



International office

Translation

## Measures to reduce the risk of spreading Covid-19 at Malmö Academy of Music

### Background

During the pandemic teaching and examination will, as far as possible, be online. Teaching and examination on campus are only for such teaching and examination which cannot, or not without major difficulties, be online. In connection with this, actions must be taken to reduce the risk of spreading of the virus among students and staff who participate in teaching and examination on campus at Malmö Academy of Music.

### Risk assessment

After a general risk assessment, the management team has decided to prioritize the following teaching situations to be carried out with physical presence at the Academy of Music:

- Teaching and introductory parts for students who begin their studies at Malmö Academy of Music in the autumn semester 2020.
- Teaching and examination for students who are in the end of their education.

Each teacher is responsible for finding the best balance between campusbased or remote education.

Education in middlesized to large groups at campus will be in rooms large enough to be able to keep the distance of 1,5 meter (recommended by Folkhälsomyndigheten) or should be held remotely.

### Actions that everyone must take

We will in many ways provide reminders of what everyone can do to reduce the spread of the virus. These ways include emails, information screens, strategically placed posters, leaflets etc.

The content is a reminder of the three most important measures to reduce the spread of the virus:

- Keep your distance

- Observe good hygiene (cough into your elbow and avoid poking yourself in the face)
- Stay home at the slightest sign that you are feeling unwell (fever, sore throat, runny nose or cough)

As soon as a meeting or teaching session has taken place, the person in charge must ensure that the room is properly ventilated.

The person responsible for meeting/teaching session must also be on site in good time to open the room and thus avoid large student groups in the corridor.

When necessary, remove the front row to create distance between you as a teacher and your students.

Don't leave pencils lying around for use by several persons before the pencils are first wiped off with the help of hand sanitizer or wet wipes.

### **Information actions that Malmö Academy of Music takes**

#### *Display*

Clear display and information texts, to remind to keep your distance and the Public Health Agency of Sweden general recommendations, on information screens and decals on the floor and other places.

#### *Reception/Entrance hall*

Plexiglass and a desk in front of the reception desk to keep the distance between visitors and staff.

Standing table with sign and hand sanitizer immediately when entering the entrance and the cafés.

#### *Classrooms and rest-rooms*

Various types of security products have been purchased by the Service Unit (*Service-enheten in Swedish*). Everything from plexiglass to hand sanitizer and wet wipes. If you have special wishes, turn to them (use Helpdesk on the web). Each person in charge shall make sure that the room is well ventilated before leaving.

“Torky holders” are now available in both our staff rooms to avoid the use of towels.

#### *Cleaning*

Our cleaners will put more focus on such things as handles, stair railings, toilets and places where people are often located.

#### *Other measures*

We sort out among furniture and ensure in different ways through patchwork or removal of chairs that distance is kept. A space of 1,5 meter must be maintained.

To increase awareness of keeping distance in corridors and copiers, other measures will be taken such as having “distance dots” on the floors.

### **Facilities**

As far as possible, we will continue to have distance learning and examination. For the type of teaching and examination that is not possible, or not possible without difficulty at a distance, we will ensure that it is possible to maintain physical distance as far as possible, for example by switching to a larger room. We

encourage also teachers to open windows during and especially after a teaching session so that air exchange takes place between the sessions. After the last session of the day, however, the windows must be closed to reduce the risk of burglary.

We are also opening up to be able to move the scheduling of the teaching to early morning or late evening when fewer people are staying on the premises.

### **Information about the measures**

Information about this will go out to all teachers and students at the start of the semester. These and any additional actions will also be published on the internal website.

### **Control**

The responsibility for the compliance with the above lies with all students or all staff at the Academy of Music in Malmö. Should students or staff feel that the measures are not sufficient, the Administrative Manager must be notified immediately.

The Administrative Manager will, with the help of the Service Unit, carry out inspections at regular intervals during autumn semester to see how well this works and will, together with the Faculty K and LU Security, take other measures if and when we receive new information or changed instructions.

Ultimately responsible for these actions is Rector of Malmö Academy of Music.