

Guidelines for teaching (HT20)

In line with guidelines from *Folkhälsomyndigheten* and Stockholm University, IGV plans to offer a mixture of campus, field and distance teaching during the Autumn term of 2020. The following guidelines aim to address how this can be done in practice at IGV.

In order to keep the number of students at campus low, distance teaching should be used as far as possible (within a reasonable workload). The choice between campus, field and distance teaching is made on an individual basis by each teacher. No teacher is required to teach on campus or in the field.

The guidelines from *Folkhälsomyndigheten* regarding social distancing (2 meters), hand sanitization and staying at home when sick can be adhered to as follows:

1. In our teaching rooms (*övningssalar*), please make sure that only one student sits at each desk and in our lecture room (*föreläsningssal*), please make sure that students occupy alternate rows, with one empty seat between each of them. The maximum numbers of students in our rooms based on these restrictions are as follows: U10 – 12 students; U14 – 14 students; U27 (computer room) – 16 students; U28 (microscopy room) – 16 students; Y11 – 17 students; William-Olsson – 20 students. On request, IGV will ensure that seats that should not be occupied are marked accordingly (please contact Krister if assistance is needed).
2. On field trips, please make sure that students occupy window seats only in buses. This means a maximum of 22 students and 2 staff members in a 48-person bus. Also, on overnight trips, please make sure that students do not share rooms and please setup a rota so that cooking and dining areas do not become overcrowded. IGV is more than happy to cover all extra costs (please contact Elisabeth if assistance is needed).
3. IGV will make sure that hand sanitizers are provided in our teaching rooms and our lecture room. Please make sure that hand sanitizers are provided on buses and at places where students stay overnight during field trips. IGV will supply hand sanitizers (please contact Carina if assistance is needed).
4. Please send any student showing any symptoms of illness home. IGV will take full responsibility if a student challenges this in any manner (please contact Magnus or Iain if assistance is needed).

If students are unable to participate in campus or field activities, please provide alternatives for them. This could be done by live streaming lectures and field trips. IGV will supply all equipment and training needed (please contact Björn if assistance is needed).

If you decide to run a field trip, please, in addition to filling in IGV:s standard risk assessment (<https://www.su.se/geo/english/about-us/for-staff/risk-assessment>), write down a plan explaining how the following will be handled (some suggestions are provided in *italics*):

- Social distancing (while travelling and when staying overnight)
e.g. on buses, students occupy window seats only; students have their own rooms at overnight accommodation; a rota is setup to avoid crowding of kitchen/dining areas
- Hand sanitization (while travelling and when staying overnight)
e.g. hand sanitizers are provided on buses and at places where students stay overnight.

- If a student or staff member becomes mildly ill on a field trip.
e.g. a staff member drives the student home (in which case the student could be asked to wear a face covering) or a family member is called on to collect the student and take them home
- If a student or staff member becomes severely ill on a field trip.
e.g. medical services are contacted

This plan needs to be discussed with Iain or Magnus before it is finalized. We are aware of the extra responsibility and logistical planning required to run a field trip under the current circumstances and you can therefore be assured of our full support and understanding if you prefer to offer an alternative to field teaching this term.

Most importantly, all staff should feel free to call upon any of Magnus, Iain, Martin, Alasdair, Viktoria or Elisabeth if any form of help or guidance is needed, and also, all staff should feel free to make any decision needed to ensure safety of students and staff irrespective of cost.