirect contact infection.  Always use soap and lukewarm water. If this is not available, then use disinfection. If your hands are visibly soiled, you must wash them with soap and water.  <u>Hand hygiene:</u> <ul style="list-style-type: none"> <li>• Before you leave home and when you arrive back home.</li> <li>• When you arrive at UNIS.</li> <li>• When you move between workplaces.</li> <li>• After you have been to the toilet.</li> <li>• After you have coughed or sneezed, wiped your face or blown your nose.</li> <li>• Before and after glove use.</li> <li>• Before and after you eat.</li> <li>• After you have been outside.</li> <li>• When your hands are visibly dirty.</li> </ul>	
Meeting in office or meeting room	Risk of infection  Risk of getting to close  Risk of contamination  Droplet infection	Keep distance between people.  Clean common areas according to guidelines.  Consider if physical meetings are necessary or if you can have meetings online.	
After meeting	Infected equipment	Disinfect all contact surfaces	

### 4. Possible increased risk / new risks a result of infection control measures

**Risk:** Fear of going to class because people are scared to get infected.

**Measure:** Make sure people follow the guidelines so the classroom environment is as safe as it can be for everybody. Offer conversation and guiding to students by the UNIS healthcare worker.

## Use of the library

### 1. Activity

Use of the Library at UNIS

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home.
- b. Personal hygiene measures must be possible to uphold; hand wash, disinfection, good cough and sneezing hygiene.
- c. Distance must be possible to uphold.
- d. Restriction of amount of people visiting the library at the same time.

### 3. Special measures

1. Sub-activity (sequential)	Risk	Measure	Check
Loan of books	Contact infection	<p>It is preferred that people send an email to <a href="mailto:library@unis.no">library@unis.no</a> to borrow books, but if you need to be present in the library it is possible to make an appointment to browse the shelves and borrow books. One person at a time in the library.</p> <p>Hand hygiene when entering the library.</p> <p>People should try to limit their time in the library.</p> <p>Encourage to use the automatic computer for lending of books.</p> <p>For people in the risk group, the library can still put the books in an envelope in the employee shelf of the mailbox for students.</p>	
Return of books	Contact infection	<p>Hand hygiene after contact with books and disinfect all points of contact.</p> <p>Return of the book in Alma or the machine.</p>	
In general		<p>Clean common areas with soap water or disinfectants.</p> <p>Computer room and meeting rooms in library is closed.</p> <p>Hand hygiene.</p> <p>Keep distance.</p> <p>Follow national guidelines for library use. (<a href="http://norskbibliotekforening.no/wp-content/uploads/2020/05/Smitteveileder-for-bibliotek.pdf">http://norskbibliotekforening.no/wp-content/uploads/2020/05/Smitteveileder-for-bibliotek.pdf</a>)</p>	

## Gatherings and social events

### 1. Activity

Gatherings and social events

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate in activity.
- b. Personal hygiene measures must be possible to uphold; hand wash, disinfection.
- c. Distance must be possible to uphold.
- d. It must be a responsible organizer to ensure rapid contact tracing if needed and that gives advice about social distance and ensures that infection control is followed.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Planning of the event		<p>Plan and coordinate together with health care adviser or director for HSE.</p> <p>Take an inspection is the site if necessary.</p> <p>One person needs to be the responsible organizer that makes sure the measurements are hold and that e.g. the police can talk to if need after the event is done.</p> <p>Good capacity for hand hygiene, either hand washing with soap and water or alcohol-based hand disinfectant. This is especially important for toilet areas and for eating places.</p>	
Meeting	<p>Droplet infection</p> <p>Participants getting to close</p>	<p>Make sure there can be at least 2 m distance between participants that don't live in the same household.</p> <p>Make sure that there is a possibility to wash or disinfect hands.</p> <p>Follow the current regulations to FHI when it comes to maximum number of participants.</p>	
After meeting	Risk of infection	<p>Cleaning according to guidelines.</p> <p>Confirmed infection among participants / performers / audience will result in the need for contact tracing and quarantine of close contacts. Organizers should therefore have an overview of participant with either name list, photos etc. This list must be deleted after 10 days.</p>	

### 4. Remarks

Guidelines for cleaning; <https://www.fhi.no/nettpub/coronavirus/rad-og-informasjon-til-andre-sektorer-og-yrkesgrupper/rengjoring-og-desinfeksjon-ved-covid-19-til-sektorer-utenfor-helsetjenesten/>

