Information on coronavirus 15 June: Summertime use of campus spaces

The incidence of coronavirus in the capital region has declined, and the area has passed the spreading phase. Aalto University will re-open its operations as fully as possible within the new guidelines of the Finnish authorities and the boundaries of health safety.

Below is a summary of the guidelines on how campus spaces may be used as of 15 June. The guidelines are in force until further notice, and any changes will be reported without delay.

Work, events and visits:

- We shall observe the recommendations of Finnish authorities for working remotely. You may come to campus to work by booking your workspace in advance and by following the safety instructions.
- Visitors may once again be received on campus when following the safety instructions.
- Organisers collect information and make a security and hygiene plan for indoor events and visits with more than 10 persons, and for outdoor events with more than 50 persons. More information: aula-tapahtumat@aalto.fi
- If you are an outside party and would like to enquire about renting a space at Aalto for an event, please contact Facility Sales at tilamyynti@aalto.fi
- Maintenance and repair visits from abroad will also be permitted. Further instructions will be issued based on a case-by-case risk assessment. More information: tiina.okkonen@aalto.fi

Teaching and studying:

- The Reading Room of Harald Herlin Learning Centre is open during the centre’s opening hours (Mon, Wed–Fri 10–15; Tue 10–18). To use the Reading Room, you must make a reservation with the Aalto Space app.
- The availability of self-study and group-work spaces will increase further during the summer. To use these spaces, make a reservation with the Aalto Space app. Guides will serve on campus all summer to guide you regarding campus use.
- A security and hygiene plan is to be made for teaching events with more than 10 persons. Regarding teaching in August, the plan is to set a maximum of no more than 40 people per teaching group, while also observing the limits on the use of the particular space.

Service desks and restaurants:

- Service desks are open according to the buildings’ summer opening hours.
- Information on open restaurants can be found at: https://www.aalto.fi/en/campus/campus-restaurants-and-cafes

Travel:

For travel, we follow the national quarantine and testing guidelines.

Face masks and safe distancing:

We recommend the use of face masks any time you are in contact with others, unless prevented for personal health reasons. If you forget to bring a mask, you may obtain one from the lobby services of the building. Remember also to maintain safe distancing and good hand hygiene and not to come to campus if you are ill.


If you do not find the answers you’re looking for in the published documents, you can send your question by email to corona.information@aalto.fi.

Read the release below (Email messages sent to students)
Covid-19 vaccinations – stay up to date with the progress of vaccinations in your home municipality

Read more >>

Orientation of new students in 2021

Read more >>

Vice president’s letter to students 22 March

While coronavirus has caused hard times for all, it has weighed particularly heavy on you, the student, as the student years are one of the most important periods of life. We share the concerns of the student union over how students are coping and maintaining their faith in the future (Pajukari: Cheering is no longer enough – higher education students need concrete solutions [Aalto University Student Union (ayy.fi)]). The goal we are actively working for, together with students and the student union, is that no member of our community will be left on their own, and that all will receive help and support for their individual situations.

Read the letter below (Email messages sent to students)


Aalto University has evaluated the COVID-19 situation and has issued the following policies.

Incoming exchange studies at Aalto University spring 2021 (updated 9.12.2020)

Incoming exchange students to Aalto University may either study remotely online from their home countries or arrive in Finland for their exchange studies if travel restrictions allow.

Read more

Decision-making regarding changes and exceptions to the curriculum during the COVID-19 pandemic in the 2020–2021 academic year (updated 30.9.2020)

While Aalto University will strive to organise teaching in accordance with the approved curriculum, the COVID-19 epidemic may require it to limit contact teaching and issue other policies that make it impossible to organise all teaching according to the curriculum.

Read more >> (Decision by president, aalto.fi)

Printout mailing service for students (updated 16.9.2020)

A printout mailing service is available for those Aalto University students who are unable to visit the campus due to belonging to a risk group, for example.

Read more >>

Hitchhiker’s Guide to IT galaxy - tips for remote studying (updated 7.9.2020)

For you to be able to concentrate into the most important thing – that is studying – Aalto IT services collected some important instructions for remote use of computer classrooms, software and collaboration platforms.

Read the guide: https://www.aalto.fi/en/it-for-students

Aalto Space - Instruction for space reservation for students (updated 4.9.2020)

Read more >> (aalto.fi)
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

Hitchhiker’s Guide to IT galaxy (aalto.fi) - tips for remote studying (updated 7.9.2020)

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:
servicedesk@aalto.fi

IT Service Desk contact information (aalto.fi)

Other instructions and news related to the coronavirus situation

- 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)
Subject: Information on coronavirus 15 June

Dear members of the Aalto community,

The incidence of coronavirus in the capital region has declined, and the area has passed the spreading phase. Aalto University will re-open its operations as fully as possible within the new guidelines of the Finnish authorities and the boundaries of health safety.

Below is a summary of the guidelines on how campus spaces may be used as of 15 June. The guidelines are in force until further notice, and any changes will be reported without delay.

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- We shall observe the recommendations of Finnish authorities for working remotely. You may come to campus to work by booking your workspace in advance and by following the safety instructions.
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- Organisers collect information and make a security and hygiene plan for indoor events and visits with more than 10 persons, and for outdoor events with more than 50 persons. More information: aula-tapahtumat@aalto.fi
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- The availability of self-study and group-work spaces will increase further during the summer. To use these spaces, make a reservation with the Aalto Space app. Guides will serve on campus all summer to guide you regarding campus use.
- A security and hygiene plan is to be made for teaching events with more than 10 persons. Regarding teaching in August, the plan is to set a maximum of no more than 40 people per teaching group, while also observing the limits on the use of the particular space.

Service desks and restaurants:

- Service desks are open according to the buildings’ summer opening hours.
- Information on open restaurants can be found at: https://www.aalto.fi/en/campus/campus-restaurants-and-cafes

Travel:

For travel, we follow the national quarantine and testing guidelines.

