



# Noroff

School of technology  
and digital media

## CORONAVIRUS

### GUIDELINES FOR STUDENTS AND STAFF IN NOROFF

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Foreword	3
Infection Prevention Measures	3
Sick people should not be on campus	4
When can students and staff be on campus?	4
When can students and staff not be on campus?	5
When illness occurs at campus	5
What if a household member gets ill?	6
What if someone in the household has confirmed Covid-19?	6
Good hygiene	7
Good hand- and cough hygiene	7
Cough hygiene	8
Good cleaning	8
Impact on campus operations and workplaces	9
Infection prevention measures on campus	9
Infection prevention measures on programs	9

## Foreword

This guide is to give advice and regulations at Noroff Vocational School and Noroff University College for operating under the outbreak of Covid-19. The guide is an addition to existing rules and regulations described in «Forskrift om miljø-rettet helsevern i barnehager og skoler m.v.». Developments in the outbreak can lead to changes on a later stage.

The campuses are responsible for making sure their operation is in accordance with existing rules and regulations. Campus Managers are responsible for establishing routines for internal control that secures safety, good social and environmental conditions, and that prevents sickness or injury.

The campuses are therefore responsible for maintaining a secure operation within the rules and regulations for reducing contamination during the Covid-19 outbreak. Adhering to these rules and regulations will require the cooperation of all users of the campus, including staff, students, guests, building owner, and cleaners.

The guide refers to existing governmental regulations from the Corona Act, and instructions from NOKUT.

Last updated information from NOKUT about how to adapt to Covid-19 you can find [here](#).

This guide is based on what Folkehelseinstituttet and the Department of Education has developed for schools within the public sector.

## Infection Prevention Measures

Many measures are taken in all parts of society which together limit the spread of infection. It is important to use measures that are adapted to different situations, and in our context both subjects and campuses are different. Therefore there is no «one size fits all» solution. The measures must be adapted so that one can focus on what is most important in the current situation.

Here we describe broad stroke measures to limit the spread of infection among students and staff at Noroff Vocational School, Noroff University College, and Noroff Education.

No one can be held responsible if infection occurs at the campus. As long as the virus is circulating in society, infection can occur because it is not possible to prevent all new cases. This means that infection can enter the school, but the measures described here will limit the spread of infection among students and employees at Noroff.

The purpose of the advice is to limit the spread of Covid-19. The three basic pillars for slowing the spread of infection are in order of priority:

1. Sick persons must not be at school.
2. Good hygiene
3. Reduced frequency of contact between persons

The most important infection control measure is that sick people stay at home. Cough hygiene and keeping a distance are essential to limit droplet infection, while hand hygiene,

and especially avoiding touching the face with unclean hands, is important to prevent indirect contact infection. Increased physical distance between people reduces the possibility of infection, even before symptoms of illness occur.

Despite well-implemented measures, cases of Covid-19 may still occur. But if infection control measures as proposed here have been implemented, the spread of infection will still be limited.

The measures in the text below are a description of which infection control measures must be in place to succeed in reducing the risk of infection to a minimum.

## **Sick people should not be on campus**

Symptoms of Covid-19 can be mild and difficult to distinguish from other respiratory infections. Covid-19 is transmitted mainly through droplet and contact infection. It is first and foremost people with symptoms who are contagious, and the infectivity is greatest when the symptoms occur.

The most commonly described symptoms of Covid-19 are initially sore throat, cold and mild cough, as well as malaise, headache and muscle aches. Abdominal pain may also occur.

About 8 out of 10 adults have only mild symptoms, this proportion may be higher in adolescents. In some people with Covid-19, the symptoms may develop further within a week to cough, fever and shortness of breath, and very few may have a severe course requiring treatment in hospital.

Below is an elaboration of when students and staff may or may not be at school.

## **When can students and staff be on campus?**

Students and staff can come to the school:

When they have no symptoms of disease.

