

Tallinn University of Technology risk levels and instructions. The information may be updated on an ongoing basis. THE CURRENT INSTRUCTIONS ARE PUBLISHED ON THE WEBSITE <https://www.taltech.ee/en/covid19information>

GREEN LEVEL:

In Tallinn or elsewhere in the study area, there are less than 50 new COVID-19 infections per 100,000 inhabitants in two weeks.

There are no infected persons or people who have been in contact with the infected among the members of the university. Members of the university may be assigned to self-isolation.

UNIVERSITY STAFF

- Healthy employees without symptoms are welcome to the university, where they must follow the university's general recommendations for preventing the spread of the virus (disinfection, hand washing, generally keeping distance, avoiding hand shaking and hugging, etc.).
- An employee who is at risk or whose family member is at risk should talk about their situation with their immediate supervisor to discuss and agree on the need and possibilities for reorganising the work environment and/or work.
- If the employee suspects that they are infected with the coronavirus, it is justified to stay at home. See the [instructions of the Health Board](#) on when it is necessary to stay at home and what to do in this situation. If there is a suspicion of infection, the employee must immediately consult a family doctor, who will usually refer the person for testing. In case of a negative test result, the person can self-isolate themselves for 7 days. After that, they must take another test. In the event of a negative test result, the person may return to work the next day after learning of the result. **The employee must notify their immediate manager of their self-isolation** and agree on how teleworking will take place.
- If the employee has been on a trip, they are obliged to take the two tests and, in case of negative test results, they can come to work the day after the negative result of the second test is announced ([information on countries and movement restrictions for those arriving in Estonia](#)). Fourteen days of self-isolation without testing is only allowed in agreement with the immediate manager. The employee's immediate manager is obliged to contact the employee after returning from the trip and make sure the employee is aware of the established rules.
- **In case of a positive test result or symptoms, contact your family doctor immediately and have them issue a certificate for sick leave. Please note! If you have any symptoms, you should not go to a family doctor or the emergency medicine department. Instead, communicate using electronic channels.**
- Events can be held on the university's premises in accordance with the current safety requirements and ensuring a safe working and study environment for university staff and students. Events on the university premises end no later than 11 p.m. When holding events, meetings, etc., the requirement to disperse the participants is followed by choosing a room of

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| | <p>sufficient size; it is recommended to hold meetings in part or in full in electronic environments (Teams, Skype, etc.).</p> <ul style="list-style-type: none"> • The organiser of events at the university, including workshops and meetings, must register the participants who were present at the event. The method of registration is chosen by the event organiser (e.g. meeting memo, notes, Teams, Google Docs, etc.) and the data must be kept for 1 month after the event and in a form that can be immediately submitted to the employees of the university or the Health Board staff investigating the cases of infection. • Wearing masks is optional but recommended. Masks are acquired by each employee themselves or the structural unit based on study needs. • There are no restrictions for organising business trips within Estonia. It is advisable to avoid business trips to high-risk countries. When planning a business trip abroad, possible restrictions on entering a foreign country, the risk of non-refund of expenses in case of trip cancellation, and the need to remain in isolation and/or take a coronavirus test upon arrival must be taken into account. • If an employee has been diagnosed with COVID-19 disease, they must inform their direct manager or Chief Work Environment Specialist Liina Vössotskaja (liina.vossotskaja@taltech.ee). • University staff are advised to use the HOIA.me application. |
| ORGANISATION OF STUDIES | <ul style="list-style-type: none"> • Only healthy students and staff without symptoms are welcome at the university. The lecturer has the right to send a student with symptoms home. Students and lecturers follow the safety requirements established by the Health Board when organising studies. • Students in self-isolation or quarantine may not be on the university premises, except in dormitory room. • Studies are carried out in accordance with the lesson plan in the way chosen by the lecturer, whether in contact learning, hybrid learning, or distance learning. Contact learning takes place in the classroom. Hybrid learning takes place in the classroom, but it is broadcasted online. Distance learning takes place online. • As far as possible, students are dispersed in the classroom. In addition, group gatherings are avoided. • Wearing masks is optional, but recommended. The students must acquire the masks. • When contacting study consultants and other university employees, e-channels are preferred. • If a student learns that they are COVID-19 positive, they must notify their Dean's Office: <ul style="list-style-type: none"> ○ School of Business and Governance iris.laak@taltech.ee |

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| STUDENT UNION OFFICE | <ul style="list-style-type: none"> • Please visit the office alone after washing or disinfecting your hands. • If you feels ill, we recommend staying at home and sending questions to the e-mail address info@tipikas.ee. |
| (STUDENT UNION) EVENTS | <ul style="list-style-type: none"> • Events are allowed, but preference should be given to events with a small number of participants. It is recommended to take into account the 50% occupancy requirement in the room. People who have to stay isolated or who show signs of illness are not allowed to attend the events. • All events must have a registration form or other registration option and each participant is obliged to register. • When organising events, think about how to organise it as safely as possible (e.g. outdoor events, availability of disinfectants, dispersal, etc.). • For indoor events, it is recommended to disperse the participants. • Rooms must be ventilated regularly. |
| STUDENT CAMPUS | <ul style="list-style-type: none"> • Information boards have been installed at the entrances to the dormitories with instructions on how to behave to prevent infection with the virus. • Students arriving from countries subject to the requirement of self-isolation must spend this time outside the dormitories if the dormitory does not allow for self-isolation. • A resident of the student dormitory who develops COVID-19-like symptoms must immediately contact a family doctor and inform the client manager or the management of the Student Campus. If the coronavirus test is positive, the university's crisis management team must be notified of it. • The same instructions apply to the employees of the Student Campus as for the university staff. • If an employee becomes infected with the COVID-19 virus, they must immediately inform their immediate manager. |

