

INSTRUCTIONS FOR ASSOCIATIONS ON THE USE OF THE UNIVERSITY FACILITIES – AUTUMN 2020

Updated on October 8

In this paper, you can find guidelines for the use of university facilities in the Autumn of 2020. If these guidelines raise any questions, please contact TREY's association sector (jarjesto@trey.fi).

We want to ensure safe studying and working conditions to all members of the university community. We are following the coronavirus situation actively and we will inform students of all possible changes immediately.

Latest updates on the coronavirus and instructions on being on the campuses: <https://intra.tuni.fi/en/content/news/18225>.

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General Instructions

- The University's safety precautions must be observed in all the premises.
- Meetings of up to 50 people can be organised provided that the safety precautions are being observed. The meetings have to be arranged in a way that limits the encounters of different people as much as possible. It is recommended that the meetings are always organised for the same group, for example, for one newcomers' group.
- A safety distance of at least 2 meters has to be observed in all the premises.
- The face mask recommendation for Pirkanmaa was extended to universities on Tuesday 6 October and because of that, it is recommended to wear a face mask on campus. The recommendation is based on the Finnish institute for health and welfare's (THL) recommendation for guidelines for the acceleration stage of the pandemic.
- In the premises reserved at the University as well as in student association rooms, a list of the visitors has to be kept (name & email address) taking data protection into consideration. This way possible exposures can be followed. The lists are deleted one month after the reservation.
- Student access rights have been updated on 28 September as follows:
 - **The 24/7 facilities on campuses are open on weekdays and Saturdays from 7.30 until 22.**

- On the city centre campus: the student facilities in Pinni A (the gate building), the Pinni B computer lab, the Linna silent reading room and computer lab area
 - The whole Hervanta campus (excluding the Library facilities at Campus Arena)
 - The Arvo 1 learning centre
- **The access rights for other areas** will return to normal, and allow access **on weekdays from 7.30 until 20.00** in the following buildings:
 - Päätalo (main building, city centre), Pinni A and B, Linna, Virta and Arvo 2.
- **On Saturdays**, access rights work in the main building on the City Center Campus from **7.30 to 15.00**.
- All campus premises must be vacated no later than 20.00 or 22.00 depending on the access rights. Info and security personnel make sure that the facilities are empty by 20.00 or 22.00.

Reserving Premises

- Student associations can make reservations in the university's premises in the autumn. No more than 50 people can be in the same room at the same time.
- It is possible to make reservations from 7.30 until 20.00 or from 7.30 until 22.00 depending on the access rights of the building (see before).
- The meetings cannot last more than two hours. If you try to book a room for a longer period, the Resource Booker system will notify you about it and won't let you make the reservation.
- A safety distance of at least two meters has to be observed in all the premises. This means that the reserved room has to be big enough to make sure safety distances can be observed. It is worth taking into consideration that even big premises can safely accommodate a surprisingly small amount of people, approximately 20% of the usual capacity. If you're not sure if the room you're booking has the necessary capacity, please be in contact with the facility services at tilavaraus.tau@tuni.fi.
- It is prohibited to access the university's premises if you have any symptoms of a flu (sneezing, coughing etc.), and proper hand hygiene must be observed. This means that washing hands must be emphasised before meetings and disinfectant has to be offered.
- **As for making reservations for associations' general meetings, it is possible to exceed the 50 participants rule and organise meetings of more than two hours. If you decide to do so, you must take into consideration the following guidelines:**
 - **Even though it is possible to exceed the time limit, the meeting has to be organized so that it takes as little time as**

possible. Two hours is a good goal for the maximum length but it is possible to exceed it if it's very necessary.

- If the meeting lasts two hours or less, you can make the reservation on [Resource Booker](#). If the meeting lasts more than two hours, please make the reservation by emailing tilavaraus.tau@tuni.fi.
 - Meetings of more than 50 people can be organised either in the city centre campus **main auditorium** or in the Hervanta campus **Festia FA044**.
 - Accessing especially bigger facilities must be done in smaller groups and the facilities must be divided into sections.
 - Make sure that the meetings end so that it is possible to vacate the premises no later than 20.00 or 22.00.
- General information on booking the rooms can be found on intra here: <https://intra.tuni.fi/en/handbook?page=2418>. You can also contact the team responsible for booking the rooms at tilavaraus.tau@tuni.fi.

Student Association Premises

- It is allowed to be in the student association rooms until 20.00 or 22.00 depending on access rights.
- The safety distances of two meters have to be observed in student association rooms as well. Please count how many people your room can accommodate and make sure the number is being respected.
 - It is easy to check the safety distance by having two people stretch out their arms by not touching each other.
- Decide on how the room will be supervised and who are responsible for it. The association's board can supervise the use of the room and keep the list of the visitors.
- Make sure that hand sanitiser is available in the room or advise people to wash their hands before accessing the room.
- We suggest you reflect whether it is worth opening the room to all the members. Many of the rooms are so small that only a couple of people can be in the room at the same time. It might not be worthwhile keeping the room open since the board has to supervise the use of the room as well.
 - One option could be to announce a restricted time when it's possible to come to the room to, for example, buy overall patches or run other errands.