

# Action plan for BIO, Corona

Dato: 10/11/2020

Unit: Dept. of Biological Sciences

Responsible: Ørjan Totland

No.	Measures	Implementation of measures - description	Responsibility for Implementation
1	<p><b>Prevention of Covid-19 on campus</b></p>	<p><b>Prevention of Covid-19 on campus</b>            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 facemask must be used. UiB has facemasks for such cases. Contact your nearest manager or your department to get a facemask. Anyone who becomes ill on campus should also report to UiB by using this form: <a href="https://www.uib.no/en/corona/135338/diagnosed-covid-19-please-notify-uib">https://www.uib.no/en/corona/135338/diagnosed-covid-19-please-notify-uib</a>  <b>Staff and students who have been less than 2 meters from the infected person for more than 15 minutes must quarantine for 10 days.</b></p>	<p>Everyone</p>
2	<p><b>Common equipment in common areas</b>            a. Introduce good routines to prevent contact contamination when handling common equipment</p>	<p><b>Prevention of infection by common equipment in common areas</b>            a. Ensure good routines and local training             b. Provide a sufficient supply of alcohol-based disinfectant. The HSE</p>	<p>a. Everyone             b. HSE coordinators, UIB security</p>

	<p>b. Make available Soap solutions/alcohol-based disinfectants so that all staff / students can disinfect surfaces between cleaning rounds by Coor</p> <p>c. Provide information about proper hand washing</p> <p>d. Use of common equipment in break areas and lunchrooms</p>	<p>coordinator can order through Lydia. Zalo mixed with water is well suited for cleaning surfaces. 70% Ethanol can be used for cleaning surfaces where appropriate. Disinfectant is located around multiple contact surfaces.</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. Hands must be washed before and after kitchen and dining areas are used, and contact surfaces must be cleaned. Local cleaning routines shall be prepared in accordance with the health authority's guidelines for the use of lunchrooms and coffee areas.</p>	<p>and room managers. Everyone must be helpful in maintaining this supply</p> <p>c. HSE Coordinator and room managers</p> <p>d. Everyone</p>
3	<p><b>Common lab equipment</b></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. Cover keyboard and control panels with, for example, plastic covers, plastic bag, plastic film, Parafilm or something similar</p>	<p><b>Avoiding contact infection while using common lab equipment</b></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. Be sure to use plastic covers, plastic bags, plastic wrap or Parafilm where possible. Make these items available.</p>	<p>a. Lab managers</p> <p>b. Instrument users</p> <p>c. Individual users. People with ordering capability</p>
4	<p>Facilitate work for staff and students either at risk or who have family / cohabitants at risk</p>	<p>Staff and students either in the risk group or living with someone in this group should as far possible work from home</p>	<p>Department head in cooperation with relevant individuals</p>
5	<p><b>Information for those pregnant</b></p> <p>Extra care with disinfection procedures are recommended for staff and students who are pregnant</p>	<p><b>Information for those pregnant</b></p> <p>Since the department head cannot always know who is pregnant it is important that advice for those pregnant or nursing is available to everyone.</p> <p><a href="https://helsenorge.no/koronavirus/gravide-og-ammende">https://helsenorge.no/koronavirus/gravide-og-ammende</a></p>	<p>Head of department, Info in BIO-nytt and e-mail</p>



