

November 2022

## Dear all at DTU

December and Christmas are now just around the corner following an autumn with escalating unrest and serious challenges around us that demand everyone's attention and really require us to continue to protect each other and our working and study environment. DTU has many good working environment initiatives and actions, and, in this info letter, you can read about DTU's Working Environment Conference 2023, tips for the good hybrid working life, as well as general recommendations on how to prevent infection.

- DTU's Working Environment Secretariat

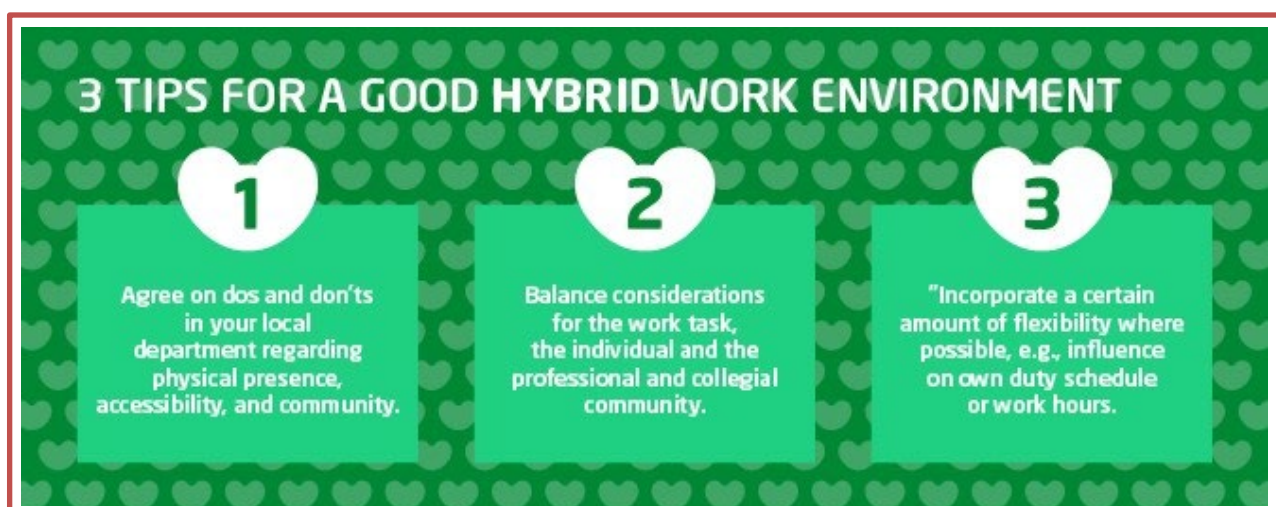
## DTU's Working Environment Conference 2023

- by DTU's Working Environment Secretariat and Rosa Ramskov Føge Jensen, CAS

In September, it was again time for DTU's Working Environment Conference and for gathering DTU's entire working environment organization and other occupational health and safety stakeholders to focus jointly on the working environment activities at DTU. The Working Environment Conference focused on the opportunities and challenges of hybrid work, and the conference was planned under the auspices of DTU's Working Environment Secretariat.

True to tradition, the President welcomed the conference participants, and he praised DTU's entire working environment organization as well as the nominees for this year's Occupational Health and Safety Award for their huge commitment and extraordinary work for a healthy and safe working environment at DTU. The President recognized that the hybrid and flexible working life offers many good opportunities, including increased well-being, but he emphasized that the flexibility must be balanced in relation to work tasks, as well as the academic and collegiate community. The President stressed the importance of being reachable when working remotely.

The conference programme included two very interesting presentations by [Peter Holdt Christensen](#), Professor, [CBS](#), who talked about *Hybrid work - the balance between new and old ways of working*, and [Mejse Hasle Nielsen](#), Psychologist and PhD, [DTU Management](#), gave a presentation on Social capital - collaboration and cohesion (hybrid workplace). The conference offered ongoing opportunities for academic and professional sparring and experience sharing across university units. The many exciting presentations and discussions provided advice and tips for the good hybrid working environment, including:



For more information, see [Guide with 16 specific tools](#), as well as DTU's [Sub-policy for working day flexibility \(2020\)](#).

## General advice on how to prevent infection

- by Simone Clauwaert, CAS AB

Autumn and winter are upon us, and so is the peak season for common colds and infections. To prevent infection, the best thing you can do is to follow the [Danish Health Authority's general recommendations on how to prevent infection](#) and incorporate it into everything you do.

### The Danish Health Authority's general recommendations for infection prevention

- Stay home if you are ill.  
By staying at home until you are well, you can avoid infecting others with diseases such as influenza and corona.
- Open windows and doors and ventilate your home regularly.  
Ventilation prevents the spread of droplets indoors.
- Wash your hands frequently or use hand sanitizer.  
Proper hand hygiene is an effective way to prevent contact infection between infected surfaces, hands, and face.
- Clean thoroughly and regularly, especially surfaces that are touched by many people.  
The risk of contact infection is greatest from contact points and surfaces that are touched by many people, for example door handles, handrails, light switches, keyboards, the edges of tables, water taps, toilets, etc.
- Cough and sneeze into your sleeve.  
Viruses are mainly transmitted through droplet infection, which can be spread in the air through, for example, coughing and sneezing. Coughing and sneezing into your sleeve helps prevent infection through droplets in the air.



Read more on DTU Inside about [hygiene in the workplace](#) and use of [hand sanitizer](#).

## Guidelines for the working environment when work is performed by service providers

- by the project group consisting of Kirsten Frydensberg, CAS B and Lars Villadsen and Simone Clauwaert, CAS AB

On the basis of the strategic action plan prepared by the Corporate Work Environmental Committee (KAMU) and as part of initiatives aimed at developing a robust safety culture at DTU, Guidelines for the working environment when work is performed by service providers at DTU (the 'Workers' Guidelines') have been prepared. The guidelines have been approved by KAMU and the University Leadership and Management Forum and have been incorporated in the future contractual basis for centrally concluded contracts (CAS and Corporate Procurement) with external service providers.

To support and comply with the guidelines, various help tools have been developed in the form of guides and templates, such as flow charts, guidance for the role of contact person, and template for risk assessment.

Implementation of the guidelines at DTU is well underway, including the performance of a pilot project in CAS and DTU Energy. In addition, all university units at DTU have been offered *train-the-trainer* sessions with instruction in the main messages of the guidelines, as well as a review of the model for implementation in the various university units. Help tools for the guidelines have also been introduced.



The focus is still on joint responsibility and a clear division of responsibility between university units and service providers as well as prevention and handling of working environment risks connected with service providers' work at DTU. Through dialogue and cooperation, we will together become even better at developing our working environment and increasing safety - together we can do more! You can read more at [DTU Inside](#) about the guidelines and the help tools.