



Norwegian
Business School

Guidelines for the reopening of BI campuses

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1.0 Purpose

These guidelines are developed to inform employees and students on how BI shall reopen campuses and secure infection control.

In developing BI's guidelines, we have tried to balance between different considerations:

- Safeguarding the health our employees and students – minimizing the risk of infection
- Securing student progression and BI's core operations
- Securing a good working and learning environment – psychosocially and physically
- Limiting the potential consequences/scope of an outbreak of infection among employees or students
- Facilitating transmission tracking in case of infection among employees or students
- Limiting the spread of the virus in society when commuting to campus

The guidelines apply to all employees and contracted employees (student assistants, consultants..) and are common across all BI campuses in Norway.

The infection control measures (see chapter 8) apply to all employees and students at BI.

The guidelines will be continuously updated based on periodic risk assessments and government guidelines. Please visit BIKUBEN for the latest version.

2.0 Summary of the guidelines - employees

- **Work from home if possible**

For employees, the general advice is to continue to work from home if possible. If you need to come to campus to work, please make sure you have an agreement with your nearest manager about this in advance. Managers at organizational level 3 are responsible for ensuring that employees can maintain a minimum of one meter, preferably two meters, distance between workplaces.

- **Guidelines and instructions when working on campus**

- Follow the main infection control measures (see chapter 8)
- Do not come to campus if you are sick or showing symptoms
- Avoid using public transportation unless strictly necessary, especially during rush hour
- Access the building using the personnel entrance, or garage entrance. If accessing via the main entrance please show your employee card to the reception desk.
- Keep your distance to a minimum of 1 meter, preferably 2 meters, to colleagues and students
- Meetings should as a main rule be digital.
- All employees must comply with these rules and observe general hygiene measures.

- **Services and facilities for employees**

- Coffee machine available, but there is no cup cleaning service – use your own cup or paper cups
- Canteens, coffee shops or kiosks are closed
- Employee changing rooms are closed
- Library services are digital only
- Anti-bac dispensers are available in all work areas
- Extra cleaning measures have been introduced.

3.0 Summary of the guidelines – students

Campuses are open for students from June 17th.

BI has put in place measures to secure that the return to campus is compliant with BI's local infection control measures and national guidelines.

Campuses will have limited opening hours and no facilities and services other than working areas, printers and network will be available. Library services will remain digital, as will thesis supervision. Admission to the building will be controlled. Reception desks at all campuses will be open.

All students entering campuses must comply with the infection control measures.

4.0 Decision

BI's president and the top management team have decided the guidelines for a gradual reopening of campuses. The decision and conditions for reopening are based on recommendations and guidelines from Norwegian authorities. BI's unions, safety representative, occupational health service and the working environment council have been involved in developing the guidelines.

The guidelines have also been discussed with BI's learning environment committee.

5.0 Responsibilities

As employer, BI is responsible for ensuring that employees have a safe working environment. The work environment committee shall be consulted in these efforts.

Managers at all levels are representatives of the employer, and must protect the health and safety of their employees when at work. This includes contracted employees (student assistants, consultants..)

Employees are responsible for contributing to a safe working environment and minimizing infection transmission by following the instructions from BI and national authorities. Employees must also report potential health risks if observed.

EVP Full-time programmes, EVP Executive Programmes and Provost for Innovation and Outreach are responsible for ensuring a safe working environment for all students at BI. The learning environment committee shall be consulted in these efforts.

Students are responsible for contributing to a safe working environment and minimizing infection transmission by following the instructions from BI and national authorities.

6.0 Working from home and from campus – detailed information

- **The main rule is that employees, who can work from home, should continue to do.**

Most of BI's employees can perform their tasks from home. This will contribute to reducing exposure and possible infection when travelling to work and interacting with co-workers. In addition, it will give those who need to be present on campus the opportunity to do so.

Some might feel that they can perform their tasks, but that the working conditions are not adequate in the home office. Therefore, BI will offer all employees the opportunity to borrow office chairs, PC screens and keyboards for the Home Office. Headsets and cameras will also be provided to those using Digital meetings. For faculty in need of extra microphones, lightning or drawing tablets in a teaching capacity equipment will be available, but the exact models are not yet concluded – testing is ongoing. Please order extra equipment from the helpdesk by using help.bi.no.

- **Managers must ensure compliance with infection control measures**

We acknowledge that many employees feel the need to come to campus, use office facilities and meet colleagues. At the same time we need to limit exposure and the consequences of possible exposure.

All managers are responsible for making sure that their employees can comply with infection control measures when present on campus.

- **Meetings**

Meetings should as a main rule be digital in order to limit possible exposure, and ensure that all employees are included in the meeting.

