

CORONA PROTOCOL

‘WORKING AND STUDYING RESPONSIBLY AT HAS UNIVERSITY OF APPLIED SCIENCES’

The current measures are changing rapidly. We are following the guidelines of the Dutch Government and RIVM (www.rivm.nl). This document will be updated in the event of any new developments. This is why it is important to consult this document on a regular basis. For members of staff and students: keep an eye on our has.nl/corona page for the latest information. Course participants will be informed via has.nl and by email, where necessary.

Table of Contents

Foreword	3
1. Specific guidelines for course participants	4
2. General hygiene measures at HAS University of Applied Sciences	5
3. Arriving at and leaving the HAS premises	6
4. Keeping distance at HAS University of Applied Sciences	7
5. Measures	8
6. Enforcement	9
Appendix 1 Instructions per area	10
Appendix 2 Floor plan	12

Foreword

Dear course participant,

In the 2020-2021 academic year we will partly resume our activities at the HAS University of Applied Sciences sites in 's-Hertogenbosch (Onderwijsboulevard and Hooie Donken) and Venlo. We're looking forward to being able to see each other in person more often.

But the coronavirus is still with us. This means that we have to regulate our presence on site and can only be on campus if we adhere to strict conditions and guidelines to prevent contamination and spread of the coronavirus. It is essential that we give each other enough room!

Giving each other room is nothing new for HAS University of Applied Sciences. We believe in creating an environment in which you can develop and continue to grow. An environment that offers room to work, learn, move and meet. Including now, when this environment has been physically reduced. Hence this protocol, which allows us to create room for safe interaction at HAS University of Applied Sciences.

Please adhere to the measures and instructions in this protocol. This also applies to the instructions in the buildings, regarding keeping a distance, compulsory routing and use of spaces. Making room for yourself starts with giving room to others!

We wish you a great and above all healthy 2020-2021 academic year!

Best regards,

HAS University of Applied Sciences

1. Specific guidelines for course participants*

- Stay at home if you have one of the following symptoms: a cold, runny nose, sneezing, sore throat, coughing, sudden loss of smell or taste, a high temperature, fever or shortness of breath; or if any of your housemates have a fever and/or have tested positive for the coronavirus (COVID19). Please call in sick in the usual manner and report a corona infection to your contact person at HAS University of Applied Sciences.
- If you belong to a high-risk group (RIVM list of vulnerable groups), you come to HAS University of Applied Sciences on a voluntary basis. If it is not possible to come to HAS University of Applied Sciences you can discuss this with your contact person.
- The use of a face mask is compulsory in our indoor public areas. Wearing a face mask is necessary in places within HAS University of Applied Sciences where several people come together at the same time and where the 1.5 metres cannot be maintained. For example:
 - Stairs, corridors, hallways (also by the coffee machine)
 - Toilet facilities
 - Practical rooms (also University garden)
 - In rooms where 1.5-metre social distancing isn't feasible, wear a face mask. If you are sitting less than 1.5 metres from others in the room, keep your face mask on.

It is also compulsory to wear a face mask in classrooms and offices when moving around. You must wear your face mask as soon as you enter HAS premises and you may take it off once you are at your study or work station. When leaving your desk, put your face mask back on until you have left the HAS University of Applied Sciences building.

- HAS University of Applied Sciences assumes that you will not travel to a high-risk area and/or a country with a negative travel advice. The Dutch Ministry of Foreign Affairs determines which countries (www.nederlandwereldwijd.nl/reizen/reisadviezen) are at risk and for which negative travel advice is issued. There is also an English version, although the Dutch list may be more up to date: www.netherlandsworldwide.nl/latest/news/2020/06/15/going-on-holiday-abroad-countries-whose-borders-are-open. If, during the last 10 days before the start of onsite activities, you have been in a country that according to the criteria of the Dutch Ministry of Foreign Affairs is code orange or red, please report this to your contact person so HAS University of Applied Sciences before coming on site. This is to enable us to have an overview of the number of course participants arriving from at-risk countries and to determine how the course or company training session can be organised.
- If you have been invited by HAS University of Applied Sciences, you are most welcome!
 - You will receive the course protocol by email
 - Please report at the reception on arrival
- Only come to HAS University of Applied Sciences at the time indicated in the schedule you received from your contact person here.

