

You are the course coordinator of a course there the participants are not divided into fixed study teams:

Before the semester begins:

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](#), including that the distance requirement of 1 meter must be observed at both lectures, theoretical exercises and other forms of teaching.
2. Please inform the students via Blackboard that the distance requirement of 1 meter must be observed on the course and that consequently, only the colour-coded seats in the lecture halls are to be used.
3. If the rooms assigned for you teaching do not have the necessary capacity to seat all students 1 meter apart, then a solution must be organized where some of the students attend the teaching online, e.g. by dividing the class into a team A and a team B which then alternate between physically and virtually attending class. Arrange the solution with the programme coordinator at the institute. Find inspiration at <https://stll.au.dk/en/>

At the end of the 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 students to exit the lecture theatre in an orderly manner, e.g. starting with front row of the lecture theatre, and tell them to keep moving after exiting the room to avoid crowding outside the room.
3. Make sure that a number of students, e.g. one per row or two per row in larger lecture theatres, report for disinfecting desks and other surfaces before they leave the lecture theatre. [See instructions on disinfection of lecture theatres.](#)

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.