



LUNDS
UNIVERSITET

Department of Physical Geography and Ecosystem Science

2020-09-02

Student and staff checklist for teaching autumn 2020

The listed rules below have been established by the management in discussion with relevant external stakeholders.

Conditions for on-campus teaching

It is important to understand that only by complying to these rules are we able to offer a study environment required to meet the conditions set to allow on-campus teaching. Hence, if we fail to adopt the rules, we may be forced to shut down certain components of our courses. This may lead to difficulties to reach the learning objectives for a course, thereby inflicting on students' possibilities to pass these courses.

All rules are generally valid in the buildings Geocenter I and Geocenter II as well as in other facilities belonging to our department.

In case of any symptoms

- If you do not feel well you must stay at home and report to your course coordinator.
- If you have any symptoms of a respiratory infection such as a cold, coughing, breathing difficulties or fever, you should stay at home and avoid contact with other people. Even mild symptoms are cause to stay home and avoid any common areas.
- If you cannot manage on your own in your home, you should call the national helpline 1177 to get advice. Do not visit a healthcare provider without contacting 1177 first.
- At the department we will keep in touch and closely follow your health conditions and assist you if necessary.

If you consider yourself to be in a high risk group

Please contact your course coordinator as soon as possible to open a discussion regarding special considerations needed for you to successfully complete your studies.

Rules to follow for everyone's safety

General aspects of responsibility and following rules

1. These rules are elaborated to assure a safe and sound study and work environment for both students and staff. Only if we all work together that we can assure a relevant study environment.
2. These rules may be subject to change due to external circumstances and it is the duty of both students and staff to keep up-to-date with what is currently valid.
3. Should you have questions regarding implementation of these rules, please contact your supervisor (teacher, course coordinator, director of studies).
4. If you feel uncomfortable in a teaching situation we strongly urge you to contact the teacher.
5. The teacher/supervisor responsible for a class is ultimately responsible for rules being followed in the class room and may temporarily overrule what is stated in this paper.
6. The responsible teacher may at any moment decide to cancel, terminate earlier or modify an ongoing class if judged necessary due to safety aspects
7. We recommend you to study information, advice and updates on the Corona situation at the Lund university web pages:
<https://www.lunduniversity.lu.se/coronavirus-covid-19-information-students>

Class rooms

8. In all rooms designated for lectures, seminars and group discussions available seats have been clearly marked. This must be respected in all areas, including the library.
9. All rooms designated for teaching are equipped with adjacent hand disinfection products in the corridors and disinfection products for use on desks, computers (keyboards) and other instruments. NOTE that the type of product to use on keyboards and instruments differ from what to use on your hands. Do follow detailed instructions given by the teacher regarding the application.
10. Each person participating in class room teaching activities is responsible to sweep and clean their workspace in an appropriate way when the activity ends. If you are unsure about what is required, ask the teacher.
11. Always use the indicated entrance and exit doors and avoid crowding when doing so.
12. In all situations, e.g. if you have to leave your seat during class (for example, to go to the bathroom) please keep the social distance of 1.5 meters.
13. During breaks, you may stay at your seat. If not, you must leave the building. Follow the routes for common spaces (see17).

14. For longer breaks, food and beverages are allowed to be consumed at your seat, with the exception of computer labs, the library and other facilities where this is not suitable
15. NOTE that all teaching in the lecture room Pangea is to start on the hour (not “academic quarter”) and should end 15 minutes before the hour. This is to avoid crowding the corridors
16. Exit from Pangea is via the doors besides the white board, then left in the corridor and exit to the north side of the building.

Common spaces and corridors

17. Maps showing routes for entering and leaving our teaching facilities have been distributed to all students and staff and should be respected. They are also posted on the walls of all teaching rooms and in corridors.
18. Always use the designated entrance and follow the intended route when arriving to class in order to avoid crowding and as far as possible people moving in opposite directions in the same corridor.
19. Close to each entrance and exit door you find dispensers with hand disinfection that you are strongly advised to use each time you pass them
20. Arrive on time and when arriving for lecture do respect the social distance markers. When let into the class room go directly to find a seat. In most cases the teacher will arrive in due time and open the room before you arrive to avoid queueing
21. All common spaces are to be used for transit only and do not crowd them during breaks if social distances cannot be respected.
22. Food and beverages are not allowed in common spaces
23. All common spaces are marked with stickers on the ground indicating intended walking directions and regulated social distances that must be respected.
24. Always use the designated exit and follow the intended route when leaving class in order to avoid crowding and people moving in opposite directions in the same corridor.
25. Respect the social distances also outside the buildings
26. NOTE that all common spaces for students have been closed until further notice. We are not happy to take this precaution but see it as very necessary to reduce the risk of infection
27. The library is locked except 10-12 but available to you; use your LU card to get in 0900 to 1900. Please do not let anybody without access enter the library.
28. A sign on the entrance door will indicate if the library is fully occupied. Please try to be efficient in the use of the library to allow also other to use the facilities. More information is available in the specific guidelines for the library at the Geolibrary website.

Field work and outdoor events

29. The extent of field work and other outdoor events varies between courses and you will get specific instructions from the teacher teams.
30. The key issue is that social distancing has to be respected, which is also valid when travelling to and from the different sites.

Special cases

31. Depending on the need for special equipment, size of laboratory facilities, availability of instruments or similar reasons, some teaching may not be possible while respecting the social distancing and other precautions taken for the more general teaching events. In these cases, the department will assure that every participant will get access to appropriate protection equipment, such as respiratory mask, visor or protection gloves. In each case, the responsible teacher will assure that you get relevant information on how these are used to assure maximum protection.
32. If you feel uncomfortable participating in teaching events despite the protective measures taken, please inform and discuss with the course coordinator in due time before the event. This is to open a discussion regarding the possibilities of an alternative procedure.

Lecture rooms capacity with regard to social distancing

- Pangea: 25 seats + about 10 extra in the aisles
- Atmosfären (Sal 209): 24 seats
- Gotland (Sal F126): 10 seats
- Världen: 30 seats plus about 10 extra in the aisles
- Hydrosfären (Sal 108): 15seats plus 3 along the wall
- Biosfären (Sal 220): 18seats plus 3 along the wall
- Altocumulus (Sal 215) and Cirrocumulus (Sal 218):10 seats each

The two rooms below are generally off limits but may be used at rare occasions:

- Incus (Sal 209): 8 seats
- Öresund (Sal F210): 5 seats