Protocol
Keeping IHE Delft Community Safe
10 June 2020

Prepared by the ‘Social Distancing Group’ (Arno Heins, Eva de Vree, Fred Kruis, Ferdi Battes, Caroline de Ruiter) with comments from the ‘Sounding Board’ (Dimitri Solomatine, Nemanja Trifunovic, Marco Visser, Marianne Haije-Visser for WoC, Anand Datla and Maubane Mahlare for SAB). Johan van Dijk acting as Rectorate liaison.

Introduction
In the current situation of the Covid-19 pandemic and until further notice, working from home will remain the norm for IHE staff and students.

The number of persons who are at the same time in the building (hereafter ‘occupants’) will be kept at a manageable size. In addition to staff and students, this group also includes staff and contracted staff for internal services, such as reception, lab, catering and security, as well as contracted staff for ongoing maintenance and repair work. When inside the building, social distancing at 1.5 m is the rule for all occupants and the Covid-19 hygiene and safety guidelines remain in place.

Box 1: Hygiene and safety

- 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.

Adherence to this protocol will ask for adaptations from staff and students. We realize that this may cause confusion and unease, especially in the beginning. However, these rules are in the interest of everyone’s health and wellbeing. We are therefore counting on staff and students to take their responsibility seriously and follow the guidelines and regulations as laid down in this protocol ‘Keeping IHE Delft Community Safe’.

This protocol is based on the guidelines of the Dutch government and in particular the National Institute for Public Health and Environment (RIVM) and the Dutch security regions (Delft is in the security region Haaglanden).

This protocol furthermore follows the operational guidelines for higher education institutes as documented by the Association of Universities in the Netherlands (VSNU) and Association of Applied Sciences Universities (Vereniging Hogescholen).

Finally, the Municipality of Delft endorsed that IHE Delft will comply with Covid-19 safety and security management for higher education institutes when its protocol will be based on the above guidelines.
IHE Delft guidelines

Higher education institutes in the Netherlands are expected to re-open for a limited number of priority activities on 15 June 2020. Priority activities include assessments, practical education and guidance of vulnerable students, where these are difficult or impossible to support online.

The institutes are obliged to document their safety and security measures in a protocol and guidelines are provided to assess the nature of the priority activities.

In this context, IHE Delft prepared its protocol ‘Keeping IHE Delft Community Safe’. This protocol will replace all earlier Covid-19 induced arrangements with regards to staff and students in our Institute, as per 15 June. This means that in all departments, offices and other units, regulations including on social distancing will apply according to the guidelines and figures presented in this protocol. These regulations may be subject to change at a later stage, depending on the findings of continuous monitoring by the Institute and guidelines from relevant government protocols.

The Institute acknowledges the importance of clear communication to all students and (contracted) staff about these regulations. The Institute underlines that personal responsibility will be the starting point for the implementation and control of the following measures taken:

- IHE Delft academic and support staff will work from home, unless:
  - Presence is necessary for delivering certain services (17 persons)
    - Facility support (4)
    - Reception (2)
    - Laboratory (3)
    - IT support (2)
    - Planning (2)
    - Rectorate Office (4)
  - Lab research activities (5 PhDs)
  - When there is no possibility to work from home (to be determined by the manager)
- Other contracted staff are allowed in the building, as follows:
  - Catering (4-5)
  - Cleaning (1 in morning and afternoon, 5 in late afternoon)
  - (Already contracted) technical operation and maintenance (6)
- No external visitors are allowed, unless involved in approved activities
- No events with external visitors are allowed till 1 September 2020 (Teaching and field trips are not included here)
- Online lectures will continue till 1 January 2021 and:
  - ECC will compose a list of lectures/modules that cannot be held online (ongoing assessment)
  - Planning Office will add the numbers of staff and students involved per lecture/module
  - Planning Office will check if lectures can fit in one room (within 1.5m regulations). If not, ECC will decide if groups will be split (doubling the amount of lectures), or will partly follow online education
  - Planning and Facilities will make a schedule with different education starting times, if necessary. This is to prevent heavy traffic in hall ways, big groups at same time in the restaurant, avoiding public transport rush hours, where relevant and applicable.
**Box 2: Activities, occupancy, manager in charge (situation 10 June 2020)**

<table>
<thead>
<tr>
<th>Activities</th>
<th>Max simultaneous occupancy (persons/day)</th>
<th>Manager in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff and students in priority teaching, research activities</td>
<td>25 until end of July (module 11)</td>
<td>Head EB (ECC with EB/Planning)</td>
</tr>
<tr>
<td>(Contracted) staff for services, technical operations, PhD lab</td>
<td>25</td>
<td>Head CS</td>
</tr>
<tr>
<td>Staff and PhD students who cannot work from home</td>
<td>50</td>
<td>Manager Department, Head PMU, Head Lab</td>
</tr>
<tr>
<td><strong>Total in building</strong></td>
<td><strong>100</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Who will come to the Institute?**

