

Instructions on disinfection and hand-over of lecture theatres and other teaching rooms

1. As course teacher, you are responsible that the teaching is conducted in a safe manner and that the room is disinfected before handing the room over to the next teaching session.
2. At the start of the session, appoint the students responsible for disinfection who are to disinfect surfaces at the end of the session.
 - a. Fixed study teams on first year teaching have already had students responsible for disinfection appointed, but there may be students present who are not part of a fixed study team – in this case, one or more students responsible for disinfection must be appointed for the areas of the room where this group is placed.
 - b. In all other forms of teaching, you as the teacher are responsible for appointing an appropriate number of students responsible for disinfection.
3. 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.

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 cf. these guidelines:

 - a. Start by disinfecting your hands before touching the spray
 - b. Disinfect desks and seats (not fabric surfaces)
 - c. Remember all points of contact (edge of table, underside, armrest, etc.)
 - d. Use the spray for surfaces that should be left damp, but not wet
4. Remember that you as the teacher are responsible for disinfecting your own area – microphone, headset, buttons, lecture desk, etc.

If the room is out of disinfectant, paper, etc., please contact Nat-Tech-Beredskab@au.dk

If you are unsure whether the room has been disinfected before your arrival – please do the above before teaching starts.