- In the event of a respiratory infection, students and staff can return after being symptom-free for 1 day.
- If someone in the household has symptoms of a respiratory infection, but has not confirmed Covid-19, the student and the staff member can attend school as normal.

However, these should go home from school if they get symptoms (see below).

- Students and staff with typical symptoms of pollen allergy (known pollen allergy, runny nose with clear nasal secretions, runny / itchy eyes) may attend school.

## **When can students and staff not be on campus?**

It is important that students and staff are clearly informed and understand the reason why students with symptoms should not attend school.

### **Students and staff with respiratory symptoms:**

- Students and staff, even with mild respiratory symptoms and malaise, should not be on campus. They should stay at home until they have been symptom-free for 1 day.

### **Students or staff who have confirmed Covid-19:**

- Must be in isolation. It is the health service that decides who will be in isolation and for how long, following advice given by the National Institute of Public Health (see [www.fhi.no](http://www.fhi.no)). Guidelines for regulations that regulate isolation are given by the Norwegian Directorate of Health.

### **Students or employees who are close contacts / household member of a person with confirmed Covid-19:**

- Must be quarantined. It is the health service that decides who will be in quarantine and for how long, following advice given by the National Institute of Public Health (see [www.fhi.no](http://www.fhi.no)). Guidelines for regulations that regulate quarantine are given by the Norwegian Directorate of Health.

## **When illness occurs at campus**

Students who develop symptoms of a respiratory infection are sent home from school. Sick students should not take public transportation. If the student has to be picked up, he / she must wait in a separate room or outside where there are no other students.

The patient should wear non-medical bandages if it is not possible to keep two meters away from others and if bandages are available. This can reduce the spread of infection to others. If a toilet is needed, it should not be used by others until it has been cleaned. Those who have been in contact with the student must wash their hands.

Afterwards, rooms, toilets and other areas where the student has stayed , must be cleaned with regular cleaning products. Other infection control measures outlined in the following chapters will reduce the risk of infection spreading.

Employees who become ill while at school must go home as soon as possible. Sick employees should not take public transportation. Sick employees should wear non-medical bandages if they cannot keep two meters away from others to reduce the spread of infection.

Students and staff who are confirmed with Covid-19 must be followed up by the health service to receive proper health care. Any testing should be clarified with a doctor according to current guidelines. The health service will map and follow up close contacts with Covid-19 positive people in accordance with current recommendations.

We request that the school be notified if students or staff receive Covid-19 confirmation, so that we can take necessary measures.

