

Infection prevention strategy for re-opening BIO

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Unit: Dept. of Biological Sciences

Responsible: Ørjan Totland

No.	Prevention points	Implementation and description of these strategies	Responsibility for implementation
1	Prevention of Covid-19 on campus	<p>Prevention of Covid-19 on campus</p> <p>Employees and students who suspect they may have been in contact with infected people or who have symptoms of respiratory infections should stay home in accordance with current regulations. Employees and students who develop symptoms of Covid-19 while on campus must immediately distance themselves from others and go home immediately. Do not use public transport to return home unless no other option is available in which case a face-mask must be used. UiB has face-masks for such cases. Contact your nearest manager or your department to get a face-mask. Anyone who becomes ill on campus should also report to UiB by using this form: https://www.uib.no/korona/135332/registrering-av-p%C3%A5vist-smitte-ansatte-og-studenter-som-har-tilgang-til-uibs-bygg</p> <p>Staff and students who have been less than 2 meters from the infected person for more than 15 minutes must quarantine for 10 days.</p>	Everyone
2	<p>Common equipment in common areas</p> <p>a. Introduce good routines to prevent contact contamination when handling common equipment</p>	<p>Prevention of infection by common equipment in common areas</p> <p>a. Ensure good routines and local training</p>	a. Everyone

	<p>b. Make available Soap solutions/alcohol-based disinfectants so that all staff / students can disinfect surfaces between cleaning rounds by Coor</p> <p>b. Provide information about proper hand washing</p> <p>c.</p> <p>d. Ball point pens with cap for accessing key card control panels</p> <p>e. Limit use of common equipment in common areas such lunch rooms and coffee/break areas.</p>	<p>b. Provide a sufficient supply of alcohol-based disinfectant. The HSE coordinator can order through Lydia. Ethanol can be diluted with water (approx. 2:1) 70% for cleaning where appropriate. 1.5% glycerol can also be added to this alcohol disinfectant prevent dry hands The disinfectant should be placed in all areas where multiple contact surfaces are such as stairwells, lifts, common areas, reading rooms, printers, lunch rooms, toilets, showers and wardrobes. You are encouraged to scan simple documents with a mobile phone instead of using the copier where possible.</p> <p>c. Posters describing infection control measures are to be displayed in toilets, showers and wardrobes, lifts, stairwells, in all common rooms and at the entrance doors.</p> <p>d. Use a ballpoint pen with a cap to use key card control panels. Remove the cap, press code, put on the cap. The pen should be cleaned periodically. The HSE coordinator ensures the purchase of pens with caps that are readily available.</p> <p>e. If the kitchen is used local routines should be introduced to prevent infection in line with the health authority guide-lines See also point. 6e.</p>	<p>b. HSE coordinators, UIB security and room managers. Everyone must be helpful in maintaining this supply</p> <p>c. HSE Coordinator and room managers</p> <p>d. Everyone</p> <p>e. Everyone</p>
3	<p>Common lab equipment</p> <p>a. Introduce good routines to limit contact infection possibilities while handling common equipment</p> <p>b. Disinfect common equipment before and after use. Autoclave where possible</p> <p>c. Use of pen cap for simple keyboard applications</p>	<p>Avoiding contact infection while using common lab equipment</p> <p>a. Provide local training and written routines where necessary</p> <p>b. Alcohol disinfectants, soap solutions or other appropriate cleaning solutions should be available. Cleaning of sensitive instruments must have their own cleaning routines</p> <p>c. Use of pen cap for keyboard use. Remove cap use the key board replace cap. The pen should be cleaned periodically. The HSE coordinator is responsible for purchasing ball-point pens for this use.</p>	<p>a. Lab managers</p> <p>b. Instrument users</p> <p>c. Individual users</p>

