

IIIEE House Rules-Applicable during the COVID-19 pandemic

Lund University access card

Please activate the card every day and carry it always with you. It's the key card to the building, lecture rooms and study rooms. When the building is locked, use your card (+code) to open the main door.

Opening hours

During the pandemic the front and back door to the institute will be closed at all times. Use your LU access card to get in.

Please observe safe distance when entering and exiting the building! Even if it may feel unpolite we do not want you to hold the door for the next person, as the most important thing is to keep a safe distance at all times.

Access for IIIEE students

Students have access to the 1st and 2nd floors – except for the staff corridor located on the 1st floor – 08.00-17.00 Monday to Friday. It is possible to be at the institute between 17-20 but only in case you are going to the library or you need to use the printer. It is not allowed to stay in the building after 20.00. However, during the pandemic we encourage you to come to the institute only when you are expected to attend class, when you have reserved a slot in one of the study rooms, or when you need to use the library or the printer.

Classrooms

It is not allowed to use the classrooms as study places during the first half of autumn 2021. The IIIEE Classrooms (133, 201 and Aula) will be used for scheduled in class activities and IIIEE meetings only. We are all responsible for maintaining them clean and tidy! The last person to leave a room is responsible for making sure that the windows are closed, the light is turned off and the door is locked. Please do not leave any personal belongings unattended in these rooms. The Institute takes no responsibility for stolen items.

- **Only drinks** are allowed in the classrooms. In the **Aula, only water** is allowed.
- It is **not allowed to consume food in the classrooms.**

All tables are spaced out to ensure a safe distance, please do not move them!

During the pandemic, sanitizing wet wipes will be available in all classrooms. Please ensure that you use these to clean the desk *before* you sit down to work.

Study spaces

During September there are going to be 3 study rooms. Study room 1 (room #147) has 19 spaces. Study room 2 (139) has 6 spaces and Study room 3 (203) has 6 spaces. In total, there are 31 study spaces.

To ensure equal access for all students and to reduce the risk of spreading the virus across the batches, we will have dedicated spaces for each batch to book.

You must always book in advance. Remember that the study places cannot be used for group work, they are silent rooms for you to study on your own. Students should sit and study, and no moving around in the room is allowed.

Remember to wipe the handle and disinfect the place you have booked before you start using it. It is not allowed to eat food in this room, but it is possible to have drinks. Do not leave your valuable things unattended, please take them with you in case you need to leave the room even if it is only for a few minutes.

The booking link for study places is available at the batch site on Canvas. Please, start by opening the google sheet. Then choose a date and then a time slot, after that just write your name. Do not erase existing bookings. Exit the room one by one. Please keep your social distance. Please respect the maximum number of slots you can book per week which will be announced in the Canvas site.

Kitchen and lunch room (2nd floor)

You will have access to the kitchen and the lunch room (204) during the Autumn 2021.

Kitchen: **max 6 persons at a time** – the students use the facility primarily to warm up food and make tea/coffee. They will have access to the whole area including storage shelves, fridges and freezers that have been allocated to them.

Lunch room (Room 204): **max 10 persons at a time**. In order to avoid the situation where specific students sit and work throughout the day and occupying the space, we say that **students will not be allowed to study there, but only to eat and have tea/coffee/fika**.

There should be the **minimum distance of 2 meters** between people in these two areas.

Note that the spaces are for everyone and that students should be considerate with each other.

The opening up of these rooms is based on our trust in students keeping to the rules, and that if the rules cannot be kept, we need to close these rooms again.

To have a pleasant and safe working environment

During autumn 2021, the general rule is to keep 2-meters-distance between people when you are at the institute in order to avoid the spread of Covid19. The only exception is when you are sitting in the classrooms /study rooms where the 1-meter rule applies. We encourage you to wash hands thoroughly and often, not to gather in the hallways, disinfect frequently touched surfaces and use hand sanitizer whenever needed specially when entering the building.

Other important aspects to be aware of are the following:

- Never let unknown people into the Institute, even if they claim they work or study here! (If they do so they have card/code themselves.).
- Please make sure that the door closes behind you when you enter or exit the building.
- Both students and staff are responsible for maintaining a clean and tidy working environment. No one will clean up after you. Please put rubbish in the waste bin and food waste in the proper container.