

Actions in teaching at INES in response to Covid-19 related restrictions, spring 2021

Authors: INES management group, Jonathan Seaquist, Lars Eklundh, Petter Pilesjö & Ulrik Mårtensson

Date: 2021-02-25

Validity: until further notice

The guidelines and actions below should be followed at INES to ensure staff and student safety with regard to Covid-19 disease spread. It is the responsibility of all staff to follow these actions, in communication with the Director of Studies and the Head of Department. The intention with the described actions is to give formal support for everybody involved in teaching to achieve planning of teaching activities for the spring 2021. Note that most parts of this document are currently not applicable but could become so if restrictions are lifted during the semester. Also note that the last sections of the table are pertinent to distance learning, which is relevant for all courses this semester.

CAMPUS TEACHING

On-campus teaching is formally allowed only with a specific permission granted by the Dean. A very strong motivation is required to be granted permission. For each course with on campus teaching components, a special risk assessment should be performed by the Director of Studies and the Course Coordinator. Also, a check list for the assessment has been developed by the Faculty of Science. This list should be filled in by the two aforementioned, signed by the head of department and the safety representative and sent to the faculty for decision and archiving.

COMMENT

Course coordinators are requested to carefully identify teaching elements that are impossible to achieve without physical meetings and discuss options for staging these with the director of studies. We recommend that no “full” teaching event is staged on campus, rather limit the activities for e.g. individual students lacking a relevant study environment or sufficient computer facilities. Naturally also students that need access to lab facilities would be possible to request to be exempted from distance learning.

CAMPUS – COMPUTER LABS

Note that we will keep the same level of remote accessibility to lab computers as has been the case since the move to distance teaching in spring 2020. Regular teaching for larger groups in the computer

labs will not be possible. Use of the computer facilities should be restricted to individual students for which a special motivation can be provided regarding why they cannot manage to achieve activities from home.

Maximum no. of students will be allowed as follows: (remaining computers will be reserved for on-line use)

- Cirrocumulus: 8
- Altocumulus: 8
- Stratocumulus: 0
- Incus: 0
- Thesis lab.: 5

A risk assessment as described above needs to be performed.

DETAILED INSTRUCTIONS FOR STUDENTS USING THE COMPUTER LABS:

- Use hand disinfectant when entering the building and respect the arrows indicating how to enter and exit
- In the computer lab, surface disinfectant and towels are provided and placed on one of the front tables
- It is your responsibility to check the availability of disinfectant and towels and report to the course coordinator when the stock is running low
- Start the work session by wiping of the table surface, the keyboard, and the mouse. Do not forget the “on/off” button if the computer needs to be turned on
- Throw the towels used in the waste bin and spray your hands before starting to use the computer
- NOTE that you should not spray disinfectant directly on any of the above items – spray the disinfectant on a towel and use this to wipe off all items
- End the work session by wiping of the table surface, the keyboard and the mouse, as well as the door handles you have used. Leave the computer on
- Failure to follow the above routines will lead to suspension from all use of the computer labs

COMMENT

Hand sanitizer, surface disinfectant and towels are available in each lab. The course coordinator is responsible to give the students appropriate instructions regarding use of disinfectant when in the computer labs; wiping of keyboard and other parts touched. Also, door handles should be wiped when leaving the facility.

A detailed instruction for the process is provided below. This document should be sent by the course coordinator to students that are using the facilities, with a cc to the director of studies.

The course coordinator should make sure that the students has understood the instructions and that they will implement them at all times.

They should also be made aware that failure to comply with the rules will lead to the department being forced to shut them of from all use of the labs.

ON-LINE TEACHING

On-line teaching will be adopted for all teaching elements to reduce pressure on the teaching facilities and reduce possibilities for contamination.

Campus access can be allowed for students after special permission (e.g. special needs, no ownership of computer for remote access etc.).

COMMENT

The aim is to emulate normal campus education as much as possible. This mean that courses must ensure good student-teacher interaction. Frequent meetings should be staged at suitable intervals during the courses using suitable tools, such as Zoom.

On-line meetings and events could be a way to include students that have difficulties participating in campus events. Students will be encouraged to use their own computer (Windows). We will have to make provision for students who have other computers (e.g. Mac) to the extent possible. We can provide access to a limited number of Campus computers

ON-LINE –EXAMINATION

Examination is adapted to the situation in each course in dialogue with the Course Coordinator and the Director of Studies. The course coordinator should initiate this discussion in due time before the event.

Open book exams are recommended in most cases.

For exams impossible to achieve using on-line methods the Director of Studies needs to be informed in a timely manner so that an exemption can be granted.

COMMENT

Routines as for on-campus exams should be adopted as far as possible, e.g. ID-verification and remote monitoring but exemptions are possible as long as they do not increase the risk for cheating.

Routines and instructions for on-line examinations are currently (mid-February) being developed at the department as well as by LU central level and will be communicated to the concerned staff as they appear.

Due to the extra administrative and organisational workload involved when staging exams on-line the course coordinator needs to inform the student administration in due time regarding the modalities for the exam.

It is important that the course coordinator inform the students that on-line registration for exam and re-sit must be done not later than one week before the event. Students that fail to register cannot be guaranteed to be able to take the exam. Likewise, students requiring special conditions for the exam must report this to the course coordinator.