Information on the effects of coronavirus on activities at Aalto University, including the new policies that enter into force on Thursday 14 May, are available at https://www.aalto.fi/en/aalto-university/information-on-coronavirus (if the link doesn’t work, you can copy the URL and paste it into your web browser).

This page provides information for students on the effects of the coronavirus on teaching and studying. In addition to the practical arrangements for teaching, the links below give information to support your own well-being and ability to manage.

Effects of the coronavirus on studies: questions and answers

Student mobility on campus in the beginning of academic year

News 27.8.2020

Instructions for students: Requests to use campus facilities during COVID-19 restrictions (updated 3 July 2020)

Please note that under the Aalto University policy, all students returning from trips abroad must self-isolate for 14 days, during which time they are not allowed to visit the campus.

Due to the coronavirus pandemic, Aalto University spaces are closed for the time being. However, if you have an urgent need to come to campus for your studies, you may send a request through the online form: https://selfservice.esupport.aalto.fi/ssc/app#/order/2019/

You can access the form by using your Aalto login. When filling in the form, please note the required fields, which are asterisked (*). Include your teacher’s approval (which you should obtain in advance) for your visit by pasting the text of the message in the given text box. You will receive a response to your form by the end of the weekday following your submission.

Approved visits can be made to the following buildings on weekdays from 9.00 to 15.00:

- Undergraduate Centre (Otakaari 1)
- Design Factory (Betonimiehenkuja 5). The Design Factory will be closed, however, from 20 July through 31 July.
- Mechanical Engineering 3 (Konetekniikkakatu 3 / K3) (Puumiehenkuja 5)
- School of Electrical Engineering (Maarintie 8)

The response to your form will inform you about whether the space will be open for your visit, the time it will be open and what door to use for entering the building. All persons entering the building will be met by a staff person, who will accompany you to your destination. You can exit the building on your own.

Be prepared to show proof of your identity.

Do not visit a campus space if you are not in good health.

Aalto ARTS: Please see the internal instructions about the workshops, materials, equipment loans and access to the school premises (aalto.fi, Campus and facilities > Aalto ARTS: workshops, materials, equipment loans and access to premises). These instructions are valid until further notice.

Teaching and studying on campus in autumn 2020 (updated 18.6.2020)

In the autumn term, teaching will be offered in accordance with the academic calendar approved earlier, but primarily as remote teaching. The pandemic situation and the related nation-wide restrictions permitting, organising also some on-site teaching will be possible with the necessary safety measures in place. Before the start of each course, please remember to check the course MyCourses page for details on the teaching arrangements. Similarly to teaching, most of the orientation activities for new students will be organised remotely, but some events can also be organised on campus, provided that due safety measures are taken.

The Exam examination room will be made available with more spacious seating arrangements than usual. The IT classrooms and self-study rooms for students will be made available through the booking system, as the system allows restricting the number of people using a single space. More detailed guidelines on this will be issued before the autumn term begins.

Instructions on campus use for students (updated 20.5.2020)

Similarly to Aalto staff, Aalto students can gradually start using different functions on campus. As the campus buildings are still closed, the university must have ways to monitor and as well as provide guidance concerning campus use. To this end, some basic instructions have been put in place concerning students’ arrival to and work on campus. Compliance with the instructions is necessary in order to safeguard the safety of the whole university community.
Students who participate in an examination on campus will arrive on the campus in a manner specified by their examination organiser, who will also give more detailed guidelines on the examination itself.

Using the Exam examination room at the Undergraduate Centre (Otakaari 1) under the special circumstances:

- Send the booking confirmation you have received from the Exam system to startingpoint@aalto.fi no later than the last weekday (Mon–Fri) before the exam to ensure access to the exam room. Emails are processed during the Starting Point opening hours, which are Monday through Friday 9–16.
- The staff of Learning Services / Starting Point will meet you at the agreed time at the main lobby entrance on the Otakaari side of the Undergraduate Centre. Arrive exactly on time, as you will be allowed in the building only at the agreed time.
- The staff will take you to the exam room on the third floor.
- You will be given an antibacterial wipe that you can use, if you wish, to clean the keyboard and mouse of the workstation where you are taking the exam.
- Leave at the time set for the end of the examination. You can exit the building on your own through the same door by which you entered.
- If, however, you need to leave before the set time, report your departure to 029 442 4804.
- The same telephone number can be used to notify staff of any problem situations.
- Come to the examination only if you are in good health. If you have a cold or the flu, reschedule your examination or ask the examiner about, for example, the possibility of extending the period in which the examination may be taken. Remember to report any rescheduling of your examination time to startingpoint@aalto.fi.

Students attending a course that involves working on campus will be informed of when and where they can study on campus by the course teacher-in-charge. The course teacher-in-charge will also issue further instructions on the practices followed in teaching situations.

Students who need to visit the campus in order to access important study-related functions or services (e.g. scanning a document or meeting a teacher) will need a recommendation by the teacher or teacher-in-charge. The time of the visit is arranged with a Learning Services (LES) staff member and will take place at either Otakaari 1 or at Väre. The LES member will meet the student and provide access through the building.

- Note: Self-study spaces are unavailable.
- While IT classrooms are not open for use, remote use is possible by using the service mfavdi.aalto.fi. https://www.aalto.fi/en/services/remote-access-to-windows-classroom-computers
- Aalto ARTS workshops, Takeout lending equipment and Aalto Studio are serving, albeit in a limited manner, graduating students as well as priority teaching and research areas defined by the school. The ARTS’ notice regarding the use of these facilities and of will be published during August 2020 at https://www.aalto.fi/en/aalto-university/internal-instructions-related-to-coronavirus.
- Learning Centre services (printing services, pickup of materials, etc.) are operating as described on the Learning Centre webpages.

Student housing
There are many kinds of accommodation available for students, and students themselves have responsibilities that are defined in their tenancy agreements. You should carefully examine the terms and conditions for ending a tenancy agreement in case you need to give notice or withdraw from one.

You should contact your landlord (lessor) without delay if problems arise concerning your payment of rent. In such cases, one can generally negotiate about the possibility of receiving an extension for the payment or other leniency. Being proactive is often the best alternative.