Face masks and safe distancing:

We recommend the use of face masks any time you are in contact with others, unless prevented for personal health reasons. If you forget to bring a mask, you may obtain one from the lobby services of the building. Remember also to maintain safe distancing and good hand hygiene and not to come to campus if you are ill.


If you do not find the answers you’re looking for in the published documents, you can send your question by email to corona.information@aalto.fi.

Let’s take care of ourselves and each other!

Aalto University
Crisis Management Team (CMT)

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, 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 assessment of the Finnish authorities and expert opinion.
Dear members of the Aalto community,

A case of coronavirus infection and a number of exposures have been found to have occurred at Väre at last week. The authorities have contacted the people known to have been exposed and they have been placed in quarantine.

To ensure that no new series of exposure occur and to keep the number of infections and exposures to a minimum, we are asking all Aalto members to observe the following:

- Work, visits and other time on campus should be avoided until the university entrance examinations are over, i.e. until 11 June 2021.
- If you need to come to campus, please limit your visit to just your necessary activities and follow the safety instructions closely.

The arrangements and supervision of the entrance examinations will be carried out as previously agreed and in compliance with the instructions given. Public examinations of doctoral theses may be held in accordance with the previous guidelines.

Face masks are to be worn when indoors unless prevented for personal health reasons. If you forget to bring a mask, you may obtain one from the lobby services of the building. Let us remember to maintain safe distancing and good hand hygiene and not come to campus at all if feeling ill.

The university’s updated instructions and guidelines on coronavirus are available in full on Aalto’s coronavirus webpage: https://www.aalto.fi/en/aalto-university/information-on-coronavirus. If you do not find the answers you’re looking for in the published material, you can email your question to corona.information@aalto.fi.

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Maintenance, repairs and visits from abroad will also be permitted. Further instructions will be issued based on a case-by-case risk assessment. For further information, contact tiina.okkonen@aalto.fi.

Travel

Travel is not recommended until further notice. If you cannot avoid travel, we recommend that it should be followed by 14 days of voluntary quarantine or remote work when you return to Finland. The situation may change if a coronavirus vaccination certificate or a ‘coronavirus passport’ is introduced and as coronavirus vaccinations proceed. We will communicate any changes to travel guidelines without delay.

Service desks and restaurants

- Aalto’s service desks are open according to the buildings’ summer opening hours.
- Information on open restaurants can be found at: https://www.aalto.fi/en/campus/campus-restaurants-and-cafes.

We will continue using face masks in indoor spaces until further notice, except in the case of individuals who are prevented from doing so for health reasons. If you forget to bring a mask, you may obtain a spare one from the lobby services of the building. Remember also to maintain safe distancing and good hand hygiene and not to come to campus if you are ill.


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Title: Information on coronavirus 28 April
Sent: Wed 28.4.2021
To: Aalto Students, Aalto Staff
From: Aalto University

Dear members of the Aalto community,

The number of coronavirus infections has declined further in the Helsinki Metropolitan Area and the number of infections and exposures at Aalto has remained minimal. On Tuesday, Finland’s government declared an end to the state of emergency.

We will continue the gradual reopening of campus operations. Next week will see more self-study spaces and campus service points open, from 3 May onwards. The Learning Centre is also opening some of its services. News on the campus arrangements for summer will be given within the next two weeks.

This year, once again, we can only celebrate May Day in virtual space. Campus buildings will close earlier than normal on May Day eve (30 April) at 15.30. It is important to follow the government restrictions that are still in effect, including when outdoors.

As of 3 May, the Learning Centre will be open to Aalto students and staff and outside customers every Mon from 10.00 to 15.00, Tue from 10.00 to 18.00 and Wed–Fri from 10.00 to 15.00. The services in use are as follows:

- Books can be picked up from the shelves, reserved books from the lobby.
- Books can be checked out and returned using the self-service machine.
- The service desk in the lobby is open.
- Spaces are marked in the lobby for reading materials that may not be borrowed outside the building. To use a reading space, book one ahead of time at corona.information@aalto.fi.
- The multifunction devices are available (scanning and printing for Aalto students and staff).

While the Learning Centre workstations, reading room spaces and group work rooms are not yet available, the number of self-study spaces at Otakaari 1 will increase beginning 3 May. Guidance will be given for using the self-study spaces. To use a space, make a booking in advance with the Aalto Space app.

As of 3 May, the Starting Point service desk for students is open Monday–Friday, 12.00–15.00, at Otakaari 1. Please make an appointment in advance using Vihta. Appointments are currently limited to 15 minutes per visitor.

The IT service desk at Väre will be open beginning 3 May 9.00–11.00 and 12.00–15.00 on Mondays and Tuesdays. The IT service desk at Otakaari 1 will be open 9.00–11.00 and 12.00–15.00 on Wednesdays and Thursdays.

The previously opened staff service point at Otakaari 1 is also available.

Information on open restaurants can be found at: https://www.aalto.fi/en/campus/campus-restaurants-and-cafes.

We will continue using face masks in all university indoor spaces, except in the case of individuals who are prevented from doing so for health reasons. If you forget to bring a mask, you can get one from the lobby services of the building. Remember also to maintain safe distancing and good hand hygiene and not to come to campus if you are ill.

If you do not find answers to your questions in our published material, you can email your question to corona.information@aalto.fi.

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Title: Information on coronavirus 16 April
Sent: Fri 16.4.2021
To: Aalto Students, Aalto Staff
From: Aalto University

Dear members of the Aalto community,

The coronavirus situation in the Helsinki Metropolitan Area has taken a turn for the better, and the number of persons exposed to or contracting the virus has remained moderately low at the university. Aalto’s campus will reopen gradually as the Finnish government defines its coronavirus exit strategy. Next week, the staff service point will reopen as well as some of the self-study spaces.

The staff service point at Otakaari 1 and some self-study spaces will open as soon as Monday, 19 April 2021. Guidance will be given for using the self-study spaces. To use a space, make a booking in advance with the Aalto Space app.

