

Framework and procedure for lecturers' access to campus during the lockdown period 2021

Framework

Lecturers can be allowed access to campus to conduct their online teaching or to prepare e.g. videos for their lectures if they are unable to do this from home. Please note that this is not a general opening of campus, but only an option when strictly needed.

Auditoriums and classrooms may only be used during the time period in which the room has been booked for the purpose by *StudiePlan*. This means that you are not allowed to use other auditoriums or classrooms other than the room scheduled for your teaching time slot.

If you need to use a whiteboard to prepare teaching (e.g. record videos) outside your scheduled teaching, it is possible to book one of the following meeting rooms; 2632 L-242, 2630 K-102 and 2630 K-102. You have to pre-book the room via Outlook and notify the department. See details below.

In addition, you may use your office to conduct your online teaching or prepare teaching (record videos or similar) in case it is impossible to do from home.

You are not allowed to stay elsewhere on campus or arrange meetings with students or colleagues.

Student instructors will be allowed to access campus to complete their online teaching. Separate information will be forwarded directly to the student instructors before the beginning of the semester.

When on campus, you must comply with all current guidelines (distance, hygiene, etc.). For your own safety, remember to spray the lecture desk and blackboard with sanitiser before use, and for the sake of your colleagues, please remember to spray everything that you have touched after your lecture.

Procedure

If you wish to complete or prepare your online teaching on campus, you must send an email to reception.fsa@au.dk. In the email, you must state:

- **What is the purpose of your stay on campus** – Online teaching or preparing your teaching?
- **Where will you be located?** I.e. in which auditorium or classroom (e.g. M3 or U30) or in which office (e.g. building 2630, room 123). Please also inform if pre-booking of meeting rooms has been made
- **When are you planning to stay on campus?** When using auditoriums, classrooms or meeting rooms, please state one or more specific dates (e.g. 9 February from 12:00 to 16:00). When using your office, please state a specific date or a period of time (e.g. twice a week in weeks No. 8 and 9).

The Department will make sure to inform BSS Building Services about your stay on campus. You will receive a copy of the email, and this indicates that you are allowed to turn up as planned.

Contact

If you have problems getting into the buildings with your access card, you may contact the caretakers by calling: +458716 4113 (phone will be answered by the caretaker on duty).

If needed, the IT support may be contacted by calling: telephone +458715 0933 or via email: bss.it@au.dk.