For more information, contact your own landlord (lessor), for example

- Foundation for Student Housing in the Helsinki Region (Hoas) https://www.hoas.fi/

Library services and material loans

- Reserving books and other library material (aalto.fi)
- Aalto ARTS: material loans

IT services, software and remote use

How can I work with my files on an Aalto workstation remotely

- Virtual Desktop Infrastructure (VDI) (aalto.fi)
  - You can access your desktop (and files) and certain software (see the software listing link in the chapter Software)
- VPN connection and network drives (files)
  - VPN (aalto.fi)
  - How to use a network drive Mac (aalto.fi)
  - How to use a network drive Windows (aalto.fi)

Software

- You can use some of the software on VDI (aalto.fi)
  - Software is on VDI if it is marked in the Classroom column (VDI Windows 10) (wiki.aalto.fi)
- Home use licenses: download.aalto.fi and aalto.onthehub.com
- Adobe CC license for Aalto students until 31 May

Online meeting tools

- Teams and Zoom (aalto.fi)

Contact:
Other instructions and news related to the coronavirus situation

- Aalto University’s guidelines for exchanges in spring term 2020 and academic year 2020-2021 (updated 16.6.2020)
- Incoming exchange studies at Aalto University autumn 2020 (updated 16.6.2020)
- Exam instructions for examinees (aalto.fi, please see the document section at the bottom of the page) (updated 20.5.2020)
- Printing service for students - printouts delivered either by post or pick-up service (28.4.2020)
- The student service points - customer service via telephone or service addresses
- Well-being and maintaining your study condition - guidance available remotely
- Arranging examinations
- Coronavirus and tuition fees
- Instructions for public defence during exceptional circumstances (aalto.fi)
- Student financial aid and the effects of the exceptional situation caused by the corona virus (kela.fi)
- Health services (infofinland.fi)
- Campus restaurants (aalto.fi)
- UniSport Sports Centers open as of 1.6.2020 (unisport.fi)

Email messages sent to students

Title: Information on coronavirus 14 August
Sent: Fri 14.8.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Update on the introduction of flexibly rotating work schedules: remote work still preferable

Dear members of the Aalto community,

On 13 August, the Finnish government issued a recommendation on remote work in the Uusimaa region and also recommended that employers promote work arrangements that reduce risk factors at the workplace. Based on this new recommendation, we will go ahead with the previously decided introduction of flexibly rotating work schedules but with a minor adjustment: remote work is still preferable to on-campus work whenever the employee’s duties allow it. Working on campus will be possible but requires making space bookings in accordance with the practices to be decided in the units by the end of August.

For the time being, we recommend organising all events as virtual events. Detailed instructions for organising events this autumn will be finalised soon and published on https://www.aalto.fi/en/aalto-university/coronavirus-guidance-for-events.

On 13 August, the Finnish government also issued a recommendation on using face masks in public transport. As communicated earlier, Aalto University will provide the face masks needed for work and study purposes if safe distances cannot be ensured otherwise. For business travel abroad, the university will provide the face masks required by the airline and/or destination country. Purchasing the facemasks needed for commuting in Finland will be each employee’s responsibility.

For details on the flexible rotating work schedules and other instructions, see our website https://www.aalto.fi/en/aalto-university/information-on-coronavirus.

Crisis Management Team (CMT)
Aalto University

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Title: Information on coronavirus 12 August
Sent: Wed 12.8.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Flexibly rotating schedules for on-campus work, teaching to continue mainly remotely

Dear members of the Aalto community,

As of 17 August, we will transfer to an operating model which allows combining on-campus and remote work safely and flexibly. We are following the pandemic situation closely and are prepared to make any changes needed without delay.

Safe working on campus requires that all of us comply with the shared rules and restrictions. You may come to campus only if you are symptom-free. Remember that meticulous hand hygiene and keeping safe distances is crucial. You should get tested immediately if you have any suspicion of being infected with coronavirus.

To ensure safe distances, the number of workstations on campus will be reduced to about one half of our normal capacity. The units are responsible for planning the rotating schedules for their workstations and making other practical arrangements concerning their working spaces.
Our goal is to introduce flexibly rotating work schedules on 17 August at the earliest and 1 September 2020 at the latest.

As a rule, teaching will continue remotely. As regards teaching offered on campus, priority will be given to first-year students.

**Working on campus**

All university premises have been checked and to ensure safe distances, the number of workstations on campus will be reduced to about one half of our normal capacity as of 17 August.

The schools and units are responsible for agreeing on the rotating schedules of their personnel, making the space bookings in compliance with each room’s maximum occupancy limit and taking care of any other practical arrangements. The schedules may be planned in a way that considers the demands of each job. The units can make their space bookings using the Infrabooking system or another method of their choice.

Each employee uses only one workstation per day and at the end of the day, tidies up the workstation with the cleaning equipment provided. Visits to other units should be avoided. One-person office spaces may be used flexibly by agreeing on a rotating system. The space booking instructions are currently being prepared at the schools and units. The practices concerning the on-campus work of individuals at a high risk of infection are agreed on with the supervisor and the occupational health service.

To ensure safe and smooth mobility on campus, Aalto staff members are required to have their Aalto ID card visible at all times. You can order an ID card from kulkukortit@aalto.fi. When you order the card, you can also book a time for taking your photograph for it. If your employment contract is shorter than 6 months, you will get a Visitor Aalto card without a photograph from the Lobby Services.

As a rule, meetings are still organised as remote meetings. Some meetings or workshops may also be organised on site, provided that safe distances and good hygiene are ensured.

**Teaching arrangements**

As a rule, teaching will continue to be implemented remotely. Teaching which cannot be organised as remote teaching without significantly compromising the learning outcomes or quality of teaching will be organised on campus with due safety measures in place. As a rule, it is the responsibility of the departments and degree programmes to assess the need for on-site teaching on the basis of pedagogic viewpoints. However, teaching as a whole will be assessed from the viewpoint of the entire university and any changes to it are made in consultation with the schools.

