

**You are the course coordinator of a course where the participants are divided into fixed study teams:**

Before the semester begins:

1. Assign the fixed study teams to separate colour codes for the lecture theatre where you give your lecture and notify the students via Blackboard as to which colour-coded zone the fixed study teams are to use.
2. If there are students in the class who are not assigned to a fixed study team, e.g. supplementary subject students, students on the available place scheme programme or students who for some other reason attends the class without being a part of a fixed study team, then you must reserve a colour-coded zone for these students where they can be seated 1 meter apart.
3. Upload the plan of the lecture theatre where you can see placement of the colour-coded zones to Blackboard so they students can inform themselves of where to sit in advance of the class.
4. Make sure that any co-teachers and instructors are informed of [AU's rules for teaching and exam activities](#) as well as [guidelines for behaviour in connection with on-site teaching and access to campus](#).

At the end of a lecture:

1. End the lecture with 5 minutes to go to leave a little extra time for the students to exit the room safely and disinfect all surfaces.
2. Tell the fixed study teams to exit one at a time and to keep moving after exiting the room to avoid crowding outside the room.
3. Remind the students responsible for disinfection to disinfect desks and other surfaces before they leave the lecture theatre and make sure that it all happens in appropriate manner. [See instructions on disinfection of teaching rooms after use](#).
4. Students responsible for disinfection: The tutors help appoint students responsible for disinfection among the new BA students. On fixed study teams in other years, the teacher is responsible for appointing students to help disinfect surfaces.

As for theoretical exercises and other classroom teaching

1. Make sure that any co-teachers and instructors are informed of [AU's rules for teaching and exam activities](#) as well as [guidelines for behaviour in connection with on-site teaching and access to campus](#).
2. Make sure that any co-teachers and instructors are aware that if there are students in the class who are not part of the fixed study team, then they must be able to be seated safely distanced from the other students.