YELLOW LEVEL:

The Government of the Republic of Estonia has declared an emergency situation to prevent the spread of COVID-19. In two weeks, there are 50–100 new infections per 100,000 inhabitants in Tallinn or elsewhere in the study area.

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Among the members or guests of the university, many are infected who have been on the university premises or have come into contact with other members of the university. Their close contacts are mostly observable, but there is a possibility that not all of them can be identified.

EMPLOYEES

- Healthy employees without symptoms are welcome to the university, where they must follow the university's general recommendations for preventing the spread of the virus (disinfection, hand washing, generally keeping distance, avoiding hand shaking and hugging, etc.).
- If possible, teleworking is recommended for employees who are in the risk group (older people and people with chronic disease, such as diabetes, heart failure, high blood pressure, tumours, chronic kidney and liver diseases, immunodeficiency, asthma, and chronic lung diseases) and employees whose families are at risk, as well as pregnant women.
- If the employee suspects that they are infected with the coronavirus, it is justified to stay at home. See the [instructions of the Health Board](#) on when it is necessary to stay at home and what to do in such a case. If there is a suspicion of infection, the employee must immediately consult a family doctor, who will usually refer the person for testing. In case of a negative test result, the person can self-isolate themselves for 7 days. After that, they must take another test. In the event of a negative test result, the person may return to work the next day after learning of the result. **The employee must notify their immediate manager of their self-isolation** and agree on how the telework will take place.
- If the employee returns from a trip, they are obliged to stay in self-isolation for 14 days or to take two tests with an interval of 7 days and, in case of a negative test result, they can come to work the day after the negative result of the second test is announced ([information on countries and movement restrictions for those arriving in Estonia](#)). During the period of self-isolation, if no infection has been detected, the employee performs telework, the organisation of which is agreed with the immediate manager. The employee's immediate manager is obliged to contact the employee after returning from the trip and make sure the employee is aware of the established rules.
- **In case of a positive test result or symptoms, contact your family doctor immediately and have them issue a certificate for sick leave. Please note! If you have any symptoms, you should not go to a family doctor or the emergency medicine department. Instead, communicate using electronic channels.**
- In a larger room, people can work at the same time if the distance between the desks is sufficient or if there is a physical barrier between the employees, such as a closed shelf or a movable glass wall. If the distance between the desks is insufficient and there is no physical separation between

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| | <p>the employees, consideration should be given to working in the office at alternate times (for example, one employee works there for one week and another works there the next week (the room should not be used for some days in the meantime)) or temporarily finding another room for some employees.</p> <ul style="list-style-type: none"> • When organising events at the university, including meetings, the requirement of dispersing the participants is followed, choosing a room of sufficient size, and participation is also organised at a distance. The organiser of the meeting must record the list of participants in the event. The method of registration is chosen by the event organiser (e.g. meeting memo, notes, Teams, Google Docs, etc.) and the data must be kept for 1 month after the event and in a form that can be immediately submitted to the employees of the university or the Health Board staff investigating the cases of infection. • It is recommended to wear a mask indoors for larger groups and if it is impossible to keep the required distance. • Employees are sent on business trips if it is absolutely necessary for the job and the work is organised in such a way that the employee can remain self-isolated when they return. Business trips to high-risk countries are not organised. When planning a business trip abroad, possible restrictions on entering a foreign country, the risk of non-refund of expenses in case of trip cancellation, and the need to remain in isolation and/or take a coronavirus test upon arrival must be taken into account. • If an employee has been diagnosed with COVID-19 disease, they must inform their direct manager or the Chief Work Environment Specialist Liina Vössotskaja (liina.vossotskaja@taltech.ee). Those who have been in close contact with a person infected with COVID-19 will immediately stay in self-isolation and inform their immediate manager, with whom it will be agreed to perform work remotely or otherwise reorganise the work. • University staff are advised to use the HOIA.me application. |
| ORGANISATION OF STUDIES | <ul style="list-style-type: none"> • Only healthy students and staff without symptoms are welcome at the university. The lecturer has the right to send a student with symptoms home. Students and lecturers follow the safety requirements established by the Health Board when organising studies. • Students in self-isolation or quarantine may not be on the university premises. • Wearing masks when conducting and participating in studies is highly recommended. The students must acquire the masks. • The 50% occupancy restriction must be followed in lecture rooms. Registration for the lecture is organised by the lecturer. The students must follow the dispersion requirement in the lectures. |