If a meeting is held in person remember to keep good distance, limit the number of participants and time spent in the meeting. Choose large meeting rooms or open areas. Physical meetings with external guests must take place in the designated areas outside the work-zones.

- **Keep a 1 meter distance, 2 meters if possible**

FHI recommends at least 1 meter distance. In case of confirmed infection close contacts anyone who has been within 2 meters of the infected for more than 15 minutes must contact health service for testing. By keeping a 2 meters distance, we will reduce the number of employees that need be tested if colleagues are infected.

- **If you are quarantined or infected**

In case of quarantine or confirmed infection with Covid-19, you must register this on BI's designated notification [website](#). We ask you also to inform your immediate manager. You must not come to campus if you are in quarantine or infected. If needed, your manager may assist in transporting office equipment to your home.

In confirmed infection cases, BI will assist health authorities in tracking possible exposure and notifying close contacts within the limits of the privacy act.

7.0 Managers' responsibilities

All managers are responsible for establishing practical solutions that are in line with the guidelines for gradual reopening of campus and infection control measures.

Managers must make sure that the number of the employees present on campus at the same time is compatible with following the infection control measures. This may mean coordinating attendance and prioritizing who can come to campus and when. Possible measures are fixed days, rotation schemes, flexible working hours etc. A combination of home office and campus attendance can be a good solution.

Please consider the individual circumstances and needs of your employees when planning attendance. Maintaining a good psychosocial and physical working environment is an important factor to consider. For some employees it may mean being able to come back to campus, for others it may mean continuing to work from home. Make sure also to consider employees with special needs when planning attendance. Employees who are at risk or live with family members, who are at risk, should generally not be instructed to come to campus. Employees who are dependent on public transportation should be allowed to travel outside rush hour if it is necessary to come to campus.

To ensure continuity in operations and limit possible transmission, it is not advisable to gather entire departments in the same meeting.

These guidelines will not give answers to all situations and dilemmas that may arise. Each manager must use personal judgement when assessing different situations and finding the right balance between infection control, ensuring operations and taking into consideration individual needs of the employees. If you need guidance in these situations, please contact you manager, or the HR department.

8.0 The main infection control measures for employees and students at BI

1. Stay at home if you are sick

- Sick people should stay at home, regardless of the type of disease and even if you have mild symptoms.

2. Keep good hand hygiene and cough etiquette

- Use disinfection at the entrances.
- Wash the hands with soap and water (min 30 sec.). Especially after coughing / sneezing, after visiting the toilet, after touching doorknobs, elevators etc, before meals and otherwise for visibly dirty hands. Alcohol-based disinfectants are effective against coronavirus and are an option if handwashing facilities are unavailable.
- Use tissues / paper towels when you cough or sneeze. If this is unavailable, cough or sneeze into the crook of the elbow.
- Avoid touching your face or eyes.
- Avoid touching more than necessary and be aware of where you put your mobile phone.

3. Reduce contact with others

- Keep a distance of 1 meter, preferably 2 meters.
- Use the stairs instead of elevator when possible. If not, one at the time.
- Meetings should as a main rule be digital.
- Home working and flexible hours are measures to reduce contact to prevent transmission.
- Avoid public transport, especially during rush hour.

Sources:

FHI.no “Work place advice”, including for colleges and universities.

NHOs “Veileder for åpning av kontor

9.0 Facility measures

- **Cleaning**

Employee work-zones:

- For offices/workplaces with single/same users - 1 day/week.
- For meeting rooms and copy rooms - 5 days/week.
- Toilets are cleaned 5 days/week.
- For workplaces that have multiple users - 5 days/week. This applies to reception/InfoHub
- Touch points such as door handles, elevator buttons, cistern button, copier tab and card readers - thoroughly cleaned once a day.

Student areas:

- Toilets and washbasins are cleaned daily. It is recommended to clean surfaces such as toilet seats and faucet on the washbasin 2-4 times daily.
- There will be disposable paper towels and soap available, and we make sure that garbage is emptied regularly.
- Study areas are washed daily with a focus on surfaces and touch points.

- **Buildings/technical**

- Admission control, student cards deactivated

10.0 Contact information

Infection control measures

- HSE compliance and responsible for guidelines - [Linda Leiro Egseth](#)
- Head safety representative – [Jørgen Finstad](#)
- Stamina occupational health service – [Gunn Berit Schultz](#)
- Student learning environment – [Lisa Nausthaug Kjøren](#)
- Campus Bergen – [Elisabeth Seim](#)
- Campus Trondheim – [Asgeir Opland](#)
- Campus Stavanger – [Ragnhild Wiik](#)

Facilities

- Facility Services - [Bent Kjetil Lærum](#)
- Buildings/technical – [Tommy Wensås](#)



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