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| UNIS HSE documentation | | Version nr. 25 | Introduced date:22.05.20 |  |
| Revision nr: 25 | Revision date: 16.07.21 | 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
- The UNIS Lab safety instructions: 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

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 from countries that requires a quarantine period, must quarantine in Norway before arriving in Longyearbyen. New international students must carry out this quarantine at quarantine hotels allocated at the border control. This is regulated in the Covid-19 forskriften (Norwegian law).

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 Ministry of Foreign Affairs (UD) advises against all international travel that is not strictly necessary. This global travel advice does not apply to countries within the EEA / Schengen, the United Kingdom and countries on the EU list of third countries (purple countries) that are considered safe by the NIPH (the Norwegian Institute of Public Health).

Maps of colours to the different countries and areas as well as more information about infection control criteria can be found on the National Institute of Public Health's website.

5. 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.

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

6. 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.

7. 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

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- 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

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.

8. 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. Visitors must register in reception.

b. Use of offices

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

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There must be performed thorough cleaning between each class. Teachers clean what they have used, and students' clean desks and chair. The lecturer must register the names of people present and what seat they are in to make contact tracing easier.

d. Use of common areas

The following common areas are closed for the time being:

- The sauna

9. 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.
- 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.

10. 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.

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11. 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 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.

12. 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.

Psychosocial support

For staff it is possible to talk to Anne Mette Mørk at the Occupational health Service at Longyearbyen hospital;

E-mail:

Phone: +47 79 02 42 03

Staff and students can contact Psychotherapist Ana Paula Souza

Phone; +47 96 01 82 96

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


E-mail: esthers@UNIS.no

Phone: +47 77 01 66 50

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


E-mail: counselling@samskipnaden.no or book on their webpage

Phone: + 47 77 64 90 50

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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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13. 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

| Sub-activity (sequential) | Risk | Measure | Check |
|----------------------------------|-------------------------------|---|--------------|
| Use of cars and belt wagon | Breaches of social distancing | There should be 1m distance between people in the cars, this is measured from shoulder to shoulder. Belt wagon; 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">- steering wheel- handle- gear- dashboard- discard garbage- sanitize key when you deliver. | |

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 | |
|------------------------------------|---|---|--|

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.**
- 10 days before the start of the cruise, cruise participants must avoid public places where many people can gather (cinema, restaurants, cantina), gatherings and events (private and public) with many participants and otherwise exercise special care when dealing with others than their closest family. The cruise participants can be at school / work during this period but should try to avoid big gatherings of people.
- Sick people cannot participate on fieldwork.
- 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.

If need for quarantine before fieldwork

Do not go to school or work.

Do not use public transport.

Avoid visits from everyone – this include close contacts.

You can go for a walk, but keep at least 1 m distance to others.

You should get others to shop for you. If this is not possible you can carry out essential errands but keep your distance and wear a face mask.

If you need to come to UNIS to prep equipment etc, then try to do it in the evenings when there less people here.

Keep a good distance to others in your housing. Use facemask when entering/leaving the building.

If you have symptoms of respiratory tract infections, you should isolate yourself and get tested-

A positive test means that you should go into home isolation.

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 1 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</p> | <p>The healthcare adviser HSE director Logistics Hospital if necessary</p> |

| | | |
|----------|--|--|
| | healthcare adviser) that has been used for transportation with soap water and let them air out. | |
| Boat | <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> |
| Tentcamp | <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>The healthcare adviser HSE director Logistics Hospital if necessary</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>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 1m 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 | <p>Persons touch and try equipment > contamination</p> <p>Crowded in the logistics</p> | <p>Limit the numbers of items each participant is touching.</p> <p>Disinfection of equipment</p> <p>Limit the amount of people allowed in at the same time</p> <p>Strict regulations on handing out equipment</p> <p>You need to use facemasks when entering logistics.</p> | |
| Use of equipment | | <p>If possible, facemasks, buff or balaclava shall be used to prevent direct contact with outer clothing.</p> <p>Facemask, or similar, is personal equipment</p> | |
| Return equipment | Infected equipment returned | <p>There need to be a technician from logistics present when you deliver equipment.</p> <p>All close-fitting equipment like balaclava, gloves and goggles must be disinfected or it will be personal equipment</p> <p>Disinfection or washing of all equipment that has been in use.</p> <p>Equipment that is difficult to clean / disinfect will be stored separately and taken out of rotation for 24 hours.</p> <p>Consider lending out equipment on a seasonal basis if they are needed a lot.</p> | |

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 1m 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 1m 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 a result of infection control measures

Risk: Participants that are not used to water will feel unconfident needing to be in the water by them self 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. 24 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"> • Before you leave home and when you arrive back home. • When you arrive at UNIS. • When you move between workplaces. • After you have been to the toilet. • After you have coughed or sneezed, wiped your face or blown your nose. • Before and after glove use. • Before and after you eat. • After you have been outside. • When your hands are visibly dirty. | |
| 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. Keep two-meter distance between colleagues. | |
| 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 1 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 1 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 | 1 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