## Use of the UNIS Guest House (UGH)

### 1. Activity

Use of UNIS guest house

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home.
- b. Personal hygiene measures must be possible to uphold; hand wash, disinfection, good cough and sneezing hygiene.
- c. Distance of at least one meter must be possible to uphold.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Check in and check out	<p>Risk of direct infection because people are standing too close together</p> <p>Risk for indirect contact infection because guests and staff touch the same surfaces</p> <p>General risk for infection because of sick guests</p>	<p>Make sure there is not too many people in reception at the same time. Consider marking the floor, consider giving the guests different times to check out if there are many people checking out at the same time.</p> <p>Encourage guests to wash their hands at arrival. There are big posters and hand sanitizers both at UNIS and at the guesthouse.</p> <p>Clean points of contact 1 time per day in common areas.</p> <p>The guest must pay for the stay with invoice or credit card.</p> <p>Guests gets an information email when they book about hygiene measures.</p> <p>We have put up two mailboxes that people can pick up hotel key in when they check in if reception desk is closed, and one they can deliver the key in. They are clearly marked.</p>	
The hotel rooms	Risk of indirect contact infection	<p>Cleaning according to normal cleaning plan. Use normal detergents. Remember to clean common points of contact such as light switches, door handles, remote control and more.</p> <p>The rooms are cleaned once a week by the housekeeper and at check out. Guest are responsible for daily cleaning them self.</p>	
Meals	Indirect contact infection	<p>Rotate the use of rooms after checking out. Leave every room empty for 24 hours if possible.</p>	
Common areas	Direct and indirect infection	<p>There should be possibility for hand disinfection in laundry room.</p> <p>Clean points of contact once per day. - handles of doors that are in use (guest</p>	

		rooms, common areas and front door) <ul style="list-style-type: none"> <li>- light switches</li> <li>- dispensers</li> <li>- taps</li> <li>- chairs</li> <li>- tables</li> <li>- elevator button</li> <li>- railing</li> <li>- chairs/sofa armrest.</li> <li>- dispensers.</li> <li>- shoehorn.</li> <li>- shoe shelf</li> <li>- benches in 1<sup>st</sup> floor.</li> </ul> <p>If there are no guests staying over the weekend, there is no need to clean the points of contact every day. Consider the need for cleaning personnel before every weekend.</p>	
In case of confirmed infection in a guest	Risk of infection in staff and other guests	<p>If a guest gets confirmed infection with the corona virus, ISS needs to clean the room according to guidelines.</p> <p>Plan together with hospital and syssemmannen the need of evacuation/isolation.</p>	

**4. Remarks**

This plan is made together with booking at UNIS.

ISS is the company that cleans at UGH.

## Use of the cantina

### 1. Activity

Use of the cantina

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate in activity.
- b. Personal hygiene measures must be possible to uphold; hand hygiene and good cough etiquette
- c. Distance must be possible to uphold.

### 3. Special measures

Sub-activity (sequential)	Risk	Measure	Check
Guests arriving	Risk of breach of social distancing and a general risk of droplet infection because of sick guests.	Organize the line. If too many people arrive at once, consider making one of the staff organizing the line.  Encourage people to perform hand hygiene upon arrival. Consider putting up sinks in the arrival area of the cantina. If not possible, there are hand sanitize stations in the entrance of the cantina.	
The serving		Arrange the tables and chairs with at least 2 m distance, and the guests should have the opportunity to keep distance at the tables.  Take payments only by credit cards. If there is no possibility of this, perform hand hygiene after handling money.  Use one-time solutions for ketchup, salt, pepper etc.  Clean over the surfaces in the cantina x2/day.  Clean tables after each use with lukewarm soap water.	
The kitchen	Risk of infection	Employees must keep at least 2 m distance. It is allowed to pass each other for short periods of time.  Clean the equipment in the kitchen between use.  Handwash often.	

For events		It must be a responsible organizer to ensure rapid contact tracing if needed and that gives advice about social distance and ensures that infection control is followed.  Confirmed infection among participants / performers / audience will result in the need for	
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		<p>contact tracing and quarantine of close contacts. Organizers should therefore have an overview of participant with either name list, photos etc.</p> <p>Make sure there can be at least 2 m distance between participants that don't live in the same household.</p> <p>The organizers need to pay for the cantina, the toilets by the cantina and entrance to be cleaned by Sodexo after use.</p>	
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## Use of common areas and meeting rooms

### 1. Activity

Use of common areas and meeting rooms in Forskningsparken

### 2. Limitations as a result of general infection control measures

- a. Sick persons should stay home and not participate in activity.
- b. Personal hygiene measures must be possible to uphold; hand wash, disinfection, good cough etiquette
- c. Distance must be possible to uphold.
- d. It is important that people book the meeting room the day before use if the meeting extends 1 hour, because if it is a long meeting, we need to order cleaning from Sodexo. They need to be told 1 day prior to cleaning.