The planning of June teaching will be based on the policies for spring (continuation of remote teaching, with on-campus teaching possible for special reasons in groups of under 10 persons). The planning of summer teaching for August will be based on the policies below for autumn teaching. Self-study spaces will be in guided use and require making a booking in advance with the Aalto Space app.

Regarding the planning of teaching for autumn, we may assume the following:

• Teaching on campus will follow the guidelines for safe distancing. In practice, this means that the current maximum capacity of classrooms and teaching spaces may not be exceeded, and in no case may more than 40 people simultaneously attend a teaching event in person.
• Lectures should be arranged primarily by remote/video connection. All students (international students and risk groups included) will be ensured the possibility to participate in courses and teaching events.
• Remote solutions will continue to be preferred for grading and assessment.
• The use of campus space will be planned to prioritise first- and second-year courses as well as courses that otherwise would not be held at all (such as experimental work, or arts workshops). The schools are in charge of this prioritisation.

As there still is much uncertainty about what the pandemic status will be like in autumn, the guidelines for autumn teaching may still change. We will communicate any changes without delay.

We will continue the use of face masks in all university indoor spaces, except in the case of individuals who are prevented from doing so for health reasons. If you forget to bring a mask, you may obtain one from the lobby services of the building. Remember to maintain safe distancing and good hand hygiene and not to come to campus if you are ill.

The university’s updated coronavirus instructions and guidelines are available in full on Aalto’s coronavirus webpage: 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 your question to corona.information@aalto.fi.

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Title: Information on coronavirus 26 March
Sent: Fri 26.3.2021
To: Aalto Students, Aalto Staff
From: Aalto University

Dear members of the Aalto community,

The coronavirus situation in the Helsinki Metropolitan Area remains difficult. The authorities have been preparing to impose movement restrictions and to make the use of face masks mandatory. These measures are likely to enter into force in the near future.

To respond to the challenging situation, Aalto University has updated certain parts of its guidelines:

• Teaching on campus will follow the guidelines for safe distancing. In practice, this means that the current maximum capacity of classrooms and teaching spaces may not be exceeded, and in no case may more than 40 people simultaneously attend a teaching event in person.
• Lectures should be arranged primarily by remote/video connection. All students (international students and risk groups included) will be ensured the possibility to participate in courses and teaching events.
• Remote solutions will continue to be preferred for grading and assessment.
• The use of campus space will be planned to prioritise first- and second-year courses as well as courses that otherwise would not be held at all (such as experimental work, or arts workshops). The schools are in charge of this prioritisation.

As there still is much uncertainty about what the pandemic status will be like in autumn, the guidelines for autumn teaching may still change. We will communicate any changes without delay.

We will continue the use of face masks in all university indoor spaces, except in the case of individuals who are prevented from doing so for health reasons. If you forget to bring a mask, you may obtain one from the lobby services of the building. Remember to maintain safe distancing and good hand hygiene and not to come to campus if you are ill.

The university’s updated coronavirus instructions and guidelines are available in full on Aalto’s coronavirus webpage: https://www.aalto.fi/en/aalto-university/information-on-coronavirus

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Remote teaching will continue at least until the end of Period V, 4 June 2021, with the exception of essential contact teaching.

We expect the mask mandate to enter into force soon. We will continue using face masks in all university indoor spaces, except in the case of individuals who are prevented from doing so for health reasons. If you forget to bring a mask, you may obtain a spare one from the lobby services of the building.

The number of coronavirus infections and cases of exposure at Aalto University has lately been moderate. For this, thanks go to the entire Aalto community. Our compliance with the restrictions, our cooperation and excellent communication with the infectious disease authorities have enabled us to ensure that essential contact teaching and experimental research can continue on campus.

We are unfortunately forced to continue restricting the university’s operations to protect the health and safety of our community. However, we remain hopeful that the restrictions and the upcoming vaccinations will make the situation easier, and we trust that our good state of preparedness will make a prompt restart of campus operations possible to the degree permitted by the official guidelines.

Below is a summary of our guidelines on using, studying and working on campus:

**Studying:**
- Teaching and studying will continue remotely at least until the end of Period V, 4 June 2021. Only essential contact teaching may take place on campus (e.g., laboratory and workshop-based teaching).
- Each contact teaching event is limited to 10 people.
- A maximum of 10 people can attend an examination at the same time.
- We are forced to keep self-study spaces and service desks closed until further notice.

**Working:**
- We will mostly continue to work remotely.
- Those who absolutely must work on campus may do so, but only after agreeing on it with their supervisor and booking a workspace in advance.
- We recommend that most meetings be held online.
- If, for unavoidable reasons, a meeting or an event is held on campus, a maximum of 6 people may participate in it. Such meetings and events must be reported in advance to aula-tapahutton@aalto.fi.
- We are forced to keep service desks closed until further notice.
- To ensure safe and smooth mobility on campus, Aalto staff members are required to have their Aalto ID card visible at all times.


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Title: Vice president’s letter to students
Sent: Mon 22.3.2021
To: Aalto Students
From: Petri Suomala, VP Education, Aalto University

Dear Aalto student,

While coronavirus has caused hard times for all, it has weighed particularly heavy on you, the student, as the student years are one of the most important periods of life. We share the concerns of the student union over how students are coping and maintaining their faith in the future (Pajukari: C hearing is no longer enough – higher education students need concrete solutions | Aalto University Student Union (ayy.fi)). The goal we are actively working for, together with students and the student union, is that no member of our community will be left on their own, and that all will receive help and support for their individual situations.

Aalto University just carried out an AllWell? survey to find out how students are faring with studies, and up to half the students in the survey responded. Many thanks for your participation! The recent AllWell? results indicate that the risk of burnout among students has grown by 3% from last year. Twenty-three per cent of students are currently at risk. The survey results tell of increased loneliness among students. A third of this year’s Aalto students report difficulty finding university classmates or friends. The survey’s open responses also show a marked absence of social encounters. Aalto’s shared study-spaces have traditionally supported the feeling of belonging to a community and learning together. The motivation to study suffers if studying starts to feel like a solitary grind.

