



Norwegian
Business School

Guidelines for infection prevention @ BI campuses

Students

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1.0 Purpose

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

These guidelines are developed to inform students on how BI shall secure infection control on campuses and what responsibility the students have.

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 will be continuously updated based on periodic risk assessments and government guidelines. Please visit bi.no for the latest version.

2.0 Decision and responsibilities

BI's president and the top management team have decided the guidelines for infection prevention on BI's campuses. The decision and conditions for campus activities are based on recommendations and guidelines from Norwegian authorities. BI's unions, safety representatives, occupational health service and the working environment council are involved in developing and revising the guidelines.

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

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.

3.0 The main infection control measures 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, and respect maximum capacity as posted
- Avoid public transport, especially during rush hour.

4.0 Infection prevention - information for students

• 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](#). You must not come to campus if you are in quarantine or infected

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

- **Keep a 1 metre distance, preferably 2 meters**

FHI recommends keeping at least 1 metre distance to others. 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.

Students are responsible for keeping the required distance to others on campus.

- **Use only available seats**

BI has labelled seats in the auditoriums to secure distance between the students. Please do not use the seats that are labelled “not available”.

- **Use of face mask on campus**

All students must wear face mask when moving around on campus. Masks will be made available in all working zones and at the reception desk.

Please make sure to use [the masks correctly](#).

5.0 Students with special needs

Students that are in the risk groups may need help and adjustment to secure the student progression. Please see FHI's information on who is in risk groups and advice to risk groups [here](#)

Many of the lectures are streamed, so students, that need to stay home for different reasons, can follow the teaching. If you need facilitation beyond this, send an e-mail to counselling@bi.no

6.0 Facility measures

- **Cleaning**

The cleaning routines are according to FHI's guidelines.

- **Buildings/technical**

- Plastic shields in reception areas
- Infection control measures are communicated through posters, screens and stickers
- Selected auditorium chairs are marked “non-available”, and classrooms and meeting rooms furnished according to new capacity restrictions.
- Elevators are marked with new maximum capacity to comply with distance regulations.

- Entrances are marked – Admission for students, employees and invited guests only.

7.0 Contact information

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 and students.

If you need guidance in these situations, please contact [the Ombud for Student](#)

Infection control measures

- HSE compliance and responsible for guidelines - [Linda Leiro Egseth](#)
- Student learning environment – [Lisa Nausthaug Kjøren](#)
- Campus Bergen – [Elisabeth Seim](#)
- Campus Trondheim – [Asgeir Opland](#)
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