	<p>l. Organising the use of reading rooms for master students</p> <p>d. The laboratories</p> <p>e. Lunchrooms and coffee areas</p> <p>f. Showers and cloakrooms</p>	<p>l. Due to infection risk, all places cannot be in use at the same time. Only designated places can be used. Each student must keep their place tidy and disinfect surfaces, door handles and other equipment before and after use.</p> <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. It must also be ensured that individual work can be carried out in a safe and secure manner. See section 13. Lab managers should have an overview of who is in the lab and be informed when work starts and finishes. Work should be completed between 7.00 and 17.00 as far as possible.</p> <p>e. Lunch should be in several sittings to allow maintenance of 2m distancing. Hand hygiene should be performed before and after use of the kitchen and dining room and surfaces frequently touched must be cleaned.</p> <p>f. Cloakrooms and showers can be used. In a multi shower area only one person can use the shower area at a time. Surfaces frequently touched must be cleaned with disinfectant between each user. Any local rules for each shower/cloakroom area must also be followed</p>	<p>l. Course administrators and individual students</p> <p>d. Lab managers</p> <p>e. Users</p> <p>f. Users</p>
7	<p><b>Provide access to washing and disinfection.</b></p> <p>Alcohol-based disinfectants are placed near the office, workplace, and in the laboratory</p>	<p><b>Provide access to washing and disinfection</b></p> <p>Wash basins are available in toilets, laboratories, coffee areas and the lunchrooms.</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>Everyone has a responsibility to ensure that soap and disinfectant are available. The room manager has a special responsibility in collaboration with the emergency response officer</p>
8	<p><b>Provide access to infection protection equipment</b></p> <p>a. Evaluate the requirement at each</p>	<p><b>Provide access to infection control equipment</b></p> <p>a. The room manager and the person responsible for the course are</p>	<p>a. Room managers, course leaders</p>

	<p>location according to advice from the authorities.</p> <p>b. Order in advance.</p>	<p>responsible for clarifying requirements. Individual users are responsible for using whatever safety protection equipment is provided.</p> <p>b. BIO has fixed routines for ordering protective equipment stocks.</p>	<p>and users</p> <p>b. HSE coordinator</p>
9	<p><b>Avoid gatherings of people at bottlenecks</b></p>	<p><b>Avoid gatherings of people at bottlenecks</b> Such as, entrance halls, narrow corridors, elevators and stairwells. Staff and students should not stay in such areas unnecessarily and extra attention should be paid to infection prevention rules. <b>A minimum distance of 2 meter must be observed.</b></p>	<p>Everyone</p>
10	<p><b>Guidelines for the use of the lifts and stairwells</b></p> <p>a. Avoid contagion to and from the keyboard b. Exercise extra care when using the stairs c. Follow the advice on preventing infection</p>	<p><b>Guidelines for the use of the lifts and stairwells</b></p> <p>a. Clean your finger before and after using the keyboard b. Avoid stumbling on the stairs c. Refers to Infection Prevention Course</p>	<p>a. Everyone b. Everyone c. Everyone</p>
11	<p><b>Travelling to and from work.</b> Limit the use of public transport</p>	<p><b>Travelling to and from work.</b> We follow national authorities and Bergen municipality's advice to reduce the number of passengers on public transport. UiB, as a large state employer, must balance the needs for physical presence with home office work to prevent infection. From Monday 9/11, all employees must work from home unless they have an agreement with the head of department / head of administration to come to the Department to work in UiB's buildings and areas.</p>	<p>Everyone</p>
12	<p><b>Travel</b></p>	<p><b>Work-related travel</b> UiB follows the authorities' travel advice <a href="https://www.regjeringen.no/en/topics/foreign-affairs/reiseinformasjon/travel_coronavirus/id2691821/">https://www.regjeringen.no/en/topics/foreign-affairs/reiseinformasjon/travel_coronavirus/id2691821/</a> a. The Ministry of Foreign Affairs is maintaining its global advice against all non-essential travel to all countries. Any travel must be approved by the immediate manager. b. Limitations in domestic travel should also be considered in accordance with developments in the infection situation.</p>	<p>a. Everyone b. Everyone</p>

13	<b>Working alone with risky tasks</b>	<p><b>Risk analysis must be performed when performing risky tasks.</b>  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.</p>	Supervisor / project leader and lab manager in collaboration with user
14	<b>Prevent infection by Covid-19 during field work</b>	<p><b>Prevent infection by Covid-19 during field work</b>  No one should be exposed to infection risk during field work/practices.  Refer to separate fieldwork guidelines.  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. Employees send the risk analysis to the project leader and faggruppe leader.  Everyone must register fieldwork in CIM</p>	Supervisor / project leader / individual field participant
15	<b>Prevent infection by Covid-19 during research cruise</b>	<p><b>Prevent infection by Covid-19 during research cruise</b>  The cruise leader and participants must follow guidelines from the ship owners</p>	Research cruise leader and participants