The work of Aalto University to support student wellbeing is longstanding. Efforts have gone into the Starting Point of Wellbeing, a service with easy access by Zoom. In April, Aalto’s study psychologists will have their visiting hours expanded on Zoom, and study guidance services will also become available via Zoom this summer. Additional resources have been allocated for students to receive individual guidance and counselling with study psychologists. We are mindful of how important it is for students to have individual contacts with their tutors, for example, and to get direct services from their degree programmes and schools. A variety of events, webcasts and online courses for wellbeing are scheduled to take place this spring (see Supporting student wellbeing and ability to study).

Teaching arrangements are an important part of wellbeing. Aalto has organised a raft of training events and webinars to equip teachers with further skills for teaching both online and interactively. Fortunately, developments in digitalisation have also brought more flexibility to studies.
We have heard calls from students to open campus study spaces. Our aim is to achieve that as soon as the circumstances permit. We are making preparations for the moment we can return to campus and begin the rebuilding of our social networks. In these ways, our work continues with the hope that, by working together, we shall find better ways to provide the support needed during these difficult times.

The conditions we are living under will not last forever. Remember that you are needed, and your talents and abilities will soon be in high demand. Let’s continue to provide and receive support from each other, and may we raise no barriers to speaking out!

Petri Suomala

Title: Information on coronavirus 26 February
Sent: Fri 26.2.2021
To: Aalto Students, Aalto Staff
From: Aalto University

To Aalto University employees and students

Dear members of the Aalto community,

The coronavirus situation has rapidly deteriorated and mutations of the virus are spreading in the capital region. Finland has just announced a lockdown to be in effect from 8 March through 28 March. The stricter measures ordered by the authorities seek to cause a swift, effective reduction in the spread of the virus by reducing the number of contacts between people.

The recommendation to work remotely is in effect and has been raised to maximum, i.e. all who can work from home are asked to do so. If you absolutely must work on campus, you may do so, but only by making a reservation through the Aalto Space application or the corresponding system at your school in addition to reporting your visit to your supervisor.

Teaching and studying will continue remotely during the lockdown. Based on the information available at this time, essential contact teaching may continue, if carried out with the current restrictions, and if no more than 10 persons are present in a space at the same time. The use of teaching space must be arranged so that participants in the teaching session can effectively avoid having close contact with the other participants.

During the lockdown, we are unfortunately forced to close all self-study spaces and service desks, with the exception of lobby services.

All studying, work and meetings on campus may occur only on the absolute condition that safety is ensured by carefully adhering to the given instructions and restrictions. The safety distance between two persons must be two metres at a minimum for safety reasons. Meetings and events may only take place on campus for unavoidable reasons, and the number of participants may not exceed six, according to the instructions given. At Aalto, we will hold all meetings virtually during the lockdown whenever possible.

We will use face masks in all university indoor spaces, expect in the case of individuals who are prevented from doing so for health reasons. If you forget to bring a mask, you may obtain a spare one from the lobby services of the building.

The national coronavirus guidelines may change on short notice. The authorities may issue further orders on the lockdown during the first week of March. Aalto University’s updated coronavirus instructions and guidelines are available in full on the coronavirus webpage 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 your question to corona.information@aalto.fi.

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Title: Information on coronavirus 26 January
Sent: Tue 26.1.2021
To: Aalto Students, Aalto Staff
From: Aalto University

Dear members of the Aalto community,

The coronavirus situation in the Helsinki Metropolitan Area remains difficult. The number of coronavirus infections and cases of exposure at Aalto University has been moderate, thanks to restrictions and excellent cooperation. This enables us to continue limited use of the campus.

We will primarily work from home until further notice. Teaching will continue remotely at least until the end of Period IV, 16 April 2021. Some self-study spaces on campus are available for booking to the extent permitted by the rate of infections and exposure. We recommend that all travel abroad should be followed by a 10-day voluntary quarantine.

Everyone working and studying on campus must carefully follow all instructions and restrictions. Only visit the campus if you have no symptoms. Get tested for coronavirus if you have even the slightest symptoms. Remember that hand hygiene and keeping a safe distance of at least two metres are crucial. We strongly urge the use of face masks in all indoor spaces.

We are taking these steps to protect the safety of our community and to ensure that essential contact teaching and research experiments can continue on campus, for example.

Aalto University
Studying:

- Some self-study spaces are available for booking to the extent permitted by the rate of infections and exposure. These spaces must always be booked in advance. The spaces available for booking are listed in the Aalto Space app. Carefully follow the instructions given by the guide who is present at the self-study space. Instructions on how to book spaces are available on our website [https://www.aalto.fi/en/news/aalto-space-instruction-for-space-reservation-for-students](https://www.aalto.fi/en/news/aalto-space-instruction-for-space-reservation-for-students).
- Teaching and studying will continue remotely at least until the end of Period IV, 16 April 2021. Only essential contact teaching may take place on campus (e.g. laboratory and workshop-based teaching).

Working on campus:

- You may work on campus if necessary, as long as you adhere to the instructions provided by the university and your unit. Always book a workspace in advance.
- We recommend that most meetings should still be held online. If a meeting is held on campus for unavoidable reasons, a maximum of 10 people may participate in it.
- To ensure safe and smooth mobility on campus, Aalto personnel are required to have their Aalto ID card visible at all times.


If you do not find answers to your questions in our published material, you can email your question to corona.information@aalto.fi.

Let’s take care of ourselves and each other!

Aalto University
Crisis Management Team (CMT)

The Aalto University Crisis Management Team (CMT) is responsible for Aalto University’s instructions. Led by the president, the CMT includes the head of security and risk management and director of communications, as well as other key Aalto staff as necessary. The CMT follows the coronavirus situation, keeping in close contact with authorities and formulating measures to be taken by the university, while also making use of the situational assessment of Finnish authorities and expert opinions.

