

Protocol one and a half meter organization TU Kampen

August 27, 2020

Effective Date: September 1st

1. General principles

TU Kampen follows the guidelines set by OCW / VSNU on the basis of government policy. More flexible measures will apply from 1 July. For the restart of activities on location, preparations have been made in the buildings, in terms of the organization of education and working in the TU. The following principles are used for this:

- The applicable hygiene and health measures of RIVM remain in force and are facilitated:
 - a. If you have a cold or if you have (mild) cold or flu symptoms: stay at home and get tested. Also stay home if someone in your household has a fever or Covid-19. Access to the buildings is not permitted then;
 - b. Do you or someone in your immediate environment have fragile health: stay at home if possible and consult with your manager or teacher.
 - c. Wash your hands regularly with soap and water or clean them with the available disinfection columns;
 - d. Cough and sneeze in the inside of your elbow;
 - e. Use paper towels and handkerchiefs.
- Work / study at home if possible. Only come to university if necessary and do not stay longer than necessary.
- In all cases, keep at least a meter and a half of distance. This also applies to people who come from one house.
- We are jointly responsible for keeping to the agreements so that physical education is possible again; where necessary, talk to each other about behavior. The rules are enforced. People who break the rules are denied access to the buildings.

2. Dates

With due observance of the guidelines from the government, the following activities are allowed on location:

- Employees are asked to work from home as much as possible, but can work in the office if necessary.
- Students can use study rooms according to instructions and attend lectures according to schedules / instructions, but afterwards must leave the buildings immediately.
- Examinations, graduation presentations, external internship activities (in consultation with the internship address) are permitted on location;
- Small-scale meetings / gatherings of staff (if necessary and as far as the availability of spaces permits) are allowed, but are held digitally as much as possible.
- Registration and a health check are mandatory for larger gatherings. This is communicated per meeting. Registration takes place via the website <https://www.tukampen.nl/registreren/>

September 1st:

- Restart lectures and other activities on location insofar as the lecture halls allow this; the working method is communicated via a letter about the educational organization (TU Weekly). Lectures are streamed and recorded as much as possible for students who cannot attend due to limited space, travel restrictions and frail health;
- Promotions take place in accordance with a promotion protocol, which also describes who can be present. The maximum number of attendees is determined by the available space. Registration and a health check are mandatory.
- Evening opening of the library will resume.

3. General organizational measures

a. Use of buildings and spaces

Broederweg 15-19

- One-way traffic applies (where possible) because the corridors and stairwell do not allow two-way traffic. The walking direction is indicated with arrows and signs. Only the main entrance of the university is used as an entrance. All other entrance doors are exits. The routes and exits are indicated in the buildings and premises. Four routes are possible from the main entrance:
 - Keep left to go to coffee / recreation area, or to the Senate room. You leave these rooms via the exit at the Senate room.
 - Straight on to go to the Aula or room 5. You leave the auditorium via the emergency exit at the back. You leave room 5 through the side door.
 - Turn right to go to the toilets.
 - Up the stairs to go to the offices and premises in Broederweg 15 or 19. You leave Broederweg 15 via the stairwell in Broederweg 19, through the exit at room 8. You leave the rooms in Broederweg 15 via the emergency exit that is present in each room, via the fire escape.
 - Stairwells:
Broederweg 19: Only the top stairs to the AiO attic are used in two directions by those who work there.
In Broederweg 15, the stairs are only used in two directions by the employees who have offices on the first or second floor. Since the stairs can only be used by 1 person at a time, mirrors hang to check whether oncoming traffic is approaching. In all other cases and for all other persons, only one-way traffic is permitted according to the indicated routes.
- The maximum number of people allowed in the room is indicated per room. This maximum also applies to short-term consultations.
 - As a rule, in offices, the stated maximum number of people can work, provided that the distance of one and a half meters can be retained. If this is not possible, then arrange by mutual agreement who works at which office on which day and who works at home. If it is necessary for people who normally work in the same office to work at the same time at TU, consult Hans van Gelder whether an alternative workplace is available on those working days.

- The reading room (room 1) can be used by a maximum of 8 people. Use is only possible after reservation (see below for instruction). Studying in the corridors / alternative seating in the buildings is not permitted.
- There are no coat hooks available. Take your jacket with you to the office / lecture.
- Ventilate the office and lecture halls thoroughly and regularly by opening the windows.

Break, coffee and eating room

- The dining room can accommodate a very limited number of people. This means that breaks and coffee drinks will have to take place especially outside and at the office / in the lecture hall. Also take the meter and a half into account. Avoid grouping. Further announcements will be made in the educational instructions.
- To avoid congestion and heavy traffic in the corridors: leave the room after coffee / tea and return to your workplace.
- Staff must also avoid all taking a break at the same time.

Bicycle shed Broederweg

- The bicycle shed can be used to store bicycles. Then enter the building through the main entrance.
- The table tennis table must not be used.

Linneweversgilde

- The offices in the Linneweversgilde are accessible to staff.
- Pay attention to oncoming traffic in the stairwell: wait until the stairs can be used freely.
- The maximum number of persons allowed is indicated at the offices.
- The study rooms in the Linneweversgilde are only accessible on request to a limited number of people. Access only with the permission of the library staff. Applications can be sent to bibliotheek@tukampen.nl. Your application must include the date and the duration of your requested reservation.