* Course participants: Everyone attending a company training or course at HAS University of Applied Sciences

2. General hygiene measures at HAS University of Applied Sciences

- Do not shake hands, wash or disinfect your hands regularly, sneeze and cough into your elbow, use paper handkerchiefs.
- Clean the workstation after use according to the instructions on the door of the room, using the materials provided by HAS University of Applied Sciences.
- Use your own equipment as much as possible, and disinfect when sharing equipment.
- Use 'MS Teams' to view documents together and do not sit in front of one screen together.
- Eat and drink at your own workstation (room, office, designated lab area).
- Limit visits to the toilet.

3. Arriving at and leaving the HAS premises

- Try to keep the times between using public transport and starting a class, working or your appointment and between your departure and using public transport as short as possible.
- Try to keep the time between arriving at the HAS premises and starting a class, working or your appointment as short as possible.
- Upon arrival, students go immediately to the first room on their timetables. They can arrive 15 minutes before the scheduled time. At the end of the lecture or activity, students leave the building immediately via the indicated route.

4. Keeping distance at HAS University of Applied Sciences

- Always keep 1.5 metres away from other people, both inside and outside the buildings.
- Follow the indicated routing in the building.
- If you're walking in the building as a group, always follow the routing arrows and keep a 1.5-meter distance from each other.
- If you're walking alone in the building, follow the routing arrows during busy periods and keep a 1.5-meter distance, or take the shortest route if possible.
- Work at a distance of 1.5 meters in classrooms, practical areas, offices and other locations following the instructions in the room.
- Use additional protective equipment where it is more difficult to keep a distance of 1.5 metres (for example during practicals). Where necessary, HAS University of Applied Sciences will make additional protective equipment available.
- Stay in the room you are scheduled to be in as much as possible and keep corridors and toilets clear so everyone can pass safely.
- Lecturers move between rooms; students stay put as much as possible.

5. Measures

- HAS University of Applied Sciences is taking measures to monitor compliance with the 1.5-metre rule.
- The use of a face mask is compulsory in our indoor public areas.
- HAS University of Applied Sciences will provide protective equipment in order to follow the hygiene guidelines.
- The time slots within which educational activities are provided are:
 - Study programmes in Venlo:
 - > Time slot 1: 8.30 to 12.30
 - > Time slot 2: 13.30 to 17.30
 - Study programmes in 's-Hertogenbosch:
 - > Time slot 1: 8.30 to 12.30 or 9.00 to 13.00
 - > Time slot 2: 13.00 to 17.00/18.00
or 13.30 to 17.30/18.30
- For company training sessions in 's-Hertogenbosch, the time slot 18.00-22.00 has been added on Tuesdays and Thursdays.
- A break is planned 2 hours after the start of the time slot.
- Please contact your contact person for current opening hours and catering options.
- The opening times of the buildings are:
 - Onderwijsboulevard 's-Hertogenbosch:
 - > Mon, Wed, Fri: 08.00 - 19.00
 - > Tue and Thurs: 08.00 - 22.00
 - Hooge Donken 's-Hertogenbosch:
 - > Mon, Wed, Fri: 08.00 - 19.00
 - Venlo:
 - > Mon to Fri: 07.30 - 18.00
- The Study Centre is open when the building is open, to borrow and return materials. Reserved materials can be picked up from 12:30h to 14:00h. Another time can be arranged in consultation.
- Information Services provides online support (via MS Teams, e-mail, telephone and ServicePoint) from 8:00h to 17:00h. An employee of Information Services is present in the Study Centre every day from 12:30h to 14:00h.
- The study places in the Study Centre can only be used after reservation! The study advisor of your study program can give you more information.