The teaching staff will be sent a separate bulletin regarding the teaching arrangements later on.

**Student mobility on campus**

As of Monday, 31 August, students will gain access those buildings on campus which offer contact teaching or study-related support services or have student cafeterias or bookable self-study spaces. Students can access the buildings during their opening hours through specifically marked entrances.

Students can book a seat in more than 20 self-study spaces using the Aalto Space mobile app, although all study spaces or IT classrooms will not be available. In the Aalto Space application, the self-study spaces are listed as silent spaces. To avoid causing crowds, you should visit the campus only for a valid study-related reason.

**Travel**

Aalto personnel must avoid business travel, and travelling is only possible in compliance with the current risk assessment procedures. Aalto University employees, students and visitors are expected to work and study remotely for two weeks after returning from any business or other trip abroad.

**Visitors**

We still recommend organising remote meetings rather than on-site ones. If any visitors are hosted on campus, appropriate safety measures must be taken. Furthermore, it must be ensured that the visitor has no symptoms and has not been abroad in the past two weeks prior to his or her visit.

**Events**

As the coronavirus situation keeps changing continually, we recommend taking particular care in organising events. We are keeping abreast of the development of the authorities’ recommendations and will update the Aalto instructions accordingly as soon as possible. In August, it is possible to organise small-scale events in those university spaces which have a separate entrance. When planning events, it should be noted that in all spaces, the maximum number of seats has been reduced to one half of the normal level.

**Use of face masks**

Aalto University will provide face masks for those who need it in their work (e.g. in laboratories). When Aalto employees travel abroad on business, the university will provide the face masks required by the airline and/or destination country. Purchasing the facemasks needed for commuting in Finland will be each employee’s responsibility.

**Ventilation**

The ventilation system on the Aalto University premises will be on for several hours before normal office hours, and it will be in effective use during the day and run for hours afterwards. The airflow is at a good level, and the supply air delivered by displacement ventilation is always outdoor air. The ventilation of all university buildings has been checked and adjusted.

The fully updated Aalto guidelines and policies related to coronavirus will be available in the next few days at https://www.aalto.fi/en/aalto-university/internal-instructions-related-to-coronavirus

If you do not find answers to your questions on this site, you can email your question to corona.information@aalto.fi.

**Crisis Management Team (CMT)**

Aalto University

The Aalto University Crisis Management Team (CMT) is responsible for Aalto University’s instructions. The CMT is led by the president. Members of the CMT include the head of security and risk management and the director of communications, and other key Aalto staff as necessary. The CMT is following the coronavirus situation, keeping in close contact with the authorities and formulating the measures to be taken by the university. The CMT is utilising the situational assessment of the Finnish authorities and expert opinion.
Dear members of the Aalto community,

Globally, the coronavirus situation continues to be serious, and in the last few days, we have seen signs of covid-19 cases being slightly on the rise in Finland, too. There is still a great deal of uncertainty concerning this autumn, and at Aalto University the safety of our students and staff is our priority as we plan the university operations. The coronavirus situation possibly worsening would have an effect on our working, teaching and studying arrangements. We are following up on the development of the situation and keeping abreast of the guidelines issued by authorities. Detailed information on how the university operations will be arranged in the coming months will be issued next week (week 33).

Come to campus only if you are symptom-free and remember that meticulous hand hygiene is crucial. You must always keep a safe distance from others, and if you have any suspicion of being infected, you should get tested for coronavirus.

The current guidelines (https://www.aalto.fi/en/aalto-university/information-on-coronavirus) recommending primarily remote work and remote teaching will remain valid until 16 August. A summary of the corona-related guidelines is below:

Work at Aalto University will continue remotely, however, facilities on campus may be used if it is particularly necessary. Meetings should take place online only.

Also teaching and study will continue mainly remotely.

Aalto staff must avoid work-related travel. Travelling is only possible in compliance with the current risk assessment procedures. Aalto University employees and students are expected to work and study remotely for two weeks after working or leisure trips abroad.

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Title: Information on coronavirus 13 May
Sent: Wed 13.5.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Campus reopening gradually according to safety guidelines

Dear members of the Aalto community,

With the Finnish government’s gradual lifting of coronavirus restrictions, so too is Aalto gradually reopening Otaniemi campus. Many policies are therefore being updated. The new policies enter into force on Thursday 14 May, more information from https://www.aalto.fi/en/aalto-university/information-on-coronavirus (if the link doesn't work, you can copy the URL and paste it into your web browser). The policies may be revised if the pandemic situation or official recommendations by the authorities change.

Remote work and working on campus

Work at Aalto University will continue remotely during the spring and summer for the most part, however, facilities on campus may be used if it is particularly necessary. Schools and departments plan the implementation of experimental research locally, in accordance to the safety guidelines.

To ensure safe working in a coordinated manner, to accommodate the needs of different visitors and units as well as to avoid possible congestion, all visits to the campus should be notified to access@aalto.fi in advance:

- Report one-day visits by 16.00 the day before the visit.
- Report 2–5 day visits by 9.00 on Friday the week before the visits.
- Your message must specify the visiting person’s name, unit, and the time and place (for example, room number) of the visit.
- In the event of many people wishing to visit the same space, congestion will be reduced by giving priority to entrance examinations, experimental research and services supporting these.

Meetings should take place online only.

Everyone is responsible for seeing to their own physical distancing, and people in higher risk groups should take special precautions regarding the use of campus facilities. Measures to increase safety on campus, such as the cleaning of campus facilities, will be increased. If you have symptoms of a cold, influenza or some other infectious disease, stay at home.

Teaching, studying and doctoral dissertations

Teaching and study will continue mainly remotely during the spring and summer. It is possible to use some facilities, such as laboratories and workshops, as well as teaching spaces for limited contact-teaching, if necessary. Arrangements for the use of summer teaching spaces are proceeding. Small exams (under 50 participants) can be arranged in a way that ensures no exam room has more than 20 participants. Large examinations will be held remotely.
Teaching in the autumn will begin according to the planned schedule. Most orientation activities will be held online, but some activities can be arranged to take place on campus providing that the safety measures are in place. Teaching will be implemented remotely for the most part. However, teaching may be conducted on campus if the safety measures are observed and if allowed under the status of the pandemic and the national restrictions.