Title: Information on coronavirus 16 December
To: Aalto Students, Aalto Staff
From: Aalto University

Dear members of the Aalto community,

The instructions concerning coronavirus and activities on the Otaniemi campus have been updated on 16 December 2020. The guidelines on working on campus and working from home remain unchanged until further notice. The current guidelines on studying and teaching will stay in force until the end of Period III, that is, 26 February 2021. The purpose of these instructions is to ensure the health and safety of the Aalto community and prevent infections and cases of exposure. We are taking these steps to ensure also that essential contact teaching and research experiments can continue on campus, for example.

Working on campus:

The following guidelines are in force until further notice. We will reassess them in January at the latest.

- We work remotely. Only work or attend meetings on campus if it is absolutely unavoidable.
- The maximum number of participants in meetings that have to be held on campus is 10 people.
- Avoid staying in general indoor spaces on campus.

Study and teaching until the end of Period III (26 February 2021):

- Teaching and study will continue from home until the end of Period III, that is, 26 February 2021. Only essential contact teaching may take place on campus (e.g. laboratory and workshop-based teaching).
- Each contact teaching event will be limited to 10 people.
- A maximum of 10 people can attend an examination at the same time, supervisors included.
- Wearing a face mask is particularly important when you attend contact teaching or an examination, to ensure the safety of all participants.
- Avoid staying in general indoor spaces on campus.

Face masks:

We strongly urge everyone to wear a face mask indoors, when studying, in the lobbies and corridors of campus buildings, in campus restaurants before and after eating, and in workspaces where several people are present, unless you have a special medical reason for not wearing a mask.

As the coronavirus epidemic is still at a critical stage, we call on everyone in the Aalto community to follow the guidelines and take responsibility for their personal safety and the safety of the community.

For the current guidelines and instructions on coronavirus, see the coronavirus information site on aalto.fi at: [https://www.aalto.fi/en/aalto-university/information-on-coronavirus](https://www.aalto.fi/en/aalto-university/information-on-coronavirus)

If you have a question related to the coronavirus situation but can’t find an answer from these sources, you can email corona.information@aalto.fi.
We would like to thank everyone in the Aalto community for your excellent cooperation and patience throughout the year. Let's take good care of each other!

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Title: Information on coronavirus 27 November
Sent: Fri 27.11.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Dear members of the Aalto community,

The authorities have today, 27 November, issued new restrictions and recommendations to stop the coronavirus epidemic in the Helsinki metropolitan area. As we want to ensure the health and safety of the Aalto community and prevent infections and cases of exposure, we are now issuing new detailed policies on the use of the Otaniemi campus. Our goal is to ensure that essential contact teaching and research experiments can continue on campus. In addition, we want to do our part to prevent the spread of the virus right before the holiday season. These new policies will be in force from 30 November 2020 to 20 December 2020.

Face masks:

We strongly urge everyone to wear a face mask indoors (for example, when studying, in the lobbies and corridors of campus buildings, in campus restaurants before and after eating, and in workspaces where several people are present) unless you have a special medical reason for not wearing a mask.

Working, teaching and exams:

From 30 November to 20 December 2020:

- We will work remotely. Only work or attend meetings on campus if this is absolutely unavoidable.
- The maximum number of participants in meetings that have to be held on campus will be 10 people.
- For example, any pre-Christmas parties for university staff and e.g. presentation events by student guilds must be held either online or outdoors in groups of no more than 10 people, while taking account of safety instructions.
- A maximum of 10 people may take an exam in the same space at the same time.
- Contact teaching deemed essential by the schools this week (week 48) will continue until the end of Period II. Each contact teaching event will be limited to 10 people.
- Wearing a face mask is particularly important when you attend a contact teaching event to ensure the safety of all participants.
- Avoid staying in general indoor spaces on campus.

As the coronavirus epidemic remains just now at a critical stage, we call on everyone in the Aalto community to follow the guidelines and take responsibility for their personal safety and the safety of the community.

For the current guidelines and instructions on coronavirus, see the coronavirus information site on aalto.fi at: https://www.aalto.fi/en/aalto-university/information-on-coronavirus.

If you have a question related to the coronavirus situation but can't find an answer from these sources, you can email corona.information@aalto.fi.

Let's take good care of each other!

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Title: Information on coronavirus 23 November
Sent: Mon 23.11.2020
To: Aalto Students, Aalto Staff
From: Aalto University

We will work remotely, working on campus only when unavoidable

Dear members of the Aalto community,

The number of coronavirus infections is increasing and the epidemic is now in the spreading phase in the Helsinki Metropolitan Area. The authorities have issued new restrictions and recommendations to stop the epidemic.

Infections and several cases of exposure have also occurred at Aalto University this autumn. The best way to prevent infections and exposure is to follow our shared guidelines, which apply to everyone. As we want to ensure the health and safety of our community and prevent infections and cases of exposure, we are now issuing new detailed policies on campus use. The goal is to ensure that essential contact teaching and research experiments
can continue on campus. In addition, we want to do our part to prevent an upsurge in the virus right before the holiday season. These policies will enter into force immediately on Monday, 23 November 2020.

**Face masks:**

We very highly recommend that everyone wear a face mask without exception when indoors (for example, in study or classroom situations, in the lobbies and corridors of campus buildings, when queuing in line in campus restaurants, and when in workspaces where several people are present) unless you have a special medical reason for not wearing a mask.

**Events, teaching and exams:**

Aalto University will adhere to the authorities’ instructions to limit all indoor events to a maximum of 20 participants. This policy will be in force for three weeks beginning immediately on 23 November 2020. During the next three weeks:

- We will work remotely, working on campus only when unavoidable.
- Internal meetings, pre-Christmas parties for university staff and e.g. presentation events by student guilds should be held either online or outdoors in groups small enough to comply with the safety instructions.
- Arrangements for examinations will change in that no more than 20 persons may sit for an exam in the same space.
- Existing contact teaching will be reviewed in the schools for possible changes to specific courses; any changes will be reported to students as soon as possible.
- Give special consideration to wearing a face mask when in a contact teaching event in order to ensure the safety of all participants.

As the coronavirus epidemic is just now at a critical stage, we call on everyone in the Aalto community to follow the guidelines and take responsibility for their personal safety and the safety of the community.

