

## Note

6 October 2020

**Title:** Guiding principles for the planning of teaching activities until the summer of 2021

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The Ministry of Higher Education and Science's guidelines for responsible management of COVID-19 at educational institutions of 5 October 2020 lay down the framework for the universities' implementation of programme activities during the COVID-19 pandemic.

The ministry's guidelines mean that the Universities' activities must be organised in a health-related manner, which places requirements on the physical use of the SDU's areas as well as on the conduct of employees and students within the premises of the University. The purpose is to reduce the risk of infection spreading by ensuring social distancing and proper hygiene.

Based on the ministry's guidelines, SDU's executive board has established orderly considerations and principles for SDU's programme activities up to July 2021. Furthermore, the executive board has decided on a number of operational principles which faculties and the Central Administration must incorporate in their specific planning and conducting of teaching and exam activities until July 2021.

### Overall principles

The following general considerations and principles apply to teaching and exam activities at SDU:

1. The number of people present at the same time on SDU's campuses is sought to be limited in order to create increased distance for employees and students who need to be physically present on campus.
2. Exam activities that need to be conducted physically on-campus take precedence over teaching activities. This ensures that on-site tests without the use of open book examination can be carried out physically on campus.
3. Teaching activities that require access to laboratory facilities or similar take precedence over teaching activities that do not require special facilities.
4. Each faculty decides (within the framework of the guidelines and the available room capacity) which activities are carried out physically on campus and which are carried out digitally/online. The dean, head of studies and study board shall manage their roles and responsibilities as described in SDU's statutes, cf. section 17, subsection 5; section 23, subsection 1 and section 38, subsection 4.
5. SDU's room capacity is limited as a result of the guidelines, and a large part of the normal teaching and exam activities cannot be carried out physically on campus and must therefore be carried out digitally/online.

## Operational principles

For teaching and exam activities at SDU, the following operational principles apply:

- As a **general rule**, in-person tuition conducted in SDU's rooms **must** be organised to allow for a minimum distance of 1 metre (2 metres in special situations) between persons in a room.
- Generally speaking, protective equipment cannot replace the social distancing requirement.
- The main rule on the social distancing requirement of 1 metre **may exceptionally be waived** if the following conditions are met:
  - The duration of the waiver should be as short as possible
  - If the faculty considers the waiver is necessary to conduct a teaching activity appropriately. Waivers may be justified for academic, educational or didactic reasons. Waivers cannot be justified by the available room capacity.
  - These are smaller groups of students (25-30 students; exceptionally up to 50 students)
  - The group of students will only to a limited extent participate in other subjects or classes in which the social distancing requirement is waived.
  - In the teaching situation, students must be facing in the same direction (i.e. when placing the tables in rows; does not apply when tables are placed in groups or in a U-shape style)
  - Students should move around the room as little as possible
  - The deviation from the social distancing requirement may apply to teaching in classrooms, laboratories, clinics, workshops and the like, including simulation teaching.
  - Any deviation from the social distancing requirement in teaching situations where multiple groups of students are included (e.g. during simulation teaching or teaching in laboratories, clinics and workshops) means that there must be increased focus on the recommendations for handling people with symptoms and guidelines for close contacts, reduction of common contact points, cleaning and hygiene (including hand hygiene). If necessary, these should be supplemented by protective equipment such as the use of a face mask or visor, a reduction in the number and duration of face-to-face contacts, as well as ventilation and airing of the room.
- In order to limit congestion between classes, as a starting point, all faculties across SDU are expected to plan for the teaching to commence at 15 minutes past and conclude five minutes to the hour. This allows for more space to enter and exit the rooms. In principle, no staggered teaching per se is planned.
- In order to limit congestion at SDU, time to allow for transport between SDU and one's home in connection with the interaction between physical and online teaching is expected to be included in the timetable planning.