Public doctoral dissertation events will be carried out remotely until the end of May. From beginning of June, they may be held remotely or on campus, if it is particularly necessary, under certain space restrictions. No more than 20 individuals may attend such on-campus events.

The organisers of teaching, exams and dissertations are asked to notify their plans regarding the use of the campus facilities well in advance already at the planning stage access@aalto.fi.

Notification procedures for students to visit the campus are published separately on Into.

Human resource matters
Most of the emergency guidelines will remain in place throughout the summer. Holidays may be spent normally – given the circumstances – and half-day holidays remains a possibility as well. Converting holiday bonuses into paid leave is recommended, and it is possible to switch to part-time work on short notice or for a short duration. Until further notice, sick leaves of under 7 days (5 workdays) require only notifying one’s supervisor. Recruiting will take place by interviewing applicants remotely and visits related to academic recruitment are recommended to be relocated or, if particularly necessary, carried out remotely. Contractual employment relationships may not commence in the form of working remotely from abroad.

Travel
At the moment, there shall be no work-related travel either domestically or abroad, in line with the Finnish government’s recommendations and quarantine provisions. Work assignments abroad may not commence until the insurance companies begin to reissue coverage for such work.

Campus services
While most campus services are continuing remotely, some on-campus services are being gradually reintroduced. The Learning Centre will open on Monday, 25 May at the latest:

- Customer service will be open from 10.00 to 14.00.
- The pickup of materials expanded to include customers from outside the university.
- New library cards are being issued for lending out necessary materials.
- An area for reading theses is being set up in the lobby.
- A service point dedicated to student services is also now operational at the Learning Centre.

IT service desk is open from 9.00 to 12.00 at both Väre (on Tuesdays and Wednesdays) and the Undergraduate Centre (Otakaari 1, Thursdays and Fridays). Postal deliveries continue in their current form. As for the possible opening of campus restaurants on 1 June, this is still pending more specific instructions from the Finnish government.


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Title: Information on coronavirus 7 May
Sent: Thu 7.5.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Teaching and studying to continue primarily remotely until end of summer

Dear members of the Aalto community,

The coronavirus pandemic and the restrictions put in force to control it in mid-March required significant changes in operations also at universities. At Aalto, the transition to remote work and studying has gone smoothly, despite it being implemented on a tight schedule. Our community has managed the enormous workload caused by this change very well. Thank you for your collaboration and responsible action in this situation.

On Monday 4 May, the Finnish government revealed its strategy for managing the coronavirus crisis and gradually lifting the restrictive measures. From a university viewpoint, the most significant decisions were the recommendations to continue remote work until the end of the summer and remote studying until the end of the spring term. Additionally, the Finnish government decided to ease the restrictions on gatherings by raising the maximum number of people from 10 to 50 persons as of 1 June. The government’s recommendations still remind people to keep sufficient physical distance as well as protect themselves appropriately, while also highlighting the importance of tracing those who may be infected. The epidemic is not over. Experts have presented different scenarios of its progress, and universities too, have to prepare to take action accordingly.

In light of the government’s recent recommendations, Aalto University has updated its policy on working and studying on campus. The new policy will enter into force on Thursday 14 May, and may be revised if the pandemic situation or official recommendations by the authorities change. The current policy will remain in force until 13 May: https://www.aalto.fi/en/aalto-university/information-on-coronavirus (if the link doesn't work, you can copy the URL and paste it into your web browser).
Remote work and working on campus

In line with the government’s new recommendations, we will continue to work primarily from home over the spring and summer. We will re-examine the remote working policy by 31 July. As of 14 May, however, it will be possible for Aalto University employees to work on campus if necessary. In order to guarantee employee safety, all those wishing to work on campus must send an email to access@aalto.fi by 16.00 on the day preceding the scheduled visit. The email must specify the person’s name, unit, time of visit and the space in which the person is going to work. The email sender will get a notification once the message has been received. As of 14 May, supervisor permission is no longer required for working on campus.

Visits to campus have to be scheduled so that safe distances may be guaranteed and unplanned encounters avoided. This means that if a large number of people have requested to visit the same premises at the same time, priority will be given to academic work, such as entrance examinations or related support functions needed on campus. As regards laboratories and workshops, for instance, Aalto units (such as departments) are recommended to make detailed advance plans and use a suitable booking procedure. The safety measures for these kinds of spaces are currently being piloted and form the basis for more specific planning of instructions about the use of the spaces. We recommend working remotely if working on campus is not strictly necessary.

Teaching and studying

Teaching and studying will continue mainly remotely during the spring and summer. We will review the guidelines again by 31 July. As of 14 May, thesis-related work and examinations with a low number of participants may be done on campus, as decided by the particular school, by notifying access@aalto.fi. In such cases, a sufficient safety level and adequate support services must be ensured. We are looking into whether courses requiring contact teaching, e.g., those using laboratories and workshops, may be conducted during late spring and summer. Large examination events will be conducted online during the spring period. Details on the arrangements for summer and autumn are forthcoming.

Hosting guests

As previously recommended, no guests are to be received on campus; instead, meetings should be organised to take place online when possible. If it is necessary to meet on campus, we ask that the person in charge of the visit send a notification of the the date, place and number attending to access@aalto.fi by 16.00 of day preceding the visit. The email sender will get a notification once the message has been received.

‘A key task at this point is to see that the university has what is needed to restart operations under the exceptional situation. At the same time, we must look forward: how we can help society to emerge the stronger for having undergone this crisis, and how to build a more sustainable future. We will get through this period successfully by working together and supporting each other’, says President Ilkka Niemelä.

We will follow up next week (week 20) with more information about further measures to be taken.

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Title: Information on coronavirus 5 May
Sent: Tue 5.5.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Dear Aalto community member,

Aalto University is currently preparing to ease the restrictions that were put in place in order to prevent the spread of coronavirus. This follows the Finnish government’s 4 May decision to partially dismantle the restrictive measures imposed earlier for dealing with coronavirus.