For the current guidelines and instructions on coronavirus, see the coronavirus information site on aalto.fi at: https://www.aalto.fi/en/aalto-university/information-on-coronavirus.

If you have a question related to the coronavirus situation but can’t find an answer from these sources, you can email corona.information@aalto.fi.

Let’s take good care of each other!

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Title: Vice president’s letter to students
Sent: Tue 10.11.2020
To: Aalto Students
From: Petri Suomala, VP Education, Aalto University

Dear students,

We have now entered Period II of the university’s academic year. To ensure the safety and well-being of the whole community, we have been studying and teaching mainly online.

The upsurge in coronavirus has brought new challenges before us. We must continually reassess the use of the campus and adjust to the emerging situations. To manage the current situation, Aalto is temporarily restricting the use of self-study spaces on campus. At the same time, we are offering new solutions for students who have ‘gap hours’ between classes or who attend both contact and remote teaching during the same day and need to find a space on campus to participate in the remote lesson.

We have launched an information service to give advice and ensure the safe use of the campus, and students are making valuable contributions to the service. Soon people wearing ‘Aalto Guide’ shirts will be available on campus to answer questions about facility spaces and to ensure that Otaniemi is used safely.

We are also in the midst of preparing for spring semester and Periods III through V. The plan is to continue teaching and learning then as we are doing now, i.e. using mainly online education. We must, however, carry out some education through contact teaching, due to the nature of the teaching and for pedagogical reasons related to learning outcomes. We also wish to emphasise and support interactive communication in studying and learning – digitally as well as through face-to-face learning encounters on campus, insofar as the epidemic permits.

Although the epidemic is showing signs of continuing and being protracted, we can draw upon Aalto’s strengths as a community to find the positive in even the most trying times and to look forward with optimism to the future. A cornerstone is the ever-growing importance of learning. Learning and education is, in fact, supremely significant just now. The major global challenges to sustainability demand creativity, solutions-based thinking and the ethical use of technology – in other words, what is sorely needed are people like you, people with your talents and abilities, now as well as after the end of this crisis.

Best wishes to all for the rest of the autumn semester,

Petri

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Title: Information on coronavirus 21 October
Sent: Wed 21.10.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Self-study spaces on campus not in use starting 26 October
Dear Aalto community member,

The number of coronavirus infections is growing in the Greater Helsinki region. Health authorities have assessed that the epidemic may soon move from the acceleration stage to the spreading stage, during which infections and exposures may quickly increase. The Government of Finland has issued new policies and restrictions to slow down the spread of the virus. At Aalto University, there have been some infections and exposure cases this fall; however, with strong cooperation and restrictions we have been able to keep the situation in check.

We want to ensure the health and safety of our community and prevent infections and exposures by updating our rules on campus use. With these measures, we are trying to make sure that our laboratory research and teaching which requires in-person contact can continue on campus. The new regulations come into effect on Monday 26 October 2020.

**Studying and teaching**

- Teaching will continue, in large part, remotely. Teaching that requires in-person contact and exams will be organised according to previous guidelines and pedagogical principles.
- We recommend using face masks in indoor spaces on campus.
- **Self-study spaces on campus will be taken out of use on 26 October 2020.** There have recently been coronavirus exposures in these areas and tracing has been difficult due to a lack of reservations and heavy traffic. By temporarly closing these spaces, we are trying to prevent infections, protect the health and safety of our community, as well as ensure that necessary in-person teaching can continue.
- Buildings where in-person teaching occurs or with a student restaurant will remain open. Entry will occur from specially marked doors.
- **Students taking part in in-person teaching can reserve a work station on the same day as teaching occurs.** Reservable spaces are in Otakaari 1 and more spaces will be added in other buildings if needed. More information about study and work stations can be found on Into.

The reservation system will come into use on 26 October 2020. To ensure that spaces are safe and do not become too busy:

- Reserve a work station using the Aalto Space application.
- Show your reservation to the duty officer when you arrive.
- Up-to-date coronavirus guidelines for students can be found on Into.

**Working and events**

- We continue to recommend remote working always when possible.
- If you come to campus to work, reserve a work space according to your unit’s guidelines.
- We recommend using face masks in indoor spaces on campus.
- We recommend organising events and exhibits remotely. If a remote event isn’t possible, in-person occasions must follow the university’s guidelines for event organisation. We recommend limiting events to under 20 people. For events with more than 20 people a safety plan must be made. Guidance for events on aalto.fi: [https://www.aalto.fi/en/aulto-university/coronavirus-guidance-for-events](https://www.aalto.fi/en/aalto-university/coronavirus-guidance-for-events).

While working and studying on campus, everyone must do their part to keep physical distance from others and maintain good hand hygiene. If you have a cold, flu or other infectious disease, stay home. If you have coronavirus-like symptoms, get tested.

Coronavirus-related guidelines can be found on the Aalto University website [https://www.aalto.fi/en/aalto-university/information-on-coronavirus](https://www.aalto.fi/en/aalto-university/information-on-coronavirus). Information and instructions for students can also be found on Into. If you have a question related to the coronavirus situation but can't find an answer from these sources, you can email corona.information@aalto.fi.

Aalto University
Crisis Management Team (CMT)

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**Title:** A message from THL to students  
**Sent:** Mon 12.10.2020  
**To:** Aalto Students

Dear student, below please find a message from THL, the Finnish institute for health and welfare. [Instructions on the use of the Otaniemi campus](https://www.aalto.fi/en/aalto-university/information-on-coronavirus) for students are published in Into.

Petri Suomala  
Vice President, education

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**Student! Protecting yourself from coronavirus also protects your roommate, grandparents and siblings**

It is a fact that we will have to live with coronavirus for some time still. What’s more important is knowing the best ways to prevent infections. By protecting yourself from infection you also protect your family and friends.

Even if you do not personally belong to a coronavirus risk group, it is important to consider those who could fall seriously ill due to the disease.

You may have a friend with cancer, an elderly grandparent, or a little sister with bad asthma.