6. Enforcement

- Every member of staff, student and visitor is expected to take the RIVM health guidelines into account and to comply with the 1.5-metre distance rule. If everyone adheres to this, there will be no need for enforcement. If people do not adhere to the health guidelines and/or the 1.5-meter distance rule, in addition to pointing out the rule to each other, the following will be enforced:
 - If a member of staff with symptoms (a cold, runny nose, sneezing, sore throat, coughing, sudden loss of smell or taste, increased temperature, fever or shortness of breath) is seen on the premises, they will be sent home by their manager.
 - The manager is responsible for the allocation of the available working areas. If a member of staff fails to keep a distance of 1.5 metres in the workplace, the manager will point this out to them.
 - If a student with symptoms (a cold, runny nose, sneezing, sore throat, coughing, sudden loss of smell or taste, increased temperature, fever or shortness of breath) is present in the classroom or lab, the lecturer and/or lab manager will send them home.
 - If a student fails to keep a distance of 1.5 metres in a classroom and/or lab, the lecturer and/or lab manager will point this out to them. In the event of an unsafe situation, the lecturer/lab manager may decide to end the lecture and/or send the students in question home.
-
- **More information/Questions**
 - For more information, you can contact your manager or your study programme advisor.
 - If you have any questions, go to **FAQ on intranet**, or send an email to **hasservices@has.nl**

Appendix 1 Instructions per area

1. Outside:

You're very welcome to use this space, provided that:

- You do not have any corona-related symptoms such as a mild cold, a runny nose, sneezing, a sore throat, a cough, sudden loss of sense of smell or taste, a high temperature, fever or shortness of breath
- During the last 14 days, you have not been in a country that according to the criteria of the Dutch Ministry of Foreign Affairs is code orange or red
- The people you share a house with do not have a temperature and have not tested positive for the coronavirus (COVID19)
- You are timetabled to be here, or have been invited

2. Entrance:

- Wear a face mask
- If you're a student here in line with your timetable, go straight to the allocated room
- If you're a student here outside of your timetabled slot, report to reception
- If you're a member of staff, check in using your HAS coffee tag or HAS coffee pass
- If you're on a course or you're a visitor, report to reception
- Disinfect your hands at the HAS hygiene pillars
- Keep a 1.5-metre distance, including in the corridors, teaching rooms, labs and offices
- If you move as a group through the building, follow the routing arrows at all times and keep the 1.5 metre distance
- If you're walking on your own through the building, during busy periods, follow the routing arrows and keep a 1.5-metre distance, or take the shortest route, if possible
- Use the stairs
- Avoid busy areas
- If you see incorrect behaviour, gently point it out!

3. Corridors:

- Wear a face mask
- Disinfect your hands at the designated hygiene pillar
- Keep 1.5 metre distance
- Use the stairs
- Follow the routing arrows
- Avoid busy areas
- Corridors and open areas are currently not available for work or study
- Please contact your contact person for current opening hours and catering options
- Where possible, limit visits to the toilet
- If you see incorrect behaviour, gently point it out!

4. Lift:

- Wear a face mask
- No more than 2 people allowed in the lift at any one time
- Keep a 1.5 metre distance
- The lift may only be used to transport goods that cannot be carried up the stairs, or by people with who have difficulty walking
- Everyone else must use the stairs

5. Classroom:

- Wear a face mask as you enter or leave the room. You may take it off once everybody is sitting down
- This room has been set up to be corona-proof. Please to not move any of the furniture
- Follow the line when walking between the desks. This will keep the 1.5 metre distance from the seats
- Take your breaks in this room at the time designated in your timetable
- After your lesson, clean the desk and chair using the cleaning equipment in the room
- When leaving the room
 - In a group: follow the routing arrows
 - On your own: during busy periods, follow the routing arrows,
 - or take the shortest route, if possible

6. Lab:

- Wear a face mask as you enter or leave the room. You may take it off once everybody is sitting down
- This room has been set up to be corona-proof Please to not move any of the furniture
- Follow the instructions given by the lecturer and use the designated protection equipment
- Keep the 1.5 metre distance while working in the lab
- Take your breaks in the designated room
- If you use a lab coat, place it in the washing bag at the end of your practical
- After the lesson, use the cleaning equipment provided in the lab to clean your work surface and seat
- When leaving the room
 - In a group: follow the routing arrows
 - On your own: during busy periods, follow the routing arrows,
 - or take the shortest route, if possible