The university’s current instructions on remote work, study and the use of the campus facilities will remain in force until 13 May: https://www.aalto.fi/en/aalto-university/information-on-coronavirus (if the link doesn’t work, you can copy the URL and paste it into your web browser).

‘With consideration for the government policy and guidelines given by the authorities, we are preparing for a partial reopening of campus operations in a controlled and stepwise manner that ensures the health and safety of the Aalto community’, states Aalto University’s President Ilkka Niemelä.

This week (19), among other things, protective arrangements will be piloted so that the lifting of restrictive measures on campus can be done safely. We will provide additional information on future measures later this week (19).

Crisis Management Team (CMT)
Aalto University

Title: Updated information – remote teaching and working to continue until 13 May
Sent: Tue 31.3.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Updated information – remote teaching and working to continue until 13 May

Dear Aalto community member,

According to guidelines by the Finnish Government, remote teaching at Aalto University will continue until 13 May 2020. In addition, we will continue to
work remotely until 13 May 2020. With this decision, we want to do our best to ensure the health and safety of the Aalto community and to slow down the spread of the coronavirus.

The university aims to organise the spring term exams remotely, when possible, through e.g. MyCourses. Information regarding arranging exams is updated regularly at https://into.aalto.fi/pages/viewpage.action?pageId=28417155

Recently, Aalto University employees have received numerous scam messages and calls. Please be careful. More information and instructions at https://www.aalto.fi/en/news/email-phishing-and-phone-call-scam-campaigns-ongoing-at-aalto-university (if the link doesn’t work, you can copy the URL and paste it into your web browser).

All instructions, as well as the link to frequently asked questions, are available at https://www.aalto.fi/en/aalto-university/information-on-coronavirus. We will provide updates whenever needed. The page includes links to pages by the relevant Finnish authorities.

We will also publish coronavirus news on our webpages. If you do not find answers to your questions in our published material, you can email us at corona.information@aalto.fi.

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The Aalto University Crisis Management Team (CMT) is responsible for Aalto University’s instructions. The CMT is led by the president. Members of the CMT include the head of security and risk management and the director of communications, as well as other key Aalto staff when necessary. The CMT is following the coronavirus situation, keeping in close contact with the authorities and formulating the measures to be taken by the university. The CMT utilises the situational assessments of the Finnish authorities and experts.

Updated information on coronavirus 17 March

Title: Updated information on the effects of coronavirus on activities at Aalto University

Dear Aalto community member,

In accordance with the guidelines given by the Finnish Government, Aalto University pauses all contact teaching. Our facilities are not available for teaching until 13 April 2020. Based on our previous guidelines, employees are now expected to work remotely.

Research work will continue as remote work. However, the authority’s (AVI) guidelines state that the facilities used by the university for research, development and innovation can be used especially in critical areas of research.

Some other guidelines have also been updated. You can find a summary of the current instructions to be followed by all Aalto community members below. Updated topics are in bold.

Instructions FOR RESEARCH:

- Research work will continue as remote work.
- The authority’s (AVI) guidelines state that the facilities used by the university for research, development and innovation can be used especially in critical areas of research.
- Contact your dean on further instructions regarding critical areas of research.

Instructions for ACADEMIC AND DEGREE PROGRAMME COMMITTEE MEETINGS:

- We need to refine our guidelines for academic and degree programme committee meetings and tenure track processes. Guidelines are currently being prepared.

Instructions FOR STUDYING AND TEACHING:

- All contact teaching is paused starting from 17 March to 13 April 2020. All planned remoteteaching and online exams will be carried out according to plan.
- University’s facilities are not available for students after 17 March 20.00.
- Summary info including students’ services and financial aid is available in Into.
- Our faculty is currently preparing to implement alternative teaching and assessment solutions in their courses. There may be disturbances in teaching during this and next week. We ask for patience from everyone.
- For the faculty, there is support available for remote teaching at opit.aalto.fi. There will also be limited AV-support available on campus. Send your service request to IT Service Desk (servicedesk@aalto.fi)
- Timetable of exams is likely to change due to teaching arrangements. More detailed information will follow.
- Information on arrangements related to teaching and assessment are provided course-specifically in MyCourses.

Instructions FOR PERSONNEL:

- There are instructions for remote work at https://www.aalto.fi/en/services/guidelines-for-teleworking-during-the-corona-epidemic
- Further guidance for remote work (including tips for leading a virtual team) will be provided soon.
- Doors at the university will work only with access tokens. Bring your access token with you.
- Work remotely unless the nature of your duties or the safeguarding of the continuity of university operations requires your presence on campus. Contact your supervisor for remote working arrangements.
- If your sickness lasts up to 7 days (5 working days), you may be on sick leave by notifying your supervisor. If the duration of your sickness is longer than 7 days, contact occupational health care.

Instructions FOR ALL:

- Note that most campus restaurants may be closed.
• If you have serious symptoms, immediately contact your occupational health service, your student health services, your healthcare centre, healthcare emergency services or the information number mentioned in your travel insurance by phone.
• Use online tools (such as Microsoft Teams) when possible.
• IT support and systems may be very busy in the coming days. The main priority for IT support will be to ensure teaching and critical activities. Please be patient and contact online instructions for support as much as possible. [If the link doesn’t work, you can copy the URL and paste it into your web browser.]
• Do not leave Finland on a work or study trip. Travel within Finland should also be avoided. Postpone any meetings requiring travel or arrange them to be online meetings instead.
• Wash your hands frequently and carefully. Do not shake hands. Good hand hygiene is one of the best ways to avoid being infected by and spreading the virus.

All of Aalto University’s instructions as well as the link to frequently asked questions are available at [https://www.aalto.fi/en/aalto-university/information-on-coronavirus](https://www.aalto.fi/en/aalto-university/information-on-coronavirus) (if the link doesn’t work, you can copy the URL and paste it into your web browser). We will provide updates whenever needed. The page includes links to pages by the relevant Finnish authorities. We will also publish coronavirus news on our webpages. If you do not find answers to your questions in our published material, you can email us [corona.information@aalto.fi](mailto:corona.information@aalto.fi).