There are over one million people in the coronavirus risk group in Finland, which means that we encounter them every day: at home, at school, at the store, at the library or at a restaurant.

Since people with coronavirus can be infectious days before symptoms begin, any one of us can unknowingly spread the virus. Each one of us is responsible for protecting those at risk.
Party virtually, outdoors or in small groups

Admittedly, remote parties for new students don't sound the most exciting, but you can still have fun during coronavirus. Be inventive and show a good example by organising parties remotely. Share your experiences of successful digital events with others.

Favour meeting outdoors instead of indoors, even if the weather is not optimal. And keep it small. The fewer people, the smaller the risk of spreading infections.

The Finnish Institute for Health and Welfare (THL) collects information on the spread of coronavirus. Infections have spread at family gatherings, team sports events and practice, evening and night life, workplaces, and student parties.

And after being infected, people often spread the virus to their family.

Checklist for everyday life with coronavirus

- Stay in touch with your fellow students and encourage them to get through this challenging time.
- The student community has strength that will help you cope. Lean on it if you feel alone.
- Your educational institution has provided thorough instructions on hygiene, safe distances, downloading the Koronavilkku app, bigger gatherings and, if necessary, the use of masks – please follow these instructions.
- Have student organisation meetings and other gatherings remotely.
- Student associations reach out to their members almost daily; please encourage each other to be responsible.
- If possible, favour remote exams and exam aquariums. Remember good hygiene so that others can safely use the facilities after you.
- Do not attend or organise any large student parties.

Our materials are freely available

The hygiene, safe distance and mask instructions prepared by THL are available in our material bank to download and print freely.

They can also be used as inspiration in your organisation's communications.

THL's material bank

Sincerely,

Mika Salminen

Director of the Health Security department and alumnus of the University of Helsinki

Coronavirus COVID-19 – Latest Updates

Title: Information on coronavirus 30 September
Sent: Wed 30.9.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Aalto University’s recommendation on mask use on campus

Dear members of the Aalto community,

Based on the broadened mask recommendation from Finnish authorities, Aalto University recommends the use of masks in indoor spaces on campus starting 1 October. Exceptions can be made for health-related reasons. Information on masks and their use can be found on the Finnish institute for health and welfare’s (THL) website. If you do not have your own mask, two cloth masks are available for you as a student and employee working in indoor spaces on campus.

Students

We recommend the use of masks in indoor campus spaces. Aalto University supports students by providing each student with two cloth masks for use on campus. Masks may be collected by showing your student card at lobby service stations on campus.

Personnel

The university offers two cloth masks per person for working on campus. We recommend using masks particularly in situations where social distancing cannot be ensured, such as in public spaces. Personnel can collect masks from lobby service stations.

General

Aalto University continues to offer appropriate respirators for work and teaching situations where social distancing is not possible, for example, in laboratories, workshops or teaching that necessitates closer contact. For work travel abroad, the university provides respirators required by the airline and/or destination country.

While working and studying on campus, each person must take care to maintain appropriate distance from others and good hand hygiene. If you have symptoms of a cold, flu or another contagious disease, stay home.

For Aalto University corona instructions, see our website 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 at corona.information@aalto.fi.
Aalto University
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Title: Instructions for corona exposure situations
Sent: Fri 11.9.2020
To: Aalto Students
From: Aalto University

Dear Aalto student,

We are in a situation where Aalto University students have tested positive for coronavirus.

If you receive a notice from the contact tracing authorities or from your Koronavilkku app about having been exposed to the virus, you have a justifiable reason to stay away from campus. This means quarantine-like conditions during which time: Avoid unnecessary social contact; don’t come to campus, don’t participate in in-class teaching or events. Follow the instructions of the health authorities on getting a coronavirus test https://www.yths.fi/en/news/2020/current-information-concerning-the-coronavirus/

We ask you to contact us so we may get the message out as soon as possible to teachers whose courses are affected by absences. This will help them to plan other ways to complete the course for students who need alternatives.

Please follow the instructions below.

Contact us at confidential.corona@aalto.fi and tell us what courses you are registered to take this autumn.

Email sent to confidential.corona@aalto.fi can only be read by specially designated employees within your school’s Learning Services. All messages sent to that address will be treated with the utmost confidentiality. We still emphasise, however, that you attach no health documents or medical reports to your message.

Petri Suomala
Vice President, Education

Title: Information on coronavirus 9 September
Sent: Wed 9.9.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Cases and exposures of coronavirus at Aalto University

Dear members of the Aalto community,

Three cases of coronavirus at Aalto University have been confirmed. The contact tracers of the Infectious Disease Unit of the City of Espoo are investigating the chain of transmission and will place those who have been exposed in quarantine. As a precautionary measure, all classes for first-year students of the School of Arts, Design and Architecture are to be held online, instead of in the classroom, for two weeks.

The exposure to coronavirus is suspected to have occurred at the following events:

- 4 September the StartARTS! party at Saha, Otaniemi
- 5 September an architects guild (Arkkitehtikilta) event by Ossinlampi, Otaniemi.

If you participated in either of the abovementioned events:

- Avoid unnecessary social contact; don’t come to campus, don’t participate in in-class teaching or events.
- If you are a student, please send a message to the to-be-announced email address. This address is secure and your messages will be handled with the utmost confidentiality.
- If you are an employee, contact your supervisor to make arrangements for working from home.

More specific instructions are available online https://www.aalto.fi/en/aalto-university/internal-instructions-related-to-coronavirus

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Title: Information on coronavirus 7 September
Sent: Mon 7.9.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Dear members of the Aalto community,

A student at the Aalto University School of Arts, Design and Architecture has tested positive for coronavirus. An infectious disease official for the City of Espoo is investigating the case.