We will start with a maximum of 100 persons present in the building at the same time (based on VSNU protocol and available spacing at the Institute), as per 15 June 2020

- Of these, about 25 persons are in the building as necessary (contracted) staff for services, technical operations, PhD lab supervision
- Remaining persons will be assigned according to the following priorities in research and teaching activities (based on VSNU protocol and assessed for advice by ECC):
  - Teaching in laboratories and practical training, with priority given to current students
  - Small-scale teaching, such as in small working groups, for which no effective online alternative is available
  - Tests or examinations that cannot feasibly be organized remotely
  - Mentoring and tutoring of vulnerable students
  - Thesis supervision that cannot be conducted online
  - Research that cannot be conducted remotely

In the example (box 2), this totals 25 persons in June 2020

VSNU protocol also provides guidelines for field trips (outside the building)

- Finally, we provide room for staff who cannot work from home (in the same example: max 100 - (25 priority + 25 services/operations) = 50 staff. This latter number will be capped before we reach 100 simultaneous occupants in the building
- We are exploring the feasibility of opening the building for a limited number of students in the evening (17:30-20:00 h)
- In all cases, staff and students assigned to be in the building will agree to be present in the Institute on a voluntary basis.

**Controlling occupancy rates and follow up regulations**

Guidelines will be provided to all managers, staff and students about regulations for visiting the IHE Delft building. These comprise:
• Staff who want to visit the building will request permission for a specific time and date from their manager (Head of Department, Head of PMU) before noon each Thursday
• The manager completes a list with number/names of their staff and send this to Reception (frontofficeadministration@un-ihe.org) by end of day Thursday
• The manager will be informed before noon Friday 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
• 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.

The Institute works on the bases of personal responsibility: the names of all persons entering the building will be registered. We will monitor general compliance with protocol guidelines. Any corrective measures that may be required will be targeted, on a needs basis, afterwards. Personal responsibility also means keeping 1.5 m distance and reminding your colleagues and students to do the same.

• Monitoring will be done by:
  o Staff and students will be required to sign in on arrival
  o Working with a daily overview of scheduled occupants by the Social Distancing (SD) Coordinators Arno Heins, Eva de Vree, SAB class representatives
  o Daily inspection rounds by Central Services staff to see if regulations are being followed. Incidents will be reported to the SD Coordinators
  o When for a given period fewer occupants are expected than planned, the managers will be informed and can register additional staff and students with the SD Coordinators, VSNU protocol for priority (teaching) activities allowing.

Measures inside IHE Delft building

General space
• Entrance Westvest 7 (seen from outside): right door is for entrance only and left door is for exit only
• Elevators are only for traffic going up (with the exception for disabled persons) and can only be used by 2 persons at the same time
• Staircase located opposite to the reception is only for up going traffic
• Staircase near B2/B3 and at the end of hall way A2/A3 is only for down going traffic
• On the ground floor and 1st floor of Westvest 7 (including restaurant, lecture rooms) traffic signs will be placed on the floor to indicate ‘one way’ corridors.

Offices
• When the manager has approved the presence of staff in their office, only half the number normally occupying the room can be allowed in (2=1, 4=2, 6=3). When sitting in an office with an odd number of desks, please check with Facilities what to do if the situation is not clear
• Staff have to spread wisely (1.5 m distancing) over the total number of available desks.
Lecture rooms
- Lecture rooms have been adjusted to the 1.5 distancing rule. The chairs are placed in the correct position and should remain there.
- Disinfection materials are provided when a lecture room is in use. Students and staff can use the wipes to clean surfaces (tables, laptops, chairs).
- Instructions will also be given about cleaning the materials after use.

Meeting rooms
- Layout has equally been adjusted to 1.5 m distancing rule.

Library
- Layout of the reading room in the Library has equally been adjusted to 1.5 m distancing rule.
- The library service desk is equipped with acrylic glass for protection.

Sanitary facilities
- These facilities can only be used by 1 person at the time. When occupied, step back and wait for the person to leave.
- New paper towel dispensers have been added into each toilet block.
- Clean the facilities before and after use with alcohol disinfectant dispenser.

Restaurant area, coffee machines
- Floor signs are placed to direct the traffic flows to and from.
- Consider bringing your own thermos flask to get coffee and tea and limit the use of the restaurant.
- Disinfection wipes are placed near the coffee machines to clean buttons and touchscreen before using these. Throw these towels in the bin labelled ‘other waste’.