## What if a household member gets ill?

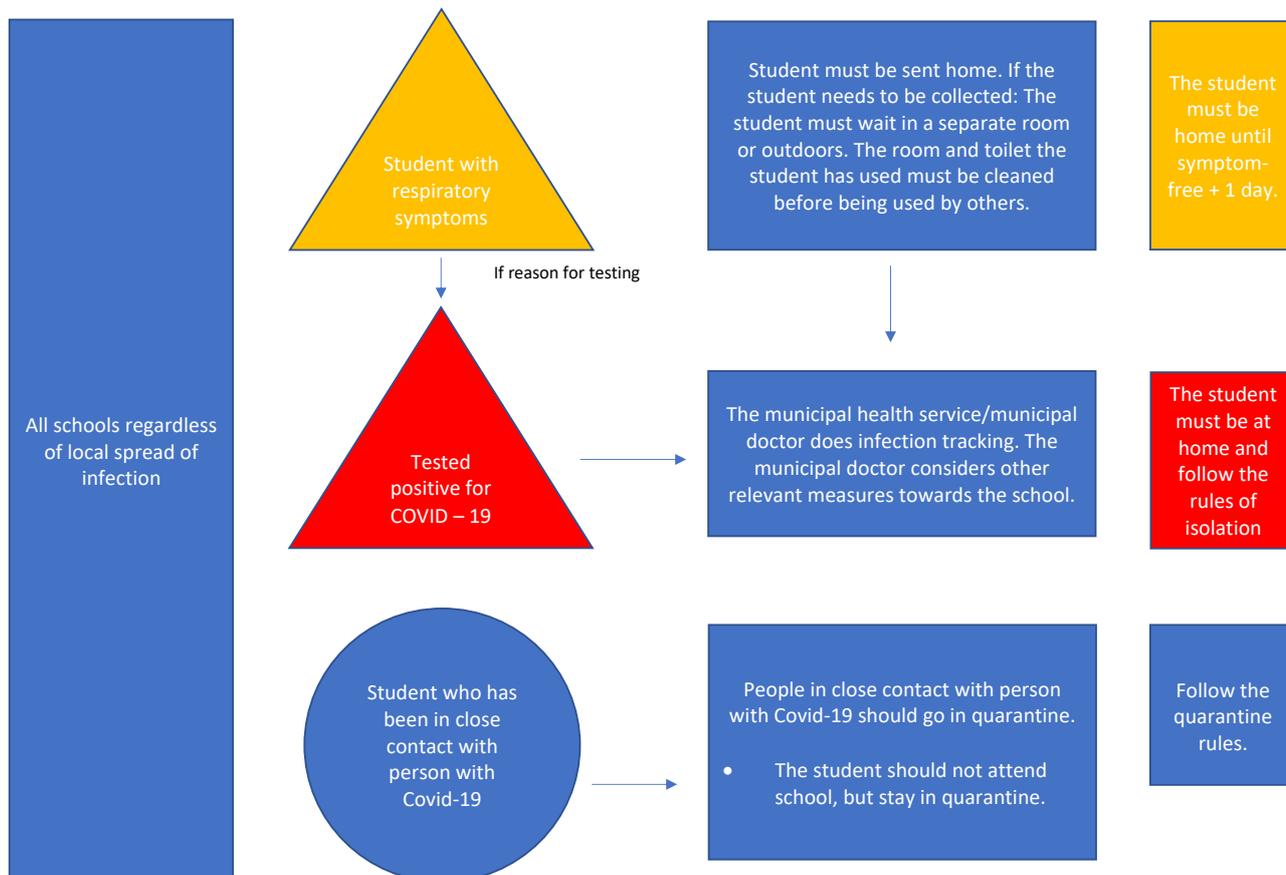
If someone in the household has symptoms of a respiratory infection but not confirmed covid-19, the student / employee must attend school as normal. However, these should go home from school if they get symptoms, as mentioned in the section above.

Other hygiene measures outlined in the following chapters will reduce the risk of spreading the infection.

## What if someone in the household has confirmed Covid-19?

If covid-19 has been confirmed in the household, all close contacts must be kept in quarantine on the advice of the health authorities. No quarantined persons can attend school.

Flowchart for handling sick students



# Good hygiene

## Good hand- and cough hygiene

Good hand and cough hygiene reduces spread of all respiratory infections, including infection with Covid-19. These measures should reduce infection via objects and hands and reduce infection by coughing. Clean hands are the most important measure against such indirect infection.

Hygiene measures must be carried out frequently by everyone, regardless of knowledge of one's own and others' infection status. It is important that all students and staff are familiar with the measures below.

No special infection control equipment is required, other than non-medical face masks / face masks for students or employees who become ill and it is not possible to keep a distance of two meters.

Hand washing with lukewarm water and liquid soap is an effective way to prevent infection. Dirt, bacteria and viruses detach from the skin during washing and are rinsed off with water. Students and staff should wash their hands frequently and thoroughly for at least 20 seconds.

The hands are then dried with disposable paper towels. Both students and staff must receive good training in hand washing, and should not wear hand jewelry or rings. Advice on good hand hygiene can be reinforced by giving reminders orally and by hanging up posters with instructions for proper hand washing.

Good hand hygiene practice means washing your hands:

- Before you leave home and when you get home
- When you get to school
- When changing classrooms
- After coughing / sneezing
- After toilet visits
- Before and after meals
- After entering from outdoor activity
- After contact with animals
- By visibly dirty hands

Options for hand washing:

The virus is sensitive to alcohol, and alcohol-based disinfection (hand sanitizer) is an option if hand washing options are not available. Hand disinfection is placed in places where there are no hand washing facilities (for example in classrooms, at entrances and canteens).