- 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 |
|--|---|---|-------|
| Being at UNIS before and after supervision | Risk of infection | Keep at least 1-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"> • Before you leave home and when you arrive back home. • When you arrive at UNIS. • When you move between workplaces. • After you have been to the toilet. • After you have coughed or sneezed, wiped your face or blown your nose. • Before and after glove use. • Before and after you eat. • After you have been outside. • When your hands are visibly dirty. | |
| 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 library@unis.no 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. (http://norskbibliotekforening.no/wp-content/uploads/2020/05/Smitteveileder-for-bibliotek.pdf)</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 1 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 14 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 | Rotate the use of rooms after checking out. Leave every room empty for 24 hours if possible. | |
| Common areas | Direct and indirect infection | <p>Keep 1 m distance in the common areas.</p> <p>There should be possibility for hand disinfection in laundry room.</p> <p>Clean points of contact once per day.</p> | |

| | | | |
|---|---|---|--|
| | | <ul style="list-style-type: none"> - handles of doors that are in use (guest rooms, common areas and front door) - light switches - dispensers - taps - chairs - tables - elevator button - railing - chairs/sofa armrest. - dispensers. - shoehorn. - shoe shelf - benches in 1st floor. <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 1 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 | |
|------------|--|--|--|

| | | | |
|--|--|---|--|
| | | <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 1 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> | |
|--|--|---|--|

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 from Sodexo.</p> | |

FRIDAY NIGHT GATHERING

Maximum capacity; 62 pax (62 seating places)

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 24 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 |
|------------------------------------|---|--------------------|
| Kapp Wijk (B129) | 20 | 8 |
| Kapp Mitra (B128) | 20 | 8 |
| Kapp Schoultz (B127) | 20 | 9 |
| Kapp Lee (B126) | 20 | 9 |
| Tempelet (A106) | 15 | 8 |
| Festningen (A107) | 15 | 8 |
| Møysalen (A102) | 72 | 36 |
| Lassegrotta (D118) | 50 | 25 |
| Computer lab 2 (241) | 9 | 5 |
| Computer lab 1 (B202) | 18 | 10 |
| Field operation room (C105) | 8 | 4 |
| Signehamna | 6 (supercomputers) + 2 (normal computers) | 7 |
| Skansebukta (248) | 5 | 2 |
| Hornsund (A242B) | 6 | 3 |
| Van Mijen (B246) | 8 | 4 |
| Van Keulen | 5 | 2 |
| Cantina | 90 pax, and 62 seating places. | 44 persons maximum |
| KHO | 8-10 (planned with Dag) | 8-10 |
| EISCAT | 2 students and 2 teachers (UiT regulations) | 2 |
| Teaching lab | 8 | 8 |
| | | |
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Limitations on participants


| Boat | Cabin | Hotel | Tent | Snowmobile |
|--|---|---|------|---|
| Single lugars for trips with overnight stays. Some boats require 10 days quarantine before the fieldwork. It's important to check with the different boats. | There can be several people sharing in 1 room if it is possible to keep at least 2m distance to each other. Preferably 2 m distance while sleeping. | There can be several people sharing in 1 room if it is possible to keep at least 2m distance to each other. Preferably 2 m distance while sleeping. | | There can be 2 people on 1 snowmobile if both of the participants face is covered, if they are thorough with hand hygiene and avoid face-to face contact. |

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| Revision nr: 24 | Revision date: 07.06.21 | Document type: Covid-19 measures, revision list | | |
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| Revision nr | Date | Item | Place in document | Changes in document | Revised by | Approved by | Comments up to date |
|-------------|----------|------|--|---|------------|-------------|---------------------|
| 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. | EMS | LG | |
| | 18.03.21 | 4 | Page 1 | Changed some links that did not work | EMS | LG | |
| 21 | 26.03.21 | 1 | Page 1 | Updated amount of people present | EMS | LG | |
| | 26.03.21 | 2 | Entire document | Changed from 1 m to 2 m distance | EMS | LG | |
| | 26.03.21 | 3 | List of rooms and maximum capacity | Changed to comply with the 2 m rule. | EMS | LG | |
| 22 | 23.04.21 | 1 | Page 1 | Updated amount of people present | EMS | LG | |
| | 23.04.21 | 2 | Entire document | Changed from 2m to 1m distance | EMS | LG | |
| | 26.04.21 | 3 | Before fieldwork that requires overnight stays | Added information about quarantined at UGH. | EMS | LG | |
| 23 | 25.05.21 | 1 | Page 1 | Updated amount of people present | EMS | LG | |
| | 26.05.21 | 2 | Page 3 | Removed part about quarantine for staff before entering UNIS | EMS | LG | |
| | 26.05.21 | 3 | List of rooms and maximum capacity | Changed maximum amount in computer labs | EMS | LG | |
| | 26.05.21 | 4 | Friday night gathering | Updated according to national guidelines | EMS | LG | |
| | 26.05.21 | 5 | Meeting room | Removed part about no food | EMS | LG | |
| 24 | 07.06.21 | 1 | Page 1 | Removed part about amount of people present | EMS | LG | |
| | 07.06.21 | 2 | Before fieldwork that requires overnight stays | Removed part about quarantine prior to fieldwork. | EMS | LG | |
| | 07.06.21 | 3 | Page 6 | Added a new offer for psychosocial needs | EMS | LG | |
| 25 | 16.07.21 | 1 | Page 2 | Changed part about quarantine | EMS | LG | |
| | 16.07.21 | 2 | Friday night gathering | Updated amount of people that can be present | EMS | LG | |