Restaurant
- The maximum number of simultaneous users is confined to 58 seats.
- We are considering (i) to work with time slots, or (ii) with pre-order meal arrangements.
- Separate hot and cold areas will be established in the buffet area.
- Cashier areas and buffet will be equipped with acrylic glass for protection.

Laboratory
- Traffic routes will be determined by laboratory staff who will also decide on the maximum number of occupants in accordance with their work space allocation (see annex 1).
- The lab will also operate with a SD Coordinator (Ferdi Battes).
- Annex 1 lists additional provisions for the lab operations.

Bike shed and garage
- The entrance to the underground bike shed is narrow and cannot provide a clear overview of traffic going in and out. Since the mandatory guidelines cannot be followed, this bike shed will be closed.
- The bike sheds on the side and behind the Westvest building are open for staff with an ID card (50 places). Students are requested to come on foot, or park their bike elsewhere.
- Use of the car park (20 places) is to be requested from the manager. Only staff and guest lecturers whose attendance is confirmed by the manager are admitted into the car park.

Elevator
- Elevators can only be used by 1 person who is going up. People going down will use the staircase.
- Staff with a disability can use the elevators at all times.
Copy and multifunctional machines
- Disinfection wipes will be placed near all these machines to clean the buttons
- When required, we consider moving certain machines to create and maintain safe passage ways in the building.

Cleaning and disinfection
- Additional cleaning rounds will be made during the day to clean the doorknobs in toilets and staircases, stairway railings, buttons, tables in restaurant and other materials, frequency to be aligned with actual occupancy rates
- We will place alcohol-disinfectant dispensers throughout the building to clean items or disinfect your hands
- The use of face masks is at own discretion and these will not be provided by the Institute.

Measures outside IHE Delft building
- We are counting on staff and students to take their responsibility and adhere to the general 1.5 m distancing rule applicable in the Netherlands
- Traffic to and from the building will be managed by operating with discrete time slots for (education) activities in the building, where possible.

Monitoring, scaling and validity
- Implementation and outcomes of the protocol will be monitored by the Social Distancing Group and Social Distancing Coordinators. They will liaise with the Sounding Board and report to the Rectorate
- The Sounding Board represents IHE Delft staff and students (Dimitri Solomatine HISTI; Nemanja Trifunovic WSSEE; Marco Visser HR; Marianne Haije-Visser WoC; Anand Datla and Maubane Mahlare SAB). This Board assesses the feasibility of proposed measures and helps monitor implementation, such as by gathering feedback from staff and students. It also provides feedback on the selection of priority teaching and research activities and associated staff who are allowed in the building, as required over time
- Managers in departments and PMUs are responsible for informing their staff about the protocol and facilitate its implementation
- Measures in this protocol may be adjusted according to changing Dutch policy directives or circumstances in and around the building
- The measures in the protocol ‘Keeping IHE Delft Community Safe’ will apply from 15 June onwards and remain valid until further notice.

Delft, 10 June 2020
Annex 1: Workspace allocation IHE Delft laboratory

Fred Kruis, 29 May

Dutch and international guidelines for person-to-person interaction prescribe 1.5-2m distancing (5-7ft) to prevent and reduce the spread of contaminant biological agents (like SARS-Cov-2).

While these distance guidelines greatly reduce the possibility of transferring any virus, it also poses a problem for workspace allocation for both research and practical lab courses in the laboratory.

A few situations will be drawn up, with amount of people possible and a list of restrictions that come with them.

Situational:

North - East - Oude Delft side/garden or patio-side/Pijnacker side
North - West - Smitsteeg side/Windmill side/Rijswijk side
South - West - Westvest side/Station side/Den Hoorn side
South - East - Zuidvest side/Rotterdam side

For practical laboratory based courses, the following workspaces can be assigned:
L1: 16 participants
L2: 12 participants
FSL (Sanitation course): 5 participants

This all is not taking into account lecturers/instructors/teaching assistants!

For research there is room for at least 16 people, depending on types of research, and materials and equipment necessary for their respective research. The maximum that can be hosted are 31 researchers, where movement is very restricted. This is a highly unlikely scenario, as all chemicals, consumables and portable equipment should be handed to a specific person (reducing their movement), and assuming very limited movement for analyses. In practice, researchers move between spots at their preferred time and pace, which frequently coincides with that of other researchers and/or staff members.

