



Beslutets nummer: 15/2022

Ärendenummer: 51/00.01.06/2022

## **Principles and guidelines at Hanken due to the corona pandemic until 15 August – revised 29 April 2022**

These principles and guidelines apply until 15 August 2022, and apply to Hanken faculty and staff, PhD students, affiliated researchers, and students.

**Hanken's opening hours during the summer will be announced separately** and may deviate from what is mentioned below.

We encourage everyone to comply with these principles and **follow Hanken's website to keep up to date with any new information that is published:** <https://www.hanken.fi/en/about-hanken/current-information/corona-virus-information>

If an authority decides on or **recommends restrictions on the operations for a certain period of time, these recommendations must be complied with.** Information about any such temporary restrictions can be found on the Hanken website and will also be communicated by e-mail to students, faculty and staff.

<b>Function</b>	<b>Principle</b>
<b>General safety principles and health</b>	<ul style="list-style-type: none"> <li>- Follow the recommendations from the Finnish institute for health and welfare THL regarding the use of face masks. During on-site exams and the entrance examination, face masks are recommended.</li> <li>- Remember the importance of a good hand hygiene. Wash your hands frequently and use hand sanitiser if you cannot wash your hands. Always wash your hands or use hand sanitiser when entering a Hanken building.</li> </ul>
<b>If you become ill</b>	<ul style="list-style-type: none"> <li>- If you are ill, you should stay at home, follow the instructions at <a href="https://www.omaolo.fi/">https://www.omaolo.fi/</a> and book a test if recommended.</li> <li>- If you start feeling ill while at Hanken, you are obliged to immediately leave the Hanken.</li> <li>- You can be on sick-leave for <b>corona-related illness for five days without a doctor's certificate.</b> After that you should always contact the health services. Please note that you must contact your manager at once if you fall ill. <a href="#">More information on Hanken's website.</a></li> </ul>
<b>Work</b>	<ul style="list-style-type: none"> <li>- <b>We combine remote work with working at the workplace.</b> See the <a href="#">guidelines on remote work for administrative personnel</a> and the <a href="#">principles for faculty's right to an own office or workstation</a>. Remote work should not have a negative effect on collaboration processes.</li> <li>- How the work is distributed between working remotely and physically working at Hanken is to be <b>coordinated by the managers.</b> The number of people who are on-site at one time can be limited according to the current state of infection and the unit's premises.</li> <li>- Meetings are arranged according to what works best in the situation.</li> </ul>
<b>Use of Hanken's premises</b>	<ul style="list-style-type: none"> <li>- Hanken has the following opening hours: Helsinki Monday-Thursday 8-18, Friday 8-16, and Vaasa Monday- Friday 8:15-11 and 13-16. Due to renovations, the front doors of the main building in Helsinki will be closed from 23 June to 15 August 2022. In Vaasa, the front doors of the Hanken building will be closed as of Midsummer and will open again on 8 August 2022. Outside of normal opening hours, also during the summer when the buildings are closed, staff and students can access the buildings using their own key.</li> </ul>



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<b>Teaching</b>	<ul style="list-style-type: none"> <li>- <b>In study period 4, in-class teaching may be offered to all categories of students, but physical attendance during lectures can still not be mandatory. Written examinations may require physical attendance at Hanken. Presentations may not require physical attendance at Hanken.</b> The teaching mode and examination form for each course is stated in Moodle.</li> </ul>
<b>Examination</b>	<ul style="list-style-type: none"> <li>- Centrally organised traditional large-group exams in class can be arranged in study period 4, according to the planned exam schedule and following strict safety arrangements. The use of face masks is recommended. If a student has symptoms of a cold or has covid-19, the student should follow the instructions he or she has received before the exam.</li> <li>- In-class exams may be arranged during lessons as long as they comply with the restrictions and recommendations. If a student has symptoms of a cold or has covid-19, the student should follow the instructions he or she has received before the exam.</li> <li>- Maturity tests and the exams that are held in Exam require physical presence at Hanken. If a student has symptoms of a cold or has covid-19, the student shall reschedule the exam.</li> <li>- Alternative forms of examination may be offered within a course, provided that the achievement of the learning goals of the course is assessed on an equal basis and that the assessment scale is the same for everyone.</li> </ul>
<b>IT and student services</b>	<ul style="list-style-type: none"> <li>- The IT support can primarily be reached by <a href="mailto:help@hanken.fi">help@hanken.fi</a> or by phone (386). The IT services offer support physically on site. IT support is also offered at InfoBITen in Helsinki Tue-Thu 11:30-13:00.</li> <li>- The service desk for shorter study matters in Helsinki and the study office in Vaasa are open Tue-Thu 11:30-13:00. The support is also offered remotely through <a href="mailto:studieinfo@hanken.fi">studieinfo@hanken.fi</a>.</li> </ul>
<b>Study counselling and well-being</b>	<ul style="list-style-type: none"> <li>- Study counselling is offered remotely with advance appointment and on-site by agreement.</li> <li>- <b>Counselling regarding exchange studies</b> is offered remotely with advance appointment or on-site during office hours (Mon 13-15, Wed 9-11 and Thu 13-15).</li> <li>- The study coach offers coaching remotely and the study psychologist meets with the clients online.</li> <li>- Hanken offers degree students (bachelor's, master's and PhD students) the possibility to get psychotherapy remotely.</li> </ul>
<b>Computers and individual studying</b>	<ul style="list-style-type: none"> <li>- The computers in the computer rooms are available to the students with a key. Please note that you are expected to wear a face mask. Everyone is responsible for complying with the hygiene regulations.</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>- In Helsinki, Hanken's library is open. The lending service will be open as normal Mon-Thu 9:00-18:00 and Fri 9:00-16:00.</li> <li>- <b>The Vaasa City Library</b> is open.</li> <li>- Quantum is open 24/7 with a pass key. Food and drinks are not allowed in Quantum.</li> </ul>



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<b>Work-related travel</b>	<ul style="list-style-type: none"> <li>- Business trips must be approved by the manager well in advance of the trip. The traveller must check the authorities' recommendations on the destination country's current entry and quarantine regulations and inform the manager of a risk assessment. Hanken strongly recommends that only people who are fully vaccinated travel abroad.</li> <li>- Bookings for work-related travel may only be made via CWT, who also arranges for the person to be able to return home in the event of an emergency.</li> <li>- If a member of Hanken's staff has been abroad (business or private trip), he should follow THL's recommendations on possible testing and quarantine.</li> </ul>
<b>Internal and external events</b>	<ul style="list-style-type: none"> <li>- Conferences, seminars, and events are held according to what works best.</li> <li>- <b>All events must be announced to Judith Buddingh'</b> at <a href="mailto:events@hanken.fi">events@hanken.fi</a> already in the planning stage. Judith coordinates all the events that are held at Hanken (also online events). Only one event per day can be arranged.</li> </ul>
<b>Doctoral defence</b>	<ul style="list-style-type: none"> <li>- Doctoral defences are held as hybrid or online events. Remember to contact Judith Buddingh' also when you start planning a doctoral defence.</li> </ul>
<b>Restaurant services</b>	<ul style="list-style-type: none"> <li>- The restaurant in Helsinki is open. The restaurant in Vaasa is closed for the time being.</li> </ul>

You are welcome to contact [corona-info@hanken.fi](mailto:corona-info@hanken.fi) if you have any questions.

Helsinki, 29.4.2022

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