

## **Outdoor course, Safety instructions for students**

**The number of students is max 10 per course. Reservations in the space reservation system. Reserved times must be adhered to and unused times must be cancelled. People in risk groups: special arrangements, if necessary.**

**The department management / lecturer in charge provides additional instructions concerning individual course. Materials and supplies are given on site.**

**The use of common machinery should be avoided, or the machinery should be cleaned whenever possible between users.**

**Please note: Always Keep a distance of more than 2 metres to each other. Do not shake hands and do not come to presence if you are unwell. Please leave the premises immediately if you experience any symptoms of flu or other similar symptoms.**

**Further instructions: Please use the toilet facilities closest to you (observe the safety distance). Shared break rooms are within the scope of normal cleaning (keep safety distances and good hygiene). Please, sneeze and cough into your elbow.**

**Please wear a face mask before arrival to the outdoor work area.**

### When arriving

1. Arrive one by one and keep a safety distance to other people.
2. Disinfect your hands with hand disinfectant.
3. **a)** Put on disposable gloves **or**  
**b)** If the nature of the work or the associated risks prevent the use of protective gloves, special attention must be paid to disinfecting hands.
4. Comply with the instructions provided at the course.

### At the working session

1. Maintain a safety distance to other people, close contacts should be effectively avoided. Close contact is seen as a situation where people touch each other, where they stay face to face or are closer than 2 metres to each other for the duration of 15 minutes.
2. Do not shake hands.
3. Do not touch your face.
4. Do not touch other people's equipment (personal equipment).
5. **a)** Do not use the same equipment at the same time (unless specifically required by the performed activity) **or**  
**b)** if more than one person must use the same equipment at the same time, wipe the equipment with a disinfectant wipe after each use. If the device cannot be wiped, the gloves should always be changed (or your hands disinfected) between every uses. In all cases, try to maintain safety distances and wear face mask. The close contact time should be considered here.

### When leaving

1. Finally wipe the equipment/tools with a damp disinfectant wipe if it is possible to do without damaging the equipment (note restrictions that apply to each device).
2. If you wore disposable gloves, remove them, and dispose of them.
3. Disinfect your hands thoroughly – remove your face mask – disinfect your hands thoroughly – wear a new face mask – disinfect your hands thoroughly.
4. Leave the outdoor work area taking the shortest route and alone.

**Do not remove the face mask until you have left the outdoor work area.**

If required, Occupational Safety (tiina.okkonen@aalto.fi) provides face masks, disposable gloves, hand disinfectant and disposable disinfectant wipes. These are available at the building's lobby services.

Appendices: Instructions for putting on and taking off respiratory protection equipment, instructions for removing disposable gloves 9.4.2021

Feedback facilitates developing the operating model. We appreciate all feedback on safety. Please submit your feedback to Aalto University Occupational Safety: [tiina.okkonen@aalto.fi](mailto:tiina.okkonen@aalto.fi).