### 3. Special measures

1. Sub-activity (sequential)	Risk	Measure	Check
Meetings in common areas	Droplet infection	<p>Keep distance.</p> <p>Clean common areas according to guidelines.</p> <p>Consider if physical meetings are necessary or if you can have meetings online.</p>	
Meeting rooms	Droplet infection	<p>Only the OPS room, Van Mijen and Van Keulen is open for now. Will consider opening more if is necessary.</p> <p>It must be possible to keep 1-2 m distance between participants.</p> <p>No food in the meeting rooms.</p> <p>Companies and people cooperating with UNIS can attend meeting in forskningsparken if they are told about hygiene measurements and the measures for meeting rooms are hold.</p> <p>It's only a short meeting (less than 1 hour) disinfect the points of contact after every use. If meeting lasts longer than 1 hour, the reception will order cleaning form Sodexo.</p>	

# FRIDAY NIGHT GATHERING

(Currently not possible, because of national restrictions.)

## **Maximum capacity; 20 pax.**

Everybody must perform hand hygiene at arrival, and when leaving UNIS.

There will be a book where everyone must sign their names and phone numbers in case of sickness.

Confirmed infection among participants will result in the need for contact tracing and quarantine/isolation.

## **There must be one responsible organizer every Friday to ensure;**

- Give advice about social distance and ensure that infection control measures are hold.
  - Makes sure that people sign the book.
  - That arranges the chairs with 1 m distance.
  - Make sure the cantina is clean after use.
- Serve alcohol at the tables if there is sale of alcohol (this requires a valid alcohol license).

*There is no access to the kitchen now, so there must be used one time solutions for drinks.*

## CLEANING AND DISINFECTION

It's important to mark that if surfaces are visibly soiled you need to clean it with soap water first, disinfections can only be uses on surfaces with no spots.

- Use regular cleaning products according to standard procedures.
- Use disposable cleaning cloths where possible. Reusable cloths should be cleaned according to standard procedures.
- Pay extra attention to kitchen and dining room hygiene. Hand hygiene should be performed before using the kitchen / dining room.
- Follow normal waste management procedures.

Elements	Use	How to clean
Table and other surfaces	Short-term use	Daily cleaning as needed.  Use soap water or surface disinfections.
	Prolonged use with a lot of touching (Desks, cars etc.)	Clean after each use with soap water or disinfections.
Equipment used by several people	Equipment used in group sessions and touched by hands over time	Hand hygiene before touching. Try to uphold that we can use one item per person: They get one rifle per course or personal wetsuit/snowmobile suit for season. Depends on number of participants.  If no visible body fluids on the suits, take them out of rotation for 48 hours. If one of the passengers on the boat vomits, clean all the suits with water over 60 degrees.
Plastic		Clean with soap water or disinfections.
Rifle and click-patron	Short-term use and prolonged use	Clean with soap water or disinfections.
Textiles	Textiles that are used close to the face	Clean after each use or take out of rotation for 72 hours.

Remarks;

<https://www.fhi.no/en/op/novel-coronavirus-facts-advice/advice-and-information-to-other-sectors-and-occupational-groups/cleaning-and-disinfection/?term=&h=1>


## List of rooms and maximum capacity

There are no restrictions on how many people can gather at universities, but it must be possible to keep 1 m distance from each other. The list of rooms and maximum capacity therefore applies to seating for students. You can be present in the room as long as you can keep a minimum of 1 m from others.


