

## Simplified risk assessment – Reopening after corona pandemic

Date: 4 May/**updated June 5/updated August 10**

Unit: CIH, ETØK, Global challenges, 4<sup>th</sup> and 5<sup>th</sup> floor Overlege Danielsens hus.

Responsible: Bente E. Moen, Bjarne Robberstad, Ingvild Hope

Purpose:

No	Possible risk factor	Causes	Consequences	Measures to reduce risk	Responsible for follow up
1	If you experience symptoms, or think you might be sick	Feel sick	Can infect others	Stay home and use home office.  If already at work, go home, do not use public transport. Inform your nearest leader (digitally) who you have met with, and where you have been.	All
2	To and from work	Exposure to a larger group of people	Contact and droplet infection	Walk, ride a bike or drive. Employees and students are discouraged from using public transport during rush hour.	All
3	Arriving at workplace	Touch elevator buttons, door handles, handrails, and so on	Contact infection	Do not use door handles for main entrances but use elbow to open doors by pressing door opener.  Use card to press code. Use stairs. Disinfectants at entrance. Do not touch handrails.  Regular cleaning	Everybody with access  Cleaning agency

4	Risk of infection in the office space	Less than 1-meter distance, especially entrance to offices with more than 1 person  Use of printers	Droplet infection by coughing/sneezing	Min <b>1 meter</b> between persons in shared offices. Divide days. Clean keyboard, tabletop, door handle before and after use when sharing office space.  Put bottle of Antibac in printer room. Use before and after printing.	Everybody with an office space
5	Kitchen/assembly room for lunch	Many eat lunch together, many contact points	Contact or droplet infection	<p><b>Minimum 1 meter</b> apart in assembly room for lunch. Have a longer time window for lunch. Remove excess chairs.</p> <p>Possible for up to 2-3 people to use meeting rooms for lunch.</p> <p><b>Kitchen 5th floor (small room):</b> It is possible to use the kitchen, including microwave, dishwasher, percolators, and kettles. Max 1 person in the kitchen at any one time. Antibac must be made available.</p> <p><b>Kitchen 4th floor (larger room):</b> Max 8 people in the room at any one time. It is possible to use the kitchen, including microwave, dishwasher, percolators, and kettles. Antibac must be made available.</p> <p>Both: Clean table with soap and water before and after use.</p> <p>Make routine for use of kitchen space incl dishwasher.</p>	All  Cleaning agency (cleaning detergents)



6	Coffee machine	Gathering point. People touch the screen.	Contact and droplet infection	Wash hands before use. Mark a 2-meter zone with tape around the machine.  Daily rinsing of machine	Bente 5 <sup>th</sup> floor Melf, 4 <sup>th</sup> floor
7	Toilet	Used by all	Contact and droplet infection	Hand wash, use paper towel to open door handles  Use designated toilet. If you sit in office no x-x, use toilet no xx  Put up information posters.  Make sure there is enough soap and paper towels.	All    Cleaning agency
8	Wardrobe/showers	Used by many	Contact and droplet infection	Take towel with you from shower after use, rinse shower room after use.  Use paper towels when touching door handles	Users
9	Meetings	Challenge to keep distance	Contact and droplet infection	Main rule: continue with digital meetings.  For person to person meetings, use the largest rooms. <b>Min 1-meter distance.</b>	All
10	Guests/persons without access to ODH	New persons with unknown infection status	Contact and droplet infection	Keep number of guests at a minimum.  Offer digital meetings instead	All
11	Storage rooms in basement		Contact infection	Keep closed	Bente
12	Ventilation	Stale air, long period without ventilation	Headaches, general discomfort	Start the ventilation system one week before people start using offices again	Driften  All



				Open window in office from time to time Keep office doors closed	
13	Cleaning	Lack of cleaning can lead to infectious agents on surfaces	Contact infection	Clean areas regularly	Cleaning agency
14	Bike room	Narrow space	Contact and droplet infection	Use gloves Only one person at the time in the room Disinfectant by the room	All cyclists
15	Handling of mail	Many people touch envelopes and parcels	Contact infection	Choose one person to handle mail. Use gloves	
16	Passing people in the corridors	Narrow corridors	Droplet infection	Do not stop to talk to colleagues in corridors.	All
17	Persons at risk	Risk of infection	Can get very ill	Use home office until further notice	People in risk groups and their nearest leaders

Based on information from the Norwegian Labour Inspectorate: <https://www.arbeidstilsynet.no/tema/utforming-av-arbeidsplassen/rad-ved-tilbakeforing-til-arbeid-for-kontorarbeidsplasser/>