Aalto University Crisis Management Team (CMT)

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Title: Information on coronavirus for exchange students
Sent: Tue 17.3.2020
To: Exchange students in Aalto
From: Learning Services

Dear exchange students,

I hope you all have stayed healthy and are doing fine!

On 16 March, the Finnish Government has published guidelines to slow down the spread of coronavirus. Based on these guidelines, Aalto University will pause all contact teaching from 17 March to 13 April 2020. This means that we are moving to remote working, learning and teaching. More detailed instructions will be available soon.

Some disruptions in this week’s teaching are possible. Students are advised to follow MyCourses and Into for updates on course-specific arrangements.

Arrangements concerning the use of university premises will be published on Tuesday 17 March. The student service points are closed starting from 16th March and customer service is provided via telephone or service addresses. I will also work remotely for the time being (until further instructions), so please contact me by email.

According to Finnish Government’s guidelines, preparations will be launched for the closure of Finland’s borders without delay. Passenger transport to Finland will be suspended as soon as possible, with the exception of the return of Finnish citizens and persons residing in Finland. Finnish citizens and persons residing in Finland must not travel abroad.

You are welcome to stay at Aalto and continue your studies remotely in Finland as instructed by the teachers. However, if your home university cancels your exchange or you decide to return home, please remember to keep me also updated about it by email. Please also make sure you agree with your housing provider the terms of your earlier departure.

Please follow MyCourses and Into and contact the teacher of the course to find out about course-specific arrangements and possibilities of completing the courses.

If needed, you can either download your transcript of records from WebOodi (digitally validated copy) or contact me/Aalto student services for a signed and stamped copy. The latter one will be delivered to you once Aalto University student services resume on campus.

Aalto University’s instructions and link to frequently asked questions are available at [https://www.aalto.fi/en/aalto-university/information-on-coronavirus](https://www.aalto.fi/en/aalto-university/information-on-coronavirus) (if the link doesn’t work, you can copy the URL and paste it into your web browser). We will provide updates whenever needed. We will also publish coronavirus news on our webpages: [https://www.aalto.fi/en/aalto-university/information-on-coronavirus](https://www.aalto.fi/en/aalto-university/information-on-coronavirus). If you do not find answers to your questions in our published material, you can email us [corona.information@aalto.fi](mailto:corona.information@aalto.fi).

We are very sorry for this regrettable situation. In case you need further advice regarding your exchange, please contact me (contact exchange coordinator of your school).

Warm regards,

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Title: Updated information on coronavirus 16 March
Sent: Mon 16.3.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Dear Aalto community member,

**Aalto University pauses all contact teaching from 17 March to 13 April 2020**
On 16 March, the Finnish Government has published guidelines to slow down the spread of coronavirus. Based on these guidelines, Aalto University will pause all contact teaching from 17 March to 13 April 2020. More detailed instructions will be available soon. Arrangements concerning the use of university premises will be published on Tuesday 17 March.

The university is preparing for comprehensive use of remote teaching and other alternative teaching methods. All planned remote teaching and online exams will be arranged normally. However, some disruptions in the arrangements of teaching are possible. Information regarding exams will be updated soon.

You can find a summary of the current instructions to be followed by all Aalto community members below. New information in bold.

Instructions FOR STUDYING AND TEACHING:

- Some disruptions in the arrangements of teaching are possible. All contact teaching is paused starting from 17 March to 13 April 2020. Information regarding exams will be updated soon. All planned remote teaching and online exams will be carried out normally.
- Students are requested to gather all necessary material needed for remote learning from the campus by Tuesday 17 March 20.00 and bring their access token along.
- Students are advised to follow MyCourses and Info updates on course-specific arrangements.
- Information regarding support services for online teaching at opit.aalto.fi.

Instructions FOR PERSONNEL:

- Personnel will be informed of the arrangements concerning the use of university premises on Tuesday 17 March.
- Starting from Tuesday morning 17 March, doors at the university will work only with access tokens. Bring your access token with you.
- Work remotely unless the nature of your duties or the safeguarding of the continuity of university operations requires your presence on campus. Contact your supervisor for remote working arrangements.
- If your sickness lasts up to 7 days (5 working days), you may be on sick leave by notifying your supervisor. If the duration of your sickness is longer than 7 days, contact occupational health care.

Instructions FOR ALL:

- Note that some of the campus restaurants may be closed.
- If you have serious symptoms, immediately contact your occupational health service, your student health services, your healthcare centre, healthcare emergency services or the information number mentioned in your travel insurance by phone.
- Use online tools (such as Microsoft Teams) when possible.
- IT support and systems may be very busy in the coming days. The main priority for IT support will be to ensure teaching and critical activities. Please be patient and consult online instructions for support as much as possible. www.aalto.fi/en/it-help (if the link doesn’t work, you can copy the URL and paste it into your web browser).
- Do not leave Finland on a work or study trip. Travel within Finland should also be avoided. Postpone any meetings requiring travel or arrange them to be online meetings instead.
- Wash your hands frequently and carefully. Do not shake hands. Good hand hygiene is one of the best ways to avoid being infected by and spreading the virus.

All of Aalto University’s instructions as well as the link to frequently asked questions are available at https://www.aalto.fi/en/aalto-university/information-on-coronavirus (if the link doesn’t work, you can copy the URL and paste it into your web browser). We will provide updates whenever needed. The page includes links to pages by the relevant Finnish authorities. We will also publish coronavirus news on our webpages. If you do not find answers to your questions in our published material, you can email us at corona.information@aalto.fi.

Aalto University Crisis Management Team (CMT)

Aalto University Crisis Management Team (CMT) is responsible for Aalto University’s instructions. CMT is led by the president and members of the CMT are the head of security and risk management, the director of communications, and other key Aalto staff as necessary. The CMT is following the coronavirus situation, keeping in close contact with the authorities and formulating the measures to be taken by the university. The CMT utilises the situational assessments of the Finnish authorities and experts.