To prevent spread of the disease, we urge all members of the Aalto community to observe the university guidelines on coronavirus, which can be found in addition to the above also from e.g. these pages:


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Title: Information on coronavirus 4 September
Sent: Fri 4.9.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Aalto University student infected with coronavirus

An Aalto University student has tested positive for coronavirus. The student took part in an outdoor event organised by the students of the School of Engineering on the Otaniemi campus on Sunday, 30 August. A small amount of other event participants have been exposed to the virus. The City of Espoo authority for communicable diseases will contact those exposed and place them in quarantine at home.

Despite the incident, studying and working on campus is possible in accordance with the corona-related safety procedures agreed upon. We would like to remind you that due to the coronavirus situation, we recommend organising all events as virtual events for the time being. You must not visit the campus if you are ill, and you must remember safe distances as well as good hand hygiene. For detailed guidelines for event organisers, go to: [https://www.aalto.fi/en/aalto-university/coronavirus-guidance-for-events](https://www.aalto.fi/en/aalto-university/coronavirus-guidance-for-events).

As it is important to break the chain of transmission early, please remember to get the contact-tracing app Koronavilkku on your phone.

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Title: The beginning of the school year and Corona
Sent: Tue 1.9.2020
To: Aalto Students

Dear Aalto University students,

We are starting this academic year in a situation where, on the one hand, the number of COVID-19 cases is on the rise, and on the other, many of us are anxious to get back to life like we knew it before the pandemic.

Aalto University has chosen a line of action that emphasises the safety of all members of the university community, but that also offers opportunities for human interaction and encounters. Offering such opportunities is particularly important in the case of first-year students, but we also want other students to have the chance to use the campus spaces and facilities.

The orientation of new students will take place partly on campus and partly online, in ways to be communicated in detail by each degree programme.

While most teaching and studying will take remote forms, on-campus teaching will be offered if the nature of the studied topic requires contact teaching. This means that some degree programmes will have more on-campus activities than others.

Please note that you must not take part in course sessions on campus if you have any symptoms at all or have returned from a trip abroad less than 14 days ago. In such cases, you should agree on alternative modes of course completion with the course staff.

The Aalto University instructions on moving about and studying on campus are available at [https://into.aalto.fi/display/enopisk/Coronavirus+-+information+for+students](https://into.aalto.fi/display/enopisk/Coronavirus+-+information+for+students).

Careful compliance with these and any other instructions is essential for each of us to contribute to the safety of our shared campus.

Please note that the campus is meant to be used for teaching or study-related purposes (buildings such as the Harald Herlin Learning Centre, for example) or for eating in the student cafeterias. Campus spaces for self-study are available for student use during autumn term. Self-study spaces need to be booked in advance with the Aalto Space app. Visitors are responsible for following safe practices in the shared spaces. Computers in the IT classrooms can be accessed remotely using your own device: [https://www.aalto.fi/en/services/remote-access-to-windows-classroom-computers](https://www.aalto.fi/en/services/remote-access-to-windows-classroom-computers).

The university’s student services are available primarily by remote access, but in-person visits are possible when needed and arranged in advance. If you want a student service specialist, do not hesitate to email studentservices@aalto.fi or call 029 442 9280. You can also visit the Harald Herlin Learning Centre or Starting Point for face-to-face advice, but please note that their availability is limited.
Ensuring that your studies get off to a smooth start is important to us. If you have concerns about getting up to speed, we have professionals in student support ready to help. For more information and for self-study materials, see https://into.aalto.fi/display/enopisk/Support+for+studying and https://into.aalto.fi/display/enopinnot/Personal+Impact.

This autumn will show how we work together in a way responsible and consistent with Aalto values, supporting each other and the wellbeing of ourselves and our fellow students. When called on to work under exceptional circumstances, we can show our ability to take the bold initiatives needed.

I wish everyone a very good start to the academic year!

Petri

Vice President Petri Suomala
Education

Information on coronavirus 14 August

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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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

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**Title**: Information on coronavirus 7 August

**Sent**: Fri 7.8.2020

**To**: Aalto Students, Aalto Staff

**From**: Aalto University

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](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.

Crisis Management Team (CMT)
Aalto University

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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](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.


Crisis Management Team (CMT)
Aalto University

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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
information

Remote teaching and working to continue until 13 May

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.

We will provide additional information on future measures later this week (19).

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

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 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: 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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Updated information on coronavirus 17 March

Title: Updated information on coronavirus 17 March

Sent: Tue 17.3.2020

To: Aalto Students, Aalto Staff

From: Aalto University

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 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 corona.information@aalto.fi.

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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 (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. If you do not find answers to your questions in our published material, you can email us 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,

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 Intofor 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.

For those whose presence on campus is required, the working conditions on campus will be arranged to allow everyone to keep a sufficient distance from other people. This will be easier to implement when there will be fewer people on campus than normally. As a rule, internal meetings of less than 30 people are to be arranged as online meetings (using e.g. Teams) or postponed or cancelled. We will make use of online tools in all work as much as possible.

We also ask students to only use the shared, open study spaces on campus with discretion.
**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.

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**Aalto University Crisis Management Team (CMT)**

* The Aalto University Crisis Management Team (CMT) is led by the president, 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 is utilising the situational assessment of the Finnish authorities and expert opinion.

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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, 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/tietoa-koronaviruksesta> (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=327942/4858864/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,
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

*The Aalto University Crisis Management Team (CMT) is led by the president, 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 closely, 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 Finnish authorities and expert opinions.

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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.

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

Title: Information on coronavirus
Sent: Fri 6.3.2020
To: Aalto Students, Aalto Staff
From: Aalto University

Dear Aalto community member,

During this year, cases of pneumonia due to a new coronavirus (covid-19) have been identified throughout the world. Aalto University operates normally, and follows the development of the situation and the instructions given by the authorities.

Aalto University personnel and students’ trips to the epidemic area (mainland China, South Korea, Italy and Iran) are to be cancelled. 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. In addition, personnel are requested to inform their unit’s HR person of the suspicion and send an email to corona.information@aalto.fi. If you are a student and have contacted the health care, please send an email to corona.information@aalto.fi.

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 update the information and links to official sources frequently. We also 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.

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

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 Pippioniemi-Lahti, Head of Security and Safety, Aalto University