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| | <p>The learning takes place in accordance with the lesson plan as hybrid learning or distance learning. Practise lessons, practical work, and laboratory work can be organised for smaller groups (depending on the size of the room). Contact exam / assessment is allowed.</p> <ul style="list-style-type: none"> • Study counsellors and other university staff are contacted only via e-channels. • If a student learns that they are COVID-19 positive, they must notify the Dean's Office: <ul style="list-style-type: none"> ○ School of Business and Governance iris.laak@taltech.ee ○ School of Engineering aime.piht@taltech.ee ○ School of Information Technologies margus.kruus@taltech.ee ○ School of Science kertu.kosk@taltech.ee ○ Estonian Maritime Academy heili.kangust@taltech.ee • University students are advised to use the HOIA.me application. |
| STUDENT UNION OFFICE | <ul style="list-style-type: none"> • Office work will continue as usual. • All major meetings should be held using electronic channels. • Meetings that are not allowed to be conducted electronically (Student Parliament meeting) must take place in a room where participants can be dispersed. In addition, they should wear a mask. • Meetings with a smaller number of participants (board meeting) may take place on site if the participants are dispersed. • Please visit the office alone after washing or disinfecting your hands. • In the office, keep a distance of at least two metres with others. If you feel ill, stay home and send your questions to the e-mail address info@tipikas.ee. |
| (STUDENT UNION) EVENTS | <ul style="list-style-type: none"> • Indoor events and meetings must take place in a room large enough to disperse the participants. The 50% occupancy and the 2 + 2 requirement must be followed. • All events must have a registration form or other registration option and each participant is obliged to register. • If possible, events should be organised outdoors. • Activities that require physical contact, including shaking hands and hugging, should be avoided. • The use of common items at events must be excluded or disinfection must be ensured immediately after use. |
| STUDENT CAMPUS | <ul style="list-style-type: none"> • It is forbidden to organise joint events and invite over guests in the student dormitory. A respective notice will be sent to all students living in the dormitory. • The students living at the campus are constantly informed about the situation and the applicable rules. |

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| | <ul style="list-style-type: none"> • The staff of the campus usually solve problems remotely, i.e. they try to avoid contacts – by phone or e-mail. Receptions take place only by prior arrangement. • The same instructions apply to the employees of the Student Campus as for the university staff. • If an employee becomes infected with the COVID-19 virus, they must immediately inform their immediate manager. |
| <p>RED LEVEL: The Government of the Republic of Estonia has declared an emergency situation to prevent the spread of COVID-19. In two weeks, there are at least 100 new infections per 100,000 inhabitants in Tallinn or elsewhere in the study area. There are several infected people at the university and it is not possible to identify their close contacts.</p> | |
| EMPLOYEES | <ul style="list-style-type: none"> • Teleworking is used if the nature of the work allows it; the university will continue to work if it is absolutely necessary, taking into account the requirements for preventing the spread of the virus. • In a larger room, people can work at the same time if the distance between the desks is sufficient or if there is a physical barrier between the employees, such as a closed shelf or a partition wall. If the distance between the desks is insufficient and there is no physical separation between the employees, consideration should be given to working in the office at alternate times (for example, one employee works there for one week and another works there the next week (the room should not be used for some days in the meantime)) or temporarily finding another room for some employees. • Meetings are held virtually. • Only electronic events may be organised, without endangering the health of the participants or others (it should be possible to carry out the activities of the event in isolation or without close contact). • Masks are worn indoors if there are other people working in the room. • Employees are not sent on business trips. • If an employee has been diagnosed with COVID-19 disease, they must inform their direct manager or the Chief Work Environment Specialist Liina Vössotskaja (liina.vossotskaja@taltech.ee). |
| ORGANISATION OF STUDIES | <ul style="list-style-type: none"> • Compulsory distance learning in all subjects, except in cases where learning outcomes cannot be achieved/controlled without contact. If absolutely necessary, examinations/assessments, practical lessons, and exercises can be conducted in small groups in contact training (all participants must wear masks). • Study counsellors and other university staff are contacted only via e-channels. • If a student learns that they are COVID-19 positive, they must notify the Dean's Office: <ul style="list-style-type: none"> ○ School of Business and Governance iris.laak@taltech.ee |

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| STUDENT UNION OFFICE | <ul style="list-style-type: none"> • Avoid coming to the university. In case of unavoidable need, up to one person can be in one room at a time in the office of the Student Union or in the office of the student organisation. • The Student Union office is closed, if possible, the employees of the Student Union work remotely. • All meetings should be held using electronic channels. |
| (STUDENT UNION) EVENTS | <ul style="list-style-type: none"> • No activities will take place on site if the Red Level has been reached. • Only electronic events may be organised, without endangering the health of the participants or others (it should be possible to carry out the activities of the event in isolation or without close contact). |
| STUDENT CAMPUS | <ul style="list-style-type: none"> • Persons working in the student dormitory have an obligation to use protective equipment (masks, gloves). • The students living at the campus are constantly informed about the situation and the applicable rules. • Additional measures are based on the requirements or instructions of the Health Board. |