

Seinäjoki University of Applied Sciences

Instructions on coronavirus and travelling for staff and students

Updated 13.3.2020 at 11.00

SeAMK 

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General

- This information has been updated on March 13, 2020. Instructions may change.
 - **The latest information (in Finnish and English) is regularly updated on this Intranet-page: <https://intra.seamk.fi/Etusivu/koronavirus>**
- **SeAMK's preparations for the coronavirus pandemic are led by the SeAMK's Security Management Team.**
 - The Team decides on all necessary policies, guidelines and other measures required by the current situation, and manages all communications related to coronavirus at SeAMK.
 - If necessary, the Team may call other SeAMK employees to take part in the practical arrangements to manage the current situation. For example, it has been agreed that **the International Mobility Services team will contact individual exchange students and answer their questions when needed.**
- In its activities, SeAMK follows the instructions and guidelines of the Finnish Government, the Ministry for Foreign Affairs, the National Institute for Health and Welfare (THL), the Ministry of Education and Culture and other authorities. In addition, the Security Management Team continuously monitors and takes into account the policies of other universities, the hospital district and international partners, when deciding on practical measures.



1. Travelling abroad

- **SeAMK prohibits all business trips abroad (both already agreed and possible new ones). The decision will take immediate effect and is currently valid until 31.5.2020, but may be changed if necessary.**
 - Ministry for Foreign Affairs: “For the time being, traveling abroad for work needs to be completely avoided.”
- SeAMK does not recommend traveling abroad in any case in this situation. **SeAMK recommends that staff and students do not travel abroad in their leisure time either.** Of course, each person assesses the situation by him/herself. In any case, after returning from abroad to home, you will have to stay at home quarantine for 14 days and work remotely. You must discuss your holiday trip plans in advance with your supervisor and review the remote working options after the trip.

2. Cancelling trips

- For covering the cancellation costs of business trips (such as non-cancellable tickets and hotel bookings), see separate slide on page 10.
- If the planned working period abroad is cancelled, the possibility of remote teaching or remote meeting (if the learning institution is functioning abroad) will be explored. If this option is not available, the employee must agree on the replacing work with the supervisor.



3. If the employee returns from work or leisure trip abroad

- **...but he/she has no symptoms suggestive of a coronavirus, the employee is nevertheless required to stay at home quarantine for 14 days and work remotely.** This should be agreed with his/her own supervisor. If an employee gets symptoms during this time, he/ she has to immediately contact health care by telephone.
 - The Hospital District of South Ostrobothnia, Medical Helpline 24/7, telephone: 116 117
- **... and he/she has symptoms suggestive of a coronavirus or he/she has been in close contact with a person who has been diagnosed with a coronavirus, the employee has to immediately contact health care by telephone.**
 - The Hospital District of South Ostrobothnia, Medical Helpline 24/7, telephone: 116 117

4. Guests arriving from abroad

- **SeAMK does not accept foreign guests.** The decision will take immediate effect and is currently valid until 31.5.2020, but may be changed if necessary. The decision does not apply to foreign guests already in Finland.
- New arriving mobilities/guests for spring 2020 are prohibited from any country.

5. Domestic trips should also be made only when necessary. Preferred way is to use remote connections and meetings.

6. Special attention should be paid to good hand hygiene. No more shaking hands!

7. Even if you have not been abroad, you should not come to work if you are ill. Either you are ill at home (+ notify your supervisor) or work remotely.

8. Currently, the activities of SeAMK will continue normally, but the situation is monitored on a daily basis, and we follow the instructions of the authorities.

Employees are asked to take laptops, chargers, phones and headsets home as a precaution.



1. Travelling abroad

- **SeAMK prohibits all study trips and mobility periods abroad. The decision will take immediate effect and is currently valid until 31.5.2020, but may be changed if necessary.**
- **If a student is already abroad (mainly students in mobility periods), decisions are made on a case-by-case basis, assessing the risks associated with the different options.** Students in the mobility periods should be prepared to be recalled to Finland.
- **SeAMK recommends that students do not travel abroad in their leisure time either.** Of course, each person assesses the situation by him/herself. In any case, after returning from abroad to home, you will have to stay at home quarantine for 14 days.



2. Ability to cancel trips and substitute studies

- For covering the cancellation costs of study trips (such as non-cancellable tickets and hotel bookings), see separate slide on page 10.
- Units should be prepared in case students need substitute studies (ECTS) to replace cancelled study trips and mobility periods.
- All in all, in this situation, the flexibility of studies should be promoted and taken into account.



3. If the student returns from abroad

- **...but he/she has no symptoms suggestive of a coronavirus, the student must not attend SeAMK's contact teaching and must not come to SeAMK's campus for 14 days. The student is asked to contact the Head of Degree Programme of his/her degree programme to determine, if he/ she could continue studying from home. If a student gets symptoms during this time, he/ she has to immediately contact health care by telephone.**
 - The Hospital District of South Ostrobothnia, Medical Helpline 24/7, telephone: 116 117
- **... and he/she has symptoms suggestive of a coronavirus or he/she has been in close contact with a person who has been diagnosed with a coronavirus, the student has to immediately contact health care by telephone.**
 - The Hospital District of South Ostrobothnia, Medical Helpline 24/7, telephone: 116 117



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4. Guests arriving from abroad

- **SeAMK does not accept foreign guests or students on their mobility periods.** The decision will take immediate effect and is currently valid until 31.5.2020, but may be changed if necessary. The decision does not apply to foreigners already in Finland.

5. Special attention should be paid to good hand hygiene. No more shaking hands!

6. Even if you have not been abroad, you should not come to school if you are ill.



Covering the cancellation costs of trips

- Trip cancellation policies in relation to, for example, non-cancellable tickets and hotel reservations, have been agreed on March 5, 2020.
- Unless it is possible to cover the costs from, for example, SeAMK's insurance (probably is not), the extra costs will be allocated as follows (for both students and staff):
 - Intensive courses are part of the teaching, so their costs remain at each unit's own costs.
 - The cost coverage of the mobility periods and so-called network intensive courses for teachers and students is handled by SeAMK's International Mobility Services team.
 - In case of Erasmus+ mobility, the E+ Force Majeure procedure will be used wherever possible.
 - International Mobility Services team is currently investigating the possibility of extending Erasmus+ and FIRST+ grants beyond the end of the project and funding period.
 - If we are unable to utilize the above, the costs will remain at the employee's own payroll cost centre.
- Concerning the costs of cancelling project trips, it was agreed that:
 - If the project has flat rate enabled, cancellation costs may remain there. In the absence of a flat rate, the cancellation costs are unlikely to be accepted by the project sponsors as actual travel costs, and will thus be charged from the R & D administration of the unit.



Additional Information

- At this point, the teaching and other activities of SeAMK will continue normally, with the exception of international mobility. However, more event cancellations may occur.
- The decision to suspend teaching or to close the campus is taken by the health authority.
- At this stage, precautionary measures and alternative methods of teaching and studying are being prepared.
- National instructions are expected, for example, on handling entrance exams and social and health care internships.

