



Guidelines for necessary work in laboratories and workshops

The guidelines apply to Western university of applied science (HVL) employees, students and partners, who have activities on campus. The guidelines are valid from 27.04.2020 and may be updated according to instructions from the authorities.

Because of infection control and cleaning, we request you to respect closed areas. Thank you for contributing to our joint efforts!

The Government's central policy of 7 April 2020 – "Delvis åpning av høyskoler og universiteter fra 27. april (Partial opening of university colleges and universities from 27 April)" – forms the basis for these guidelines. This state, among other things, that

"Access to the campus must be justified on the basis that students and staff in recruitment positions should be able to complete their studies or research in the spring of 2020. Institutions must establish strict practice and they must ensure compliance with the rules for infection control in effect at any time."

In addition, the central policy specifies that:

"Institutions can only provide access to the campus for students and staff in the following subject areas:

- Health sciences
- Science, technology, engineering, and mathematical disciplines
- Media and design disciplines
- Performing arts and music disciplines

In addition, employees who play an essential role in enabling the people mentioned above to complete their education or qualifying work in the spring of 2020 may be allowed to be physically present on the campus."

1. General requirements

- Employees and students must generally work from home, but functions that are critical to the university's activities in laboratories/workshops and ongoing experiments must be safeguarded. Experimental activities





or laboratory work that the unit regards as a high priority can also be carried out.

- New experimental projects/trials must not be started.
- The number of people who work in laboratories or workshops must be reduced to a minimum. At the same time, working alone must be avoided. The unit must establish a schedule of shift duties and procedures for maintaining contact with the people who are working in laboratories. ·
- The article from the Norwegian Institute of Public Health on workplace advice, including colleges and universities must be followed ·
- HVL's guidelines for physical attendance on campus and other relevant guidelines on health, safety and the environment (HSE) must be followed.
- Existing measures for laboratories and workshops, such as requirements for using personal protective equipment and fume cupboards, must be followed.
- Thorough hand washing (with soap and water) or hand disinfection must be performed before waste bags or bins are handled. Instruments and equipment must be cleaned before they are taken out of the laboratory or workshop.

2. Use of protective equipment

- Personal protective equipment must only be used by 1 person.
- Protective equipment that will be used more than once must as far as possible be cleaned/disinfected after use and stored in an airtight box/bag when it is not in use.
- If protective equipment must be used by more than one person, it must always be thoroughly cleaned and disinfected before and after use. Each user must do this themselves (see the section on cleaning below).
- If personal protective equipment is not available: A risk assessment must be done to identify which tasks can still be performed.

3. Cleaning

- Regular cleaning must be done. The units must consider the need for extra cleaning (type of cleaning and frequency).
- The user must ensure cleaning and, where applicable, disinfection of equipment, especially equipment that is used by more than one person, surfaces, and touch points, immediately after completing the work. The general rule is that cleaning agents (detergent) and water





must be applied with a cloth, preferably a disposable cloth (microfiber). Disinfectants (for example alcohol-based agents with 70% ethanol) can then be applied as needed. Examples of equipment and areas:

- Instruments, machines, tools, etc.
 - Flasks, bottles, pipettes, etc.
 - Touch screens, keyboards, mouse, microphone, switches, handles and other frequently touched items
 - Surfaces: workbenches, door handles, cupboard doors, fume hoods, fume cupboards, shelves, etc.
 - Protective equipment that must be used by more than one person
- Remove unnecessary papers, books and other items from worktops and tables. Consider replacing equipment with alternatives that are easier to clean/disinfect. Plastic wrap can be used to cover keyboards and PC mouse, for example. This must be replaced between each user.

4. Waste management

- Ordinary waste:
 - Tie waste bags. If applicable, arrange waste collection with the Campus Services Division.
- The unit itself is responsible for ensuring that hazardous and infectious waste is transported to the relevant wastestorage area. HVL's guidelines for hazardous, infectious and radioactive waste must be followed, including procedures for declaration and ordering waste collection. The unit must make their arrangements if applicable, for waste collection with the Campus Services Division.