	<p>b. Offices</p> <ul style="list-style-type: none"> • Single occupancy offices • Multi-occupancy of-fices <p>c. Reading rooms, registration of access</p> <ul style="list-style-type: none"> • Organising the use of reading rooms for masters students • <p>d. The laboratories</p>	<p>ht HYPERLINK "https://skjemaker.app.uib.no/view.php?id=8451804"tps://skjemaker.app.uib.no/view.php?id=8451804.</p> <p>b. All staff have a responsibility to keep their office tidy and to disinfect/clean surfaces door handles, equipment etc before and after use.</p> <ul style="list-style-type: none"> • For ansatte som har enekontor anbefales det å åpne vindu og lufte regelmessig over kort tid (for å få bedre sirkulasjon av luften) i tillegg til å ha døren til kontoret lukket for å minske smitterisiko. • For staff in shared offices there must be at least 1 metre between occupants. If there are several sharing a rotation for occupancy may be considered. In such offices it is also recommended that the door remains closed and that the room is frequently aired by opening a window to reduce infection risks. <p>c. Reading rooms: See this link for registration for access https://skjemaker.app.uib.no/view.php?id=8444674</p> <ul style="list-style-type: none"> • Due to the infection risk all places cannot be in use at the same time. Only allocated places may be used. Each student must keep their place tidy and and disinfect surfaces, door handles and other equipment before and after use. <p>d. Lab managers with relevant others such as supervisors and project leaders must describe how work is to be carried out in the different laboratories in order that the infection prevention rules are followed especially if more than one person must work in the same lab at the same time. If several must work at the same time, zones within the lab may be established. Additionally, use of instruments must be described and</p>	<p>b. Everyone</p> <ul style="list-style-type: none"> • Office occupant • The department must facilitate the use of shared of-fices. Everyone must follow the infection prevention rules. <p>c. Course administrators and individual students</p> <ul style="list-style-type: none"> • Course administrators and individual students <p>d. Lab managers</p>
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7	<p>Provide access to washing and disinfection.</p> <p>Alcohol-based disinfectants are placed near the office, workplace, and in the laboratory</p>	<p>Provide access to hand washing and disinfection</p> <p>Wash basins are available in toilets, laboratories, coffee areas and the lunch rooms.</p> <p>An adequate number of bottles of alcohol-based disinfectant must be provided in addition to soap.</p> <p>The HSE coordinator places an order in Lydia.</p> <p>The disinfectant should be available in areas where surfaces are used by many people.</p> <p>Ethanol can be mixed to 70% for cleaning where appropriate.</p> <p>1.5% glycerol can be added to ethanol to prevent dry skin.</p>	<p>Everyone has a responsibility to ensure that soap and disinfectant are available</p> <p>The room manager has a special responsibility in collaboration with the emergency response officer</p>
8	<p>Provide access to infection protection equipment such as face masks and gloves</p> <p>a. Evaluate the requirement at each location according to advice from the authorities.</p>	<p>Provide access to infection control equipment such as face masks and gloves</p> <p>a. The room manager is responsible for evaluating the requirements in individual labs/rooms and for informing those involved in the ordering. Individual users are responsible for using whatever safety protection equipment is provided.</p>	<p>a. Room managers and users</p>

	b. Order in advance.	b. BIO has routines for ordering gloves and protective equipment. Masks and safety glasses can be ordered in Lydia by the HSE coordinator.	b. Those ordering and room managers
9	Avoid gatherings of people at bottlenecks Inform staff and students not to stay in such areas.	Avoid gatherings of people at bottlenecks Such as, entrance halls, narrow corridors, elevators and stairwells. Staff and students should not to stay in such areas unnecessarily and extra attention should be paid to infection prevention rules. A minimum distance of 1 meter must be observed.	Department head
10	Guidelines for the use of the lifts and stairwells a. Only one person at a time in the lift. b. Using a ballpoint pen on the lift buttons and code key pads c. Exercise extra care when using the stairs d. Follow the advice on preventing infection	Guidelines for use of lifts and stairwells Inform by email about the use of lifts and stairwells a. Hang notices in each lift as a reminder b. Ballpoint pens are found in the entrance area of the A & B block. The HSE coordinator orders ballpoint pens. c. Avoid stumbling on the stairs d. Refers to Infection Prevention Course	Head of Department a. HSE Coordinator b. Everyone c. Everyone d. Everyone
11	Travelling to and from work. Limit the use of public transport	Travelling to and from work. Avoid using public transport as much as possible. It is better to walk, cycle or drive your own car. Employees who need to take public transport to get to campus should preferably work from home.	Everyone
12	Working alone with risky tasks	Risk analysis must be performed when performing risky tasks. It is assumed that local adjustments are made to Safe Job Analysis (SJA) when performing solo work involving risky tasks. Guidelines for solo work in the HSE manual must be followed. Infection protection guidelines must be followed.	Supervisor / project leader and lab manager in collaboration with user
13	Prevent damage to equipment as a result of cleaning / disinfection	Prevent damage to equipment as a result of cleaning / disinfection Provide own cleaning routines for sensitive instruments.	Lab manager/those responsible for the instrument

14	Prevent infection by Covid-19 during field work	<p>Prevent infection of Covid-19 during field work</p> <p>No one should be exposed to infection risk during field work/practices.</p> <p>Refer to separate fieldwork guidelines.</p> <p>An infection risk analysis must be prepared prior to field work. This will be sent to Beate Ulrikke Rensvik for master's students and Tommy Strand for PhD students, in addition to the faggruppe leader.</p> <p>Employees send the risk analysis to the project leader and faggruppe leader.</p> <p>Everyone must register fieldwork in CIM</p>	Supervisor / project leader / individual field participant
15	Prevent infection by Covid-19 during research cruise	<p>Prevent infection by Covid-19 during research cruise</p> <p>The cruise leader and participants must follow guidelines from the ship owners</p>	Research cruise leader and participants