Room	1 m distance	2 m distance
<b>Kapp Wijk (B129)</b>	20	8
<b>Kapp Mitra (B128)</b>	20	8
<b>Kapp Schoultz (B127)</b>	20	9
<b>Kapp Lee (B126)</b>	20	9
<b>Tempelet (A106)</b>	15	8
<b>Festningen (A107)</b>	15	8
<b>Møysalen (A102)</b>	72 seating places	36
<b>Lassegrotta (D118)</b>	50	25
<b>Computer lab 2 (241)</b>	13? This number might change.	5
<b>Computer lab 1 (B202)</b>	15 (when you include the computer in front)	10
<b>Field operation room (C105)</b>	8	4
<b>Signehamna</b>	6 (supercomputers) + 2 (normal computers)	7
<b>Skansebukta (248)</b>	5	2
<b>Hornsund (A242B)</b>	6	3
<b>Van Mijen (B246)</b>	8	4
<b>Van Keulen</b>	5	2
<b>Cantina</b>	90 pax, and 62 seating places.	44 persons maximum
<b>KHO</b>	8-10 (planned with Dag)	8-10
<b>EISCAT</b>	2 students and 2 teachers (UiT regulations)	2
<b>Teaching lab</b>	8	8
<b>Polarsyssel - overnight stays</b>	10 people maximum (single lugar)	?
<b>Polarsyssel - daytrips</b>	Depends – ask sysselmannen for an evaluation. Normally 35 people if it is outside on deck.	?
<b>Stålbas -</b>		?

## Limitations on participants


Boat	Cabin	Hotel	Tent	Snowmobile
Single lugares for trips with overnight stays.	There can be several people sharing in 1 room if it is possible to keep at least 2m distance to each	There can be several people sharing in 1 room if it is possible to keep at least 2m distance to each		There can be 2 people on 1 snowmobile if both of the participants face is covered,
Some boats				

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2	18.05.20			Added more activities.	EMS	LG	
3	20.05.20			Added more activities.	EMS	LG	
4	22.05.20			Changed the corona measures at UNIS document. Removed part about amount of people sick.	EMS		
				Changed the different activities. Added more. Changed names on some of the activities.			
5	02.06.20	1	Page 4	Added information in plan for additional measures.	EMS	LG	
		2	Use of vehicles at UNIS	Added more specific limitations in the different vehicles. Added restrictions for belt wagon.	EMS	LG	
		3	Use of lab and workshop facilities	Changed amount of people that can be in the different labs. Removed part	EMS	LG	
		4	Fieldwork in general	Added information about 10 days quarantine prior to fieldwork that requires overnight stays.	EMS	LG	
		5	Accomplishment of course in rifle training and polar bear protection	Changed the amount of people that can be present	EMS	LG	
		6	Accomplishment of safety course-communication and navigation	Added in document	EMS	LG	
		7	Work in offices	Added information about home office, changed regulations regarding to cleaning of office,	EMS	LG	
		8	Accomplishment of teaching in classroom	Added restrictions to more classrooms, and meeting rooms.	EMS	LG	


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		9	Gatherings and social events	Changed from 20 to 50 pax.	EMS	LG	
		10	Cleaning and disinfection	Added new document	EMS	LG	
6	05.06.20	1	Before fieldwork that requires overnight stays.	Added new document and new routines.	EMS	LG	
	09.06.20	2	Use of common areas and meeting rooms	We must now order cleaning if the meeting in the meeting room extends 1 hour.	EMS	LG	
	09.06.20	3	Use of the cantina	Consider using the cantina for events at UNIS. Cantina is still closed until January 2021.	EMS	LG	
	09.06.20	4	Use of UNIS guest house	UGH is now opened for visitors and family of UNIS staff.	EMS	LG	
	09.06.20	5	Page 1	Changed number of students and staff, added more information about social distancing.	EMS	LG	
	12.06.20	6	Page 3	Changed routine about who to contact if you are having symptoms	EMS	LG	
	12.06.20	7	Use of common areas and meeting rooms	Updated routine	EMS	LG	
7	22.06.20	1	Page 1	Changed amount of students, changed symptom list	EMS	LG	
	22.06.20	2	Before fieldwork that requires overnight stays.	Changed criteria for fieldwork for people in moderate to high risk groups	EMS	LG	
	22.06.20	3	Use of the cantina (for events)	Changed amount of people that can participate	EMS	LG	
8	30.06.20	1	Page 1	Changed amount of students	EMS	LG	