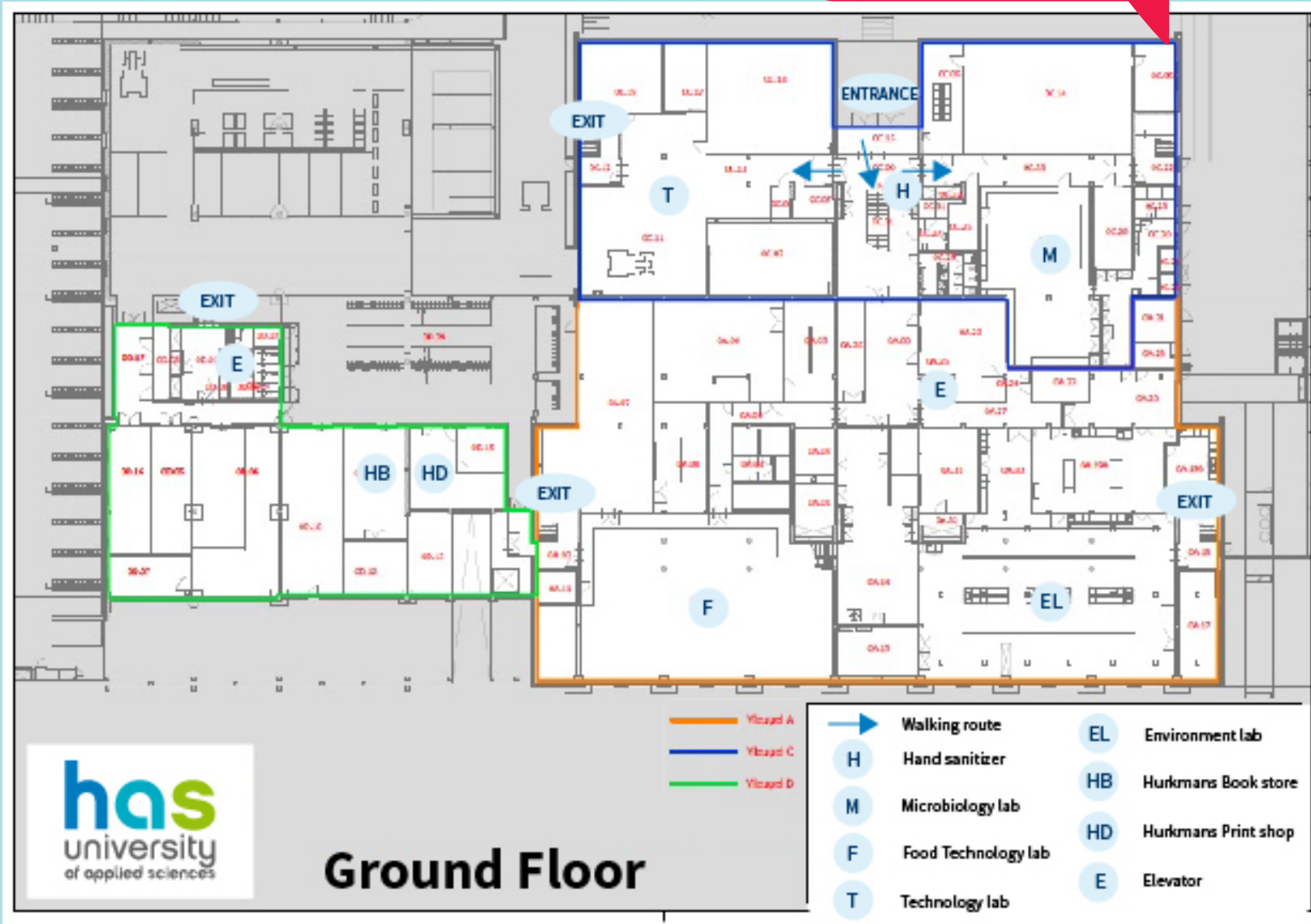
7. Office:

- Wear a face mask as you enter or leave the room. You may take it off once everybody is sitting down
- This room has been set up to be corona-proof. Please to not move any of the furniture
- Only use the designated workstations
- Take your breaks at your workstation or outside the building
- Clean the workstation after use:
 - Desk, keyboard, mouse, telephone and chair.
 - You will find paper and cleaning agents in the hygiene pillars0
- When leaving the room
 - In a group: follow the routing arrows
 - On your own: during busy periods, follow the routing arrows,
 - or take the shortest route, if possible