- Alcohol-based disinfection is ineffective in visibly dirty hands, so hand washing should be performed.

## Caugh hygiene

- It is recommended to have paper towels easily accessible for use by students / staff. If it is not available, it is recommended to use the elbow when coughing or sneezing.
- Avoid touching your face or eyes.
- Face masks will be available on campuses

## Good cleaning

The new coronavirus (SARS-CoV-2) is easily removed by manual cleaning with water and common cleaning agents. The virus can survive on surfaces from hours to days, depending on the type of surface, temperature, sunlight and other factors. Therefore, thorough and frequent cleaning is important to prevent infection.

Exposed areas (see below) must have enhanced cleaning. Review routines and local cleaning plans, and make adjustments (organization, responsibilities, and resource needs). It is not necessary to use additional protective equipment. Wash hands after cleaning, even if gloves have been worn during cleaning. Loose carpets can be removed for easy cleaning.

It is not necessary to use disinfectant routinely at school. If disinfectant is still used, visible dirt must first be wiped off with a cloth or paper towel, otherwise the disinfectant will not work. Topical disinfectants are alcohol-based disinfectant and chlorine.

Reinforced cleaning in exposed areas is important:

- Toilets and washbasins must be cleaned at least daily. Wipe surfaces such as toilet seat and faucet on the washbasin 2-4 times a day.
- Disposable paper towels and soap should be available, and care must be taken to dispose of rubbish regularly.
- Dining tables and workstations are washed with soap and water, possibly antibacterial disposable wipes after use. These will be posted in classrooms, lab areas, office areas and common areas.
- Door handles, stair railings, chairs, other table surfaces and other items that are often touched are cleaned frequently, at least daily.
- Desk / workplaces are cleaned daily. Students and staff perform this themselves after use.
- Tablets, computers / keyboards, desks / tables and other equipment that is shared and used in the classroom / lab must also be washed off after each use. Equipment for this will be posted in classrooms, lab areas, office areas and common areas, and users are responsible for wiping down equipment before and after use.
- Loose fabrics must be washed according to instructions.

- Tableware and cutlery are washed in the dishwasher in accordance with current routines.

## **Impact on campus operations and workplaces**

### **Infection prevention measures on campus**

Each campus is designed differently, and has a different composition of study programs. This means that it is not appropriate to describe the campus' measures in detail here, but a number of measures are listed that each campus can implement in its own way to ensure that one operates in line with the infection control measures.

- When scheduling, the whole day can be used, from 0800 - 1600, for teaching, guidance and other activities controlled by the school.
- Consider extended opening hours from 16:00 - 18:00 in periods, to reduce the simultaneity of people on campus.
- Sign posted traffic direction in corridors and common areas, to contribute to reduced contact between people.
- Plexiglass or other physical separation of workstations for students and staff, to maintain capacity.
- Increased use of home office where appropriate, to reduce the load on administrative premises.
- Distribute non-medical face masks where it is difficult to maintain 1m distance

### **Infection prevention measures on programs**

Each subject is different from another, and each campus is designed differently. Although there are common features, each subject will have its unique challenges. It is per today. no clear guidelines for how the rest of the semester will be, but it is reasonable to believe that social distancing and reduced frequency of contact between people will still be the main rule.

To reduce the burden on campuses, we have listed general measures that can be implemented in each subject. This will ensure that one can deliver teaching and access to equipment / machines / special rooms, and at the same time keep a low concurrency of people on campus.

- Use all day (0800-1600) for teaching, tutorials, supervision, and other controlled activities.
- Critically consider what activities need to be done with physical presence, and what can be done over video chat.

- Where appropriate, a critical assessment can be made of group composition in project work, in order to reduce contact frequency and load on special rooms and equipment.
- Prepare alternative arrangements for students at risk, or for other reasons should not attend campus, but still follow normal study progression.