

Keeping the IHE Community safe and healthy

IHE Delft management, in consultation with a task group, has drawn up a protocol regarding the safe re-entry from 15 June of a selected number of staff, students and PhD fellows only, namely those whose activities cannot be done online. Working from home remains the standard and only those who have an agreement with their manager can be allowed to come into the building. The regulations may seem rigid but we believe this is the only way to regulate and protect our IHE Community from any Covid-19 threats. Most importantly for this to work is that each individual staff, student and PhD member of our community must act responsibly, always keeping 1.5m distance, reminding others of it without fear of negative reaction and only attending the Institute when agreed with their manager. Thank you very much for helping us.

Here are the answers to the most frequently asked questions:

Can I come to work at IHE after 15 June?

The default position until further notice is still work or study from home. Only if you are asked by your manager to come into the building, or when you have agreed with your manager that you cannot (always?) work from home, will you be permitted to do so on specific half or full days.

What is the maximum number that can come into the building at any one time?

100, which includes 1) staff and contracted staff for services (lab, reception, building works, catering, cleaning, etc.), 2) staff and students in priority teaching or research activities and, numbers permitting, 3) staff who cannot work from home. We have calculated that the number of staff in group 3) should not exceed 50.

How will this be managed?

By midday Thursday staff should notify their manager/Head of Department of their wish to come to the Institute on specific (half) days the following week or agree with their manager the need to do so. After midday on Thursday of each week, managers, Heads of Department and Heads of Support Office, will submit a form to frontofficeadministration@un-ihe.org showing the number and names of individuals whom they have agreed will attend the following week. By midday on Friday, managers will be notified by reception if all staff who made a request can come to IHE Delft. The manager communicates by email to relevant staff by end of business Friday if they can or cannot come to IHE Delft the following week. Before the end of Friday, relevant staff should check their email to see if their request has been confirmed. Staff and students can only come to the building during times and dates agreed with the manager and if this has been confirmed by email.

On arrival, everyone attending the Institute will be required to sign in (using own pen if preferred). The lists will be compared and managers informed afterwards if non 'registered' staff members have attended. Managers will be requested to correct the situation for the following week. We rely on everyone taking his/her own responsibility to make this work. Please do not stay beyond the allotted time for your attendance.

This process will be monitored to ensure it is effective and modifications made if necessary.

What about the students?

Studying from home remains the default position and only those who have an agreement with either their module coordinator (for organized and explicitly approved educational group

activities in the building) or relevant staff member (in the case of a pre-arranged meeting) can be allowed to come into the building on specified half or full days.

Module coordinators should notify front office by end of day Thursday of the numbers of their students attending the following week. Any staff who have meetings arranged with individual students the following week should notify their Head of Department of their and the students attendance before midday on Thursday.

All activities related to Modules 10 and 11, which run until the end of July, are able to be undertaken online. This gives students the option to pursue Modules 10 and 11 online if they prefer, rather than to coming into the Institute. They should inform their module coordinator as soon as possible if they cannot join a planned face-to-face activity. They will be given an alternative learning experience instead.

What about using public transport?

This will be a factor when deciding who might be asked to come to IHE. Please remember **no-one is obliged to come in if they prefer not to**. Where possible, drive, cycle or walk.

What's the parking situation for bikes and cars?

Unfortunately we will close the underground bicycle garage due to its entrance being narrow and the inability to provide users with a clear overview of traffic going in and out. Staff have access to the bike shed on the side of the building with their ID card and can keep using this. Students should come on foot, or park their bike elsewhere. The parking garage for cars will be open only for those staff and guest lecturers who have an agreement with their Manager that they can come into IHE.

How will the restaurant be kept a safe space?

The maximum number of users is 58 seats. We are considering (i) to work with time slots, or (ii) with pre-order meal arrangements and separate hot and cold areas will be established in the buffet area.

Why don't you make wearing a face mask compulsory?

IHE is following the Dutch health guidelines as set out by the National Institute for Public Health and Environment (RIVM) and other relevant bodies. They stipulate that face masks are only compulsory on public transport. However, you are free to wear a face mask in the Institute if you prefer.

What will happen if some people forget the required 1.5m social distancing regulations?

Three staff members have been appointed as Corona coordinators. They will regularly walk through the building and remind anyone who is not adhering to this regulation that it is compulsory to do so. Please remind colleagues and students if you see they have forgotten.

Why doesn't IHE upgrade its air filter system?

Our air filter system was recently upgraded and so meets current standards. Our facilities team will look at whether any other measures that can be taken to increase safe conditions for our community.

How long will these measures continue?

Unfortunately, it is not possible to predict at the moment. Our task force will regularly monitor the situation and changing measures being applied and will update the community via email and the Source.

Is there anything we can do to help?

Please support us in this and help each other if you can. Some people are finding it more distressing and difficult than others and sometimes checking in with them by calling them will be appreciated. Sometimes your manager will have to make difficult decisions which you might not like. Please remember we are doing all these things to try to keep everyone safe and finally, don't forget these basic hygiene measures:

- Keep 1.5 m distance
- Wash your hands thoroughly with soap and water on a regular basis
- Use hand alcohol if water and soap are unavailable
- Cough and sneeze in your elbow, not in your hand
- Use paper tissues and throw them away immediately
- Do not shake hands.
- Stay home if you experience flu like symptoms such as coughing, sneezing, you develop a fever or when a member of your household has these symptoms.