Title: Information on coronavirus 13 March
Sent: Fri 13.3.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Dear Aalto community member,

Aalto University has updated its instructions regarding the coronavirus*.

Update 13 March: Teaching, learning and working remotely

Aalto University will transfer to remote teaching as extensively as possible. At the first stage, remote teaching will be applied to all teaching events with more than 30 participants, and also to smaller ones when possible. At the same time, we are preparing for the possibility of having to cancel all contact teaching in the near future.

The shift to remote working and teaching will begin to take effect next week (week 12) to give enough time to make the necessary arrangements. This may cause some disruptions in next week’s teaching. Information on examinations and entrance examinations will be provided in the near future.

As of the week 12, employees are, as a general rule, expected to work from home unless the nature of their duties or the safeguarding of the continuity of university operations requires their presence on campus. To ensure the continuity of the university operations, we ask the community to wait for further instructions regarding remote working.

*Please be patient and consult online instructions for support as much as possible. www.aalto.fi/en/it-help (if the link doesn’t work, you can copy the URL and paste it into your web browser).
Dear students,

This message is for all Aalto University students who are currently studying or doing internships abroad, and are planning to leave for studies or internships abroad this spring, or have recently returned to Finland.

Aalto University has updated its guidance regarding the coronavirus COVID-19. We urge you to return to Finland or your home country as soon as possible. If needed, Aalto University supports financially your travel from your current university or internship town to Helsinki, or alternatively, to your home country.

Those returning from a trip abroad are to work or study from home for 14 days following the trip. You can find further information on the updated guidance and general instructions on https://www.aalto.fi/en/aalto-university/information-on-coronavirus (in English) or https://www.aalto.fi/fi/aalto-yliopisto/leoto-koronaviirusesta (in Finnish).

Some further clarifications:

- Aalto’s guidance covers both students and personnel, because Aalto wishes to take care of the safety of its students the same way it takes care of the safety of its personnel.
- The university does not have an employer’s “right to direct” over students. According to the waiver (“Waiver and responsibility for students going abroad”) signed by each student before leaving for exchange, the final decision to leave the country and return to Finland/home country will be left up to the student, even in case of emergency. https://into.aalto.fi/pages/viewpage.action?pageId=327942&preview=327942/485864/Exchange_waiver_FI_EN_2016.pdf
- Regarding reimbursement of return tickets (to Helsinki or student’s home country), euro limits per country will be informed later. You can get more information from your exchange coordinator.

You are requested to inform your exchange coordinator by 20.03.2020 whether you return to Finland / to your home country or whether you decide to stay abroad.

Summary of the current instructions to be followed by all Aalto community members:

- Wash your hands frequently and carefully. Do not shake hands. Good hand hygiene is one of the best ways to avoid being infected by and spreading the virus.
- Keep a sufficient distance in all contacts with other people.
- If you have symptoms of a cold, influenza or some other infectious disease, stay at home.
- If you suspect that you have become infected, immediately contact your occupational health service, your student health services, your healthcare centre, healthcare emergency services or the information number mentioned in your travel insurance by phone.
- Remote teaching will be applied to all teaching events with more than 30 participants, and also to smaller ones when possible.
- Work from home unless the nature of your duties or the safeguarding of the continuity of university operations requires your presence on campus.
- Arrange all events or meetings involving more than 30 people as remote meetings, postpone or cancel them.
- Use online tools (such as Microsoft Teams) when possible.
- Use the shared, open study spaces on campus with discretion.
- At this time, do not leave Finland on a work or study trip. Travel within Finland should also be avoided. Postpone any meetings requiring travel or arrange them to be online meetings instead.
- Do not organise events or invite any work or study guests before 31 May 2020. Cancel any arranged visits or events that include people outside the Aalto community.
- If you return from a work, study or holiday trip abroad, you should conduct your work or study from home for the first 14 days after the trip. In such cases, make the necessary special arrangements by contacting your supervisor, course teacher-in-charge, or the learning services for your school.

The instructions are based on the latest situational assessment, which includes the declaration of the coronavirus (COVID-19) as a pandemic, expert opinions on the situation in Finland and the latest guidelines by the Finnish authorities. There have been no cases of COVID-19 at Aalto University.

More detailed instructions will be sent to students, teachers and supervisors as soon as possible.

All of Aalto University’s instructions as well as the link to frequently asked questions are available at https://www.aalto.fi/en/aalto-university/information-on-coronavirus (if the link doesn't work, you can copy the URL and paste it into your web browser). We will provide updates whenever needed. The page includes links to pages by the relevant Finnish authorities. We will also publish coronavirus news on our webpages. If you do not find answers to your questions in our published material, you can email us at corona.information@aalto.fi.

Aalto University Crisis Management Team (CMT)

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Title: For students abroad: Aalto’s updated guidelines
Sent: Fri 13.3.2020
To: Aalto University students currently studying or doing internships abroad
From: Learning Services/International Relations

Dear students,

This message is for all Aalto University students who are currently studying or doing internships abroad, and are planning to leave for studies or internships abroad this spring, or have recently returned to Finland.

Aalto University has updated its guidance regarding the coronavirus COVID-19. We urge you to return to Finland or your home country as soon as possible. If needed, Aalto University supports financially your travel from your current university or internship town to Helsinki, or alternatively, to your home country.

Those returning from a trip abroad are to work or study from home for 14 days following the trip. You can find further information on the updated guidance and general instructions on https://www.aalto.fi/en/aalto-university/information-on-coronavirus (in English) or https://www.aalto.fi/fi/aalto-yliopisto/leoto-koronaviirusesta (in Finnish).

Some further clarifications:

- Aalto’s guidance covers both students and personnel, because Aalto wishes to take care of the safety of its students the same way it takes care of the safety of its personnel.
- The university does not have an employer’s “right to direct” over students. According to the waiver (“Waiver and responsibility for students going abroad”) signed by each student before leaving for exchange, the final decision to leave the country and return to Finland/home country will be left up to the student, even in case of emergency. https://into.aalto.fi/pages/viewpage.action?pageId=327942&preview=327942/485864/Exchange_waiver_FI_EN_2016.pdf
- Regarding reimbursement of return tickets (to Helsinki or student’s home country), euro limits per country will be informed later. You can get more information from your exchange coordinator.