Creating room for each other
#HASroomtobloom

Appendix 2 Floor plan

Creating room for each other
#HASroomtobloom



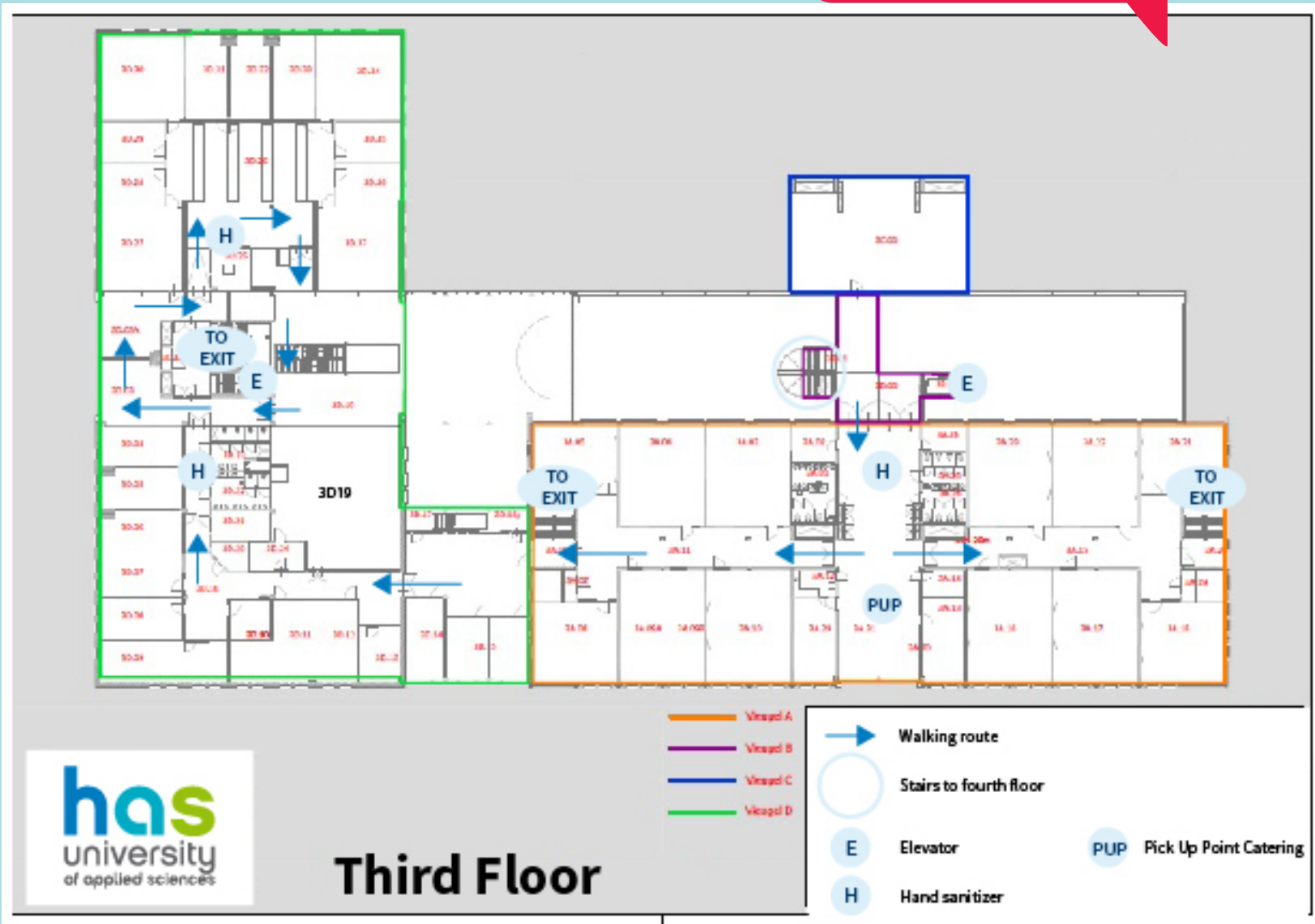
Creating room for each other
#HASroomtobloom



Creating room for each other
#HASroomtobloom



Creating room for each other
#HASroomtobloom



Creating room for each other
#HASroomtobloom