Library

- The library is only open for collection of requested materials, for copying, and for a maximum of 10 study places based on reservation (see below for instruction).
- The evening opening of the library will resume from September 1st.

Study rooms

Study rooms are only accessible after reservation. This is to prevent students or external parties from traveling to Kampen, but cannot go there afterwards. Reservations can be made in the following manner.

Reservation for study place in room 1 (Broederweg 15)

- There is room for a maximum of 8 students;
- Reservation is based on availability and reasonableness. It is possible to request several half-days or days at the same time, but leave enough room for other students to also use the study rooms. **In the application, state both the date and the period in which you will be**

present. The desk clerks decide on both availability and reasonability. The spaces are cleaned at noon.

- Subsequently, 2 half-days can be reserved, a maximum of 4 half-days per week. If you want to work in the reading room more often, ask the reception at the end of the afternoon whether there are any workplaces left for the next day. In the morning from 9:00 am to 12:30 pm. In the afternoon from 1 pm to 5 pm. The spaces are cleaned in between.
- If you are not present 30 minutes after the start of your reservation, the reservation will expire.
- On departure: clean the used work surfaces, keyboard and mouse and leave the reading room via the emergency exit.
- Reserve by phone via the reception: 038-4471710

Reservation for study place in library

- There is room for a maximum of 10 people.
- Reservation is based on availability and reasonableness. It is possible to request several half-days or days at the same time, but leave enough room for other students to also use the study rooms. **In the application, state both the date and the period in which you will be present.** The library staff decide on both availability and reasonability. The spaces are cleaned at noon.
- Subsequently, 2 half-days can be reserved, a maximum of 4 half-days per week. If you want to work in the reading room more often, ask the reception at the end of the afternoon whether there are any workplaces left for the next day. In the morning from 9:00 am to 12:30 pm. In the afternoon from 1 pm to 5 pm. The spaces are cleaned in between.
- If you are not present 30 minutes after the start of your reservation, the reservation will expire.
- On departure: clean the used work surfaces, keyboard and mouse and leave the buildings.
- Reserve in a timely manner by e-mail, via bibliotheek@tukampen.nl.
- Only come to the TU after confirmation of the reservation.

Hygiene measures

- When entering buildings, it is mandatory to disinfect hands;
- Disinfect hands before using copiers and coffee machines;
- Everyone is expected to contribute to maintaining good hygiene in the buildings. After using the lecture hall / office, everyone disinfects their own used work surfaces (desks, tables, chairs, keyboards, mice, etc.). Do not operate touch screens (from smartboards, for example) with your hands, but with the corresponding pen. Clean pen after use. Cleaning wipes are provided for cleaning work surfaces.
- Touch surfaces are cleaned regularly.

Toilets

- All toilets are accessible, except those on the ground floor in Broederweg 19.
- The men's toilet block on the ground floor in Broederweg 15 is only accessible for 1 person. There is a lock on the entrance door instead of the toilets themselves so that it is visible whether the toilet is occupied.

- The disabled toilet in Broederweg 15 is also reserved as a powder room.
- The toilets are cleaned regularly during the day.
- Queues for the toilets in Broederweg 15 easily cause congestion at the entrance to the building. If there are already people in line and you have to go upstairs for your lecture anyway, walk to a toilet on the first floor.

b. Education

- Educational activities take precedence in the use of space and the reservation of spaces.
- Instructions and timetables are communicated through the education department.
- Limit walking through the buildings as much as possible.
- Students and teachers are responsible for cleaning used work surfaces at the end of lectures.
- Leave the buildings immediately after lectures via the indicated routes.

c. Research

- From September 1st, promotions will take place again.
- From September 1st, research-related meetings (research groups, congresses, etc.) will be allowed again. The maximum number of people is determined by the space. For larger meetings (congresses, etc.), registration in advance and a health check are mandatory.

d. Knowledge exchange

- Larger planned activities in the context of knowledge exchange are currently taking place online. Smaller groups can meet again on location.

e. Travel / international exchange

- Exit and entry to and from abroad is permitted as soon as Foreign Affairs indicates that this can be done safely for these countries. If necessary, additional measures are applied. Only plan a trip after discussing this with your supervisor.

f. Meetings / gatherings

- Meetings and gatherings take place online whenever possible. For important meetings, only the Senate Chamber (max. 6 persons) and the Aula (max. 16 persons) are available, unless they are used for educational purposes.
- For the time being, the weekly chapel celebration only takes place online.

g. Introduction of new students

- The activities of FQI will take place online as much as possible and will exclusively occur within the framework of the corona guidelines.

- The Soos is accessible to 12 people, provided you keep 1.5 meters distance. To ensure this, the organizer appoints a person responsible for each meeting.

4. Alarm and fire reports

In the event of an alarm or a fire alarm, the measures regarding one-way traffic and the number of persons in a room will not apply. If possible, keep your distance, follow the regular routes and directions, and leave the buildings as quickly as possible.