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	30.06.20	2	Before fieldwork that requires overnight stays.	Changed quarantine rules.	EMS	LG	
9	08.07.20	1	Performing first aid	Removed part with preparations	EMS	LG	
	10.07.20	2	Page 1	Updated number of students and staff	EMS	LG	
	09.07.20	3	Use of vehicles	Removed part with where to sit	EMS	LG	
	10.07.20	4	Fieldwork in general	Moved some parts of the document over to fieldwork that requires overnight stays	EMS	LG	
	09.07.20	5	Before fieldwork that requires overnight stays	Added part about activity	EMS	LG	
	09.07.20	6	Work in offices	Updated list of hand hygiene	EMS	LG	
	10.07.20	7	Supervision of students and use of classrooms for studies	Updated list of hand hygiene	EMS	LG	
	10.07.20	8	Use of library at UNIS	Updated routine, planning on opening library again	EMS	LG	
	10.07.20	9	Use of UNIS Guest House	Removed part with UNIS plan	EMS	LG	
10	18.08.20	1	Use of the cantina for social events	Removed part about no buffet	EMS	LG	
	18.08.20	2	Library	Updated guidelines.	EMS	LG	
	18.08.20	3	Fieldwork that requires overnight stays	Updated document.	EMS	LG	
11	21.08.20	1	List of rooms and maximum capacity	Added new document	EMS	LG	
	21.08.20	2	Use of UNIS boats	Removed part about maximum amount of people, changed to "Strive for distance between passengers,			




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				avoid face to face contact and maintain good hygiene routines. ”			
	21.08.20.	3	Performing first aid	Updated.	EMS	LG	
	24.08.20	4	Before fieldwork that requires overnight stays	Removed part about quarantine, changes to needs to be 10 days in Svalbard prior to fieldwork.	EMS	LG	
12	18.09.20	1	Accomplishment of exam, HSE brief, all of the safety courses, teaching in classrooms, fieldwork in general, classrooms for studies, use of common areas and meeting rooms, and in list of rooms and maximum capacity.	Removed part about maximum 20 people.	EMS	LG	
	18.09.20.	2	Page 1	Updated amount of staff and students.	EMS	LG	
13	20.09.20	1	Page 1	Updated amount of staff and students	EMS	LG	
14	06.10.20	1	Page 1	Updated amount of staff and students	EMS	LG	
	06.10.20	2	Work in offices	Changed from maximum one person per office to preferably one person per office.	EMS	LG	
	06.10	3	List of rooms and maximum capacity	Changed amount of people per room in the Kapp rooms. Added KHO and EISCAT to the list.	EMS	LG	
15	23.10.20	1	Before fieldwork that requires overnight stays	Changed quarantine regulations from 10 days to 48 hours.	EMS	LG	

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	23.10.20	2	Friday night gathering	Added new document/routine about Friday night gatherings	EMS	LG	
	23.10.20	3	List of rooms and maximum capacity	Updated.	EMS	LG	
	27.10.20	4	Page 1	Updated amount of staff and students	EMS	LG	
16	12.11.20	1	Page 1	Updated amount of staff and students	EMS	LG	
	12.11.20	2	List of rooms and maximum capacity	Added teaching lab and limitation on participants in boat, cabin, hotel, tent and snowmobile.	EMS	LG	
	12.11.20	3	Use of UNIS lab and workshop facilities	Changed teaching lab to maximum 8 students. Added information that students must have their own personal protective equipment in the lab (coat, goggles). These cannot be kept in the lab. Student must bring them to the lab when needed.	EMS	LG	
	16.11.20	4	Accomplishment of safety course – first aid course	Updated routine	EMS	LG	
	16.11.20	5	Page 1	Updated amount of staff and students	EMS	LG	
	16.11.20	6	Gatherings and social events.	Changed maximum allowed participants.	EMS	LG	
	17	10.12.20	1	Page 1-9	Added information from the document “Covid-19 regulations for spring 2021”	EMS	LG
18	08.01.21	1	Friday night gathering	Added sentence about not allowed at the moment because of national restrictions	EMS	LG	
	13.01.21	2	Work in offices	Changed routine to: Those who can work from home, should do so.	EMS	LG	
	13.01.21	3	Page 1	Updated amount of staff and students	EMS	LG	
19				Updated amount of staff and students	EMS	LG	
20	16.03.21	1	Page 1	Updated amount of staff and students	EMS	LG	
	16.03.21	2	List of rooms and maximum capacity	Changed Skansebukta from 6 to 5. Changed computerlab 2 and wrote that the number might change. Changed maximum number of seating places in cantina. Added EISCAT requirements.	EMS	LG	

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		3	Accomplishment of teaching in classroom	Added sentence about cleaning with soap water after teaching.			
	18.03.21	4	Page 1	Changed some links that did not work			
21	26.03.21	1	Page 1	Updated amount of people present			
	26.03.21	2	Entire document	Changed from 1 m to 2 m distance			
	26.03.21	3	List of rooms and maximum capacity	Changed to comply with the 2 m rule.			