Instructions for the Academy of Music’s teachers and doctoral students before the start of the academic year 2020

Welcome to the academic year 2020/2021!

Start-up meeting on Monday
A warm welcome to our planned start-up meeting for teachers and doctoral students, now on Monday 24 August at 15.00–16.30 via Zoom. You can enter the digital meeting by clicking on https://lu-se.zoom.us/j/68821890496

Scheduling
Scheduling of individual lessons will not take place as in previous years on Thursday at 1 pm in the Introduction Week that we announced in the Summer Letter. Instead, as a teacher, you contact your respective students via email or telephone. A document with contact details will be sent out next week.

Teaching on campus and at a distance
We now have the opportunity to return to campus teaching at the Academy of Music BUT since the Corona pandemic is far from over, we need to continue to have distance education as much as possible. We know that some belong to the so-called “risk group”, which applies to both staff and students. For that reason, we can’t set up a general rule that applies to everyone. As a teacher, the balance between the amount of campus-based teaching and distance learning is up to you to decide and communicate to the students. It is important that the students receive clear information from you when it comes to campus-based teaching and when the teaching is at a distance. If you want to continue teaching completely at a distance, it is of course fine. On the Employee Web’s corona pages, you can stay up to date with the latest on the university’s decisions regarding corona-related issues. There you can also get tips on how to handle your work from home (https://www.medarbetarwebben.lu.se/organisation-och-styrning/coronavirusetcovid-19-information-for-medarbetare/arbets-lokaler-distansverktyg- och tips) and get inspiration and tools in your distance education (https://www.education.lu.se).

Meetings shall, as far as possible, be conducted at a distance. In cases where physical gatherings are held, all recommendations for reducing the spread of infection must be followed.

Signs and equipment
We will remind you to keep your distance, etc. through signs, distance dots on the floors and through our information screens.
Each classroom and practice room will be equipped with hand sanitizer and wet wipes for hands and equipment. If you want other equipment to minimize the risks of infection, there are plexiglass screens to borrow via Helpdesk for those who do not have the opportunity to keep a distance of at least 1.5 meters. We have also bought mouth guards, disposable gloves and visors to pick up at the reception. Most important of all is that everyone keeps their distance, handles hand hygiene and does not come to the Academy of Music at the slightest symptom of illness.

For distance learning, it is also possible to borrow a Zoom, webcam and microphone to increase the quality of the transmission of audio and video. Talk to your training manager about the possibility of retrieving equipment from the service unit. After approval by the head of education, you can enter the booking request in the Helpdesk.

Responsibility
The Prefect has the overall responsibility for a good working environment and for minimizing the risks of corona infection at the Academy of Music. However, everyone bears a personal responsibility for complying with the requirements set by the Swedish Public Health Agency, Lund University and our faculty.

We recall the three most important measures to reduce the spread of infection;
- Keep a distance of at least 1.5 meters.
- Keep good hygiene (wash and spray your hands, cough in the armpit and avoid poking yourself in the face)
- Stay at home at the slightest sign of feeling unwell (fever, sore throat, runny nose or cough)

In the classroom before, during and after class, you as a teacher have a responsibility to help reduce the risk of infection.
• Open windows and ventilate properly between and preferably during each lesson.
• Open the classroom door a few minutes before the start of the classroom and make sure that the students enter the classroom, one by one from a distance.
• Furnish by removing chairs, "cutting" chairs and similar measures to create distance between the seats.
• Hand alcohol dispensers and hand alcohol will be available.
• Do not send notes, pencils or other material between each other during the lesson.
• Wipe keys, drumsticks, microphones, bass, guitar strings, piano or other equipment with wet wipes if several different people use the equipment during a day, NOTE Do not use hand alcohol for the above! Wet wipes will be available in all classrooms.
• Wipe the door handles and window handles in the classroom at regular intervals.
• The rule of a maximum of 5 people in a room ceases and is replaced by the requirement of at least 1.5 meters between people, however, the maximum number according to the Public Health Agency of currently 50 people.

Breaks and lunch
At breaks and at lunch, we recommend going out for a while outside the Academy of Music, or take a break in the courtyard where a tent is set up at the beginning of the semester. Due to the Corona virus, our previous food suppliers in the Café could not continue. A procurement is underway for new tenants. In parallel, we are looking at a temporary solution until the procurement process is completed. So be prepared to bring food and coffee for the first time before we have a solution.
Chairs have been sparse in the café section. We must help each other so that we have at least one 'seat space' between each person and that congestion does not occur at the microwave ovens and the like. This also applies in the staff rooms. We recommend a flexible lunch time (try to avoid 12-13) and to also eat in the two staff rooms in the B300 corridor and also in X217.

**Opening Hours**

From the Introduction Week, ie on 24 August, our opening hours are a little more and we will be open from 07:00 to 23:00 every day throughout the week.

**Students in risk groups**

For students who belong to a risk group or live with a person in a risk group, the following applies:

- In the first instance, the education should be adapted to the student's needs. If the student belongs to a risk group, the respective education coordinator is contacted.
- If adaptation of the education to the student's needs is not possible, the student has the right to apply for a study break with a place guarantee or to apply for a postponement with the start of studies in accordance with chap. Section 33 of the Higher Education Ordinance (1993: 100) and the Swedish Universities and University Colleges Council's regulations on deferral of studies for admitted students and study breaks (UHRFS 2013: 3).

**Your work environment**

If you feel unsure before the start of the academic year or have questions in connection with the current corona situation, you should first contact your nearest manager.

Last but not least, we would like to welcome you to

The inspiration webinar with Rickard Söderberg, opera singer and inspirer!

**Time:** **Friday 28 August at 13.30-14.30**

Direct link: [https://lu-se.zoom.us/j/65306812286?pwd=RktPOHJmb1NLZVDV1N0g5TVM2Z3dYQT09](https://lu-se.zoom.us/j/65306812286?pwd=RktPOHJmb1NLZVDV1N0g5TVM2Z3dYQT09)

(Webinar ID: 653 0681 2286, Passcode: mhm)

The Academy's management team

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