Updated 6.5.2020 at 15.30

## Students

Q: Media reported polytechnics are going to re-open on 14<sup>th</sup> May. What does it mean? A: Teaching will be provided mainly remotely during this spring, but some laboratory works, exams etc. can be done on campus in small groups (max 10 persons). Ask your teacher for more details. On campus continues vital work, such as maintenance tasks required by remote services and certain research and development tasks.

Q: When will Fox, Care Cafe or NetCafe open again?

A: The food and cafeteria services are closed until 24<sup>th</sup> August.

Q: Are all the services open after 14<sup>th</sup> May?

A: No. The services mainly work remotely.

Q: Will you organize spring retake exams?

A: All retake exam days for spring 2020 have been canceled and exams are taken remotely according to the teacher's instructions.

Q: I'm in practical training, how I go on?

A: Practical training will continue according to the guidelines of the training site. If the authorities decide to close schools or suspend trainings, we will contact everyone in the internship. This also applies to practical training in the health sector.

Q: I feel sick, what should I do?

A: If you suspect that your symptoms are indicative of coronavirus infection, please contact the Kainuu Social and Health Care Association's 24/7 hotline, phone number is 116117. Make the call to get instructions before you go to emergency clinic.

Otherwise, Vital will be responsible for student health care.

Q: Can I use school gyms or classrooms for independent study?

A: No, You can't at the moment. Gyms in Tieto 2 and classrooms for independent study will be opened from 14th May. The premises may be used provided that the specified group size is up to 10 persons till 1.6.2020 and hygiene can be guaranteed. For safety reasons campus doors are locked, so you need your access card.

Q: For my studies, I need some device or file that I have not noticed to store in the cloud. Can I go to school?

A: Yes, you can after 14<sup>th</sup> May. Before that any visits to the campus without a written permission (permission by email is enough) are forbidden. Permission for a visit in urgent cases may be granted by the President or the Director of Administration, Finance and Resources. If you do need to go to the campus, be sure to wash your hands thoroughly every time you touch something (door handle, keyboard, etc.) and of course, as soon as you leave the campus. Remember to keep distance to other persons.

Q: Do graduates receive graduation certificates?

A: Yes. Certificates are printed and sent to graduates. However, mail is not sent daily, but is handled centrally by the study secretaries.

Q: Can I visit the KamIT service point without separate permission from the President or the Director of Administration, Finance and Resources?

A: Yes, you can. Follow the instructions given by KamIT.

Q: Can I pick up or return books to the library without special permission?

A: Yes, you can, Follow the instructions provided by the library.

Q: I have an agreed visit to Vital. Can I visit without special permission?

A: Yes, you can. Vital serves normally. Follow their instructions.

Q: I want to cover my thesis. Can I manage it through KAMO without separate permission?

A: Yes, you can. Agree with KAMO and follow their instructions.

## KAMK staff

Q: I am included to risk group because of my health situation (respiratory diseases, cardiovascular diseases, diabetes, high blood pressure, cancer). Should I come to campus? A: You should seriously consider staying home and continue working remotely.

Q: I need help with information technology, what should I do?

A: KAMIT has procured equipment for staff to work remotely. In intranet you can find series of short support videos for example about remote lectures. If your device breaks down, contact KAMIT's service by email or phone.

Q: I feel sick, what should I do?

A: If you suspect that your symptoms are indicative of coronavirus infection, please contact the Kainuu Social and Health Care Association's 24/7 hotline number 116117. Otherwise, health care is normally the responsibility of the occupational health care provider.

Q: I have to take care of the children at home while I'm working remotely. I can't answer the phone right now. How I should handle this?

A: Working remotely working hours are equivalent of a working day. It can be sequenced differently compared to work done at the workplace, and you can do it flexibly outside your typical working hours. If you need to reduce your daily working hours, for example to 80%, you will be paid 80% of your salary. Overtime is not allowed without separate agreement with the supervisor. Changes in working hours are normally agreed with your supervisor.

Q: I have a planned a trip that has been decided. Am I going on a trip?

A: No. Inform Anne Väätäinen or Eeva Leinonen of the destination and date of the trip, they will cancel the decision and bookings.

Q: Can I use school gyms?

A: No, You can't at the moment. Gyms in Tieto 2 will be opened from 14 May. The premises may be used provided that the specified group size is max 10 persons till 1.6.2020 and hygiene can be guaranteed. For safety reasons campus doors are locked, so you need your access card.

Q: Can I visit / work at KAMK?

A: Yes, you can after 14<sup>th</sup> May. Before that visits to the campus without a written permission (permission by email is enough) are forbidden. Permission for a visit in urgent cases may be granted by the President or the Director of Administration, Finance and Resources. If you do need to go or work on campus, be sure to wash your hands thoroughly every time you touch something (door handle, keyboard, etc.) and of course, as soon as you leave the campus. Remember to keep distance to other persons.

Q: Can I change my holidays or other leaves, which already have been approved? A: No, you can't.