You are requested to inform your exchange coordinator by 20.03.2020 whether you return to Finland / to your home country or whether you decide to stay abroad.
We are very sorry for this regrettable situation. If possible, we suggest that you continue your studies online from Finland. In case you need further advice, please contact your exchange coordinator. You may also contact our personnel for discussion.

With warm regards,

Eija Zitting, Head of Learning Services
Kirsi Kettula, Head of International Relations

Title: Information on coronavirus 12 March
Sent: Thu 12.3.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Dear Aalto community member,

Aalto University has updated its instructions regarding the coronavirus.*

Summary of the current instructions to be followed by all Aalto community members:

- Wash your hands frequently and carefully. Do not shake hands. Good hand hygiene is one of the best ways to avoid being infected by and spreading the virus.
- Keep a sufficient distance in all contacts with other people.
- If you have symptoms of a cold, influenza or some other infectious disease, stay at home.
- If you suspect that you have become infected, immediately contact your occupational health service, your student health services, your healthcare centre, healthcare emergency services or the information number mentioned in your travel insurance by phone.
- At this time, it is advised that no one leave Finland on a work or study trip. Travel within Finland should also be avoided. Postpone any meetings requiring travel or arrange them to be online meetings instead.
- Do not organise events or invite any guests for dates until 31 May 2020. Cancel any arranged work or study visits or events that include people outside the Aalto community.
- If you return from a work, study or holiday trip abroad, you should conduct your work or study from home for the first 14 days after the trip. In such cases, make the necessary special arrangements by contacting your supervisor, course teacher-in-charge, or the learning services for your school.
- According to national guidelines, teaching will continue normally. The university is preparing to increase the amount of remote teaching. Instructions for this will follow soon.
- Instructions regarding remote work will be updated as soon as possible. Use online tools (such as Microsoft Teams) when possible.

The instructions are based on the latest situational assessment, which includes the World Health Organisation’s (WHO) declaration of the coronavirus (COVID-19) as a worldwide epidemic, expert opinions on the situation in Finland, and the latest guidelines by the Finnish authorities. There have been no cases of COVID-19 at Aalto University.

Aalto University’s specific policies regarding travel and hosting visitors is shown in the list above. There should be no travel abroad. If you return from a work, study or holiday trip abroad, you are to work or study from home for 14 days following the trip. Travel within Finland should also be avoided. Aalto University will not be hosting any visitors until 31 May 2020. This means that during this time interval we will not arrange any events or occasions that include people from outside the Aalto community. Instructions on the procedures concerning events are available at https://www.aalto.fi/en/aalto-university/coronavirus-guidance-for-conferences-and-seminars-at-aalto-university (if the link doesn’t work, you can copy the URL and paste it into your web browser).

All of Aalto University’s instructions as well as a link to frequently asked questions are also available at https://www.aalto.fi/en/aalto-university/information-on-coronavirus (if the link doesn’t work, copy the URL into your web browser). We will provide updates whenever needed. The page above includes links to pages by the relevant Finnish authorities. We will also publish coronavirus news on our webpages. If you do not find answers to your questions in our published material, you can email us at corona.information@aalto.fi

Seija Piiponiemi-Lahti, Head of Security and Risk Management, Aalto University

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Title: Information on coronavirus 11 March
Sent: Wed 11.3.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Dear Aalto community member,

The Aalto University Crisis Management Team (CMT), consisting of the President, the Head of Security and Risk Management and the Communications Director, are following the coronavirus situation closely and, being in contact with the authorities, are formulating the university measures to be taken. The CMT’s actions are based on the situational assessment of the Finnish authorities and expert opinion. University guidelines are compiled on the website https://www.aalto.fi/en/aalto-university/information-on-coronavirus (if the link doesn’t work, you can copy the URL and paste it on your web browser), and changes to them will also be communicated to Aalto staff and students via email.

Unfortunately, unit-specific guidelines have also been shared in our community. Every member of the Aalto community is expected to follow the university guidelines, which are based on the best information currently available on the situation. The CMT aims to improve the coordination of the guidelines, so that individual guidelines will not be created by the units.
As of this time, we aim at continuing our daily teaching and research activities as normal. At the same time, we are preparing for any change in the virus scenario, should any restrictions in Aalto regarding teaching and events need to be arranged. An email is sent to teaching staff separately in order to prepare for possible changes in teaching. Instructions on the procedures for events are available at https://www.aalto.fi/en/aalto-university/coronavirus-guidance-for-conferences-and-seminars-at-aalto-university (if the link doesn't work, you can copy the URL and paste it on your web browser).

We remind our community of the following guidelines:

Remember that good hand hygiene is really important and for that reason, we do not shake hands either.

All work or study-related travel within Finland or abroad is to be avoided. Meetings requiring travel should instead be postponed or organised as online meetings.

Those returning from the epidemic area have to work and study remotely during 14 days. Please contact your supervisor, teacher in charge or your school’s learning services. Visitors arriving from the epidemic area will not be received at Aalto University for the time being.

If you suspect that you have contracted the coronavirus and if you are experiencing symptoms, please contact by phone your health care centre or the information number mentioned in your travel insurance. Do not come to the university when you are sick.

Aalto University's own guidelines as well as frequently asked questions are compiled on the website https://www.aalto.fi/en/aalto-university/information-on-coronavirus (if the link doesn't work, you can copy the URL and paste it on your web browser). We will continue to update the information and links to official sources frequently. We will also continue to publish related news on our website. If you do not find the answers to your questions in the published material, you can email your question to corona.information@aalto.fi.

If the situation so requires, Aalto University has the capability to quickly reach both personnel and students via mass text messaging using a new system that will soon be taken into use. In an exceptional situation, the text message will come from the sender Aalto, and in an emergency situation the sender will be Aalto SOS.

Seija Piipponniemi-Lahti, Head of Security and Safety, Aalto University