Summary research
The following number of students can be hosted for research:
2nd floor, L1+ L2: 4 to 7
1st floor, FISH + PCR + micro: 0
Ground floor, incl. instrumental labs: 4 to 10
Basement, FS lab: 2 to 5
Basement, Osmometrics, Filtration, Aquatic: 8 to 15

In total, between 16 and 31 depending on the topics and needed activities.

Explanation/details Practical laboratory based courses, at 2nd floor in L1 and L2

Two scenarios have been developed:
1) where participants can work at fixed positions
2) where there is (or the need for) room for movement
Fixed positions
This will only be possible if work can be done on one location (like microbiological plating, titrations etc.). Participants can find seats farthest from the entry point, and fill up the room from back to front. Leaving the room will have to wait until the entire class is done (as there’s no room for movement through the aisle without other participants moving first). Emptying the room starts with those closest to the exit point, and will be done one person at a time.

The advantage of this option is the higher amount of participants that can attend. The major drawback is in the limited possibilities for analysis, since the number of certain equipment is far lower than the amount of participants that needs them. Other problems that might arise is when someone in an aisle needs to leave, all others between him/her and the exit point need to temporarily step out of the way (specifically sanitary breaks will have this effect).

L1:
Max 24 (9 north-east aisle, 8 mid aisle, 7 south-west aisle)

L2:
Max 15 (3 north-east aisle, 6 mid aisle, 6 south-west aisle)

Room for movement
This might be necessary for courses that need to share equipment or set-up’s used for demonstration. In this case, two aisles can be used as personal workspace, while the mid aisle can be used for shared equipment and/or demonstrative set-up’s.
A straining consequence is the moment participants in the mid-section of an aisle need to use shared equipment; at that point, others will have to make room for them to pass (both going to equipment, and coming back to the workspace).

The advantage is that certain types of analyses can still be done. A major drawback is the smaller amount of participants that can now attend this course. Secondary is that a larger area of movement always increases the chances of biological spread (this is a minor effect, and can be controlled by how and when people move).

L1:
Max 16 – using north-east aisle as temporary/non-fixed workspace

L2:
Max 12 – using mid aisle as temporary/non-fixed workspace
Research based laboratory work

The amount of workspaces greatly depends on the kind of physical work, types of analyses, and the necessary consumables and chemicals needed. If everyone only uses one type of analysis that is specific for only them, workspaces close to the location of the analysis equipment can be found where passing others is limited (thus reducing the chance of spread). If multiple researchers need to use the same equipment, chemicals, or safety features (like a fume hood, or spectrophotometer), it becomes more important that paths cross a little as possible for specific allotted timeframes. This can be achieved by using timeslots (as is currently already done for most analytical equipment). Since less researchers can now be working in the labs, it becomes more important for research group leaders to assign whose work has priority over others.

Several different scenarios can be drawn up for different amounts of researchers. These will be presented per room.

Level 2
L1/L2, research area behind the wooden wall.

L1 and L2 research locations are limited due to the fact that you’re unable to pass each other in the research space. This means that is there are more than 2 researchers working in one research area, the one (or ones) in the middle part would always have to ask those enclosing him/her to move out of the way if they would need to pass. This is not necessarily a problem if all parties involved are willing and able to do so (or accept that you might need to wait a while before others can move themselves out if the way.

Highest flexibility would be to have 2 researchers in L1 and 2 in L2 (on either side of the length of the research area). They would then be able to use the first aisle in the course part of the lab if they would need to pass the other(s). This would obviously be limited in case of laboratory practical courses. More researchers would be able to fit up to 4 researchers in L1 and 3 in L2 as a maximum. This is only possible depending on the type of work that will be done, and with the continued willingness to give space so everyone can work safely.

Ground floor
L4, Main research lab on the ground floor.

Depending on the amount of movement expected, this would be the most limited laboratory. Highest flexibility (with regard to movement) can be achieved by using a U-bend ‘walkway’ from the metal stairs leading to the basement to the door near staircase 2, and from that to the TOC-room, and from the TOC room to the door leading to the analysts room. This would leave movement to collect chemicals, consumables, PPE’s, and the use of both fume hoods and all ovens available. In case researchers need to use the Southern walkway (consumables and PPE’s), areas near the sinks on either side can be used as an overflow area (where you can wait until the occupying person leaves the walkway). This option would give room for 4 workspaces.

Not using the north-western walkway (from metal stairs towards fume hoods/main door), the amount of spaces can be increased to 6, as you can now use the head of the block of workspaces too.
Not using the north-western walkway, nor the door to the Analysis room, you can increase capacity to 7 (as you can now use both workplace number 1 and 3).

Not using the south-eastern walkway can increase capacity to 8.

Highest capacity is available when also the south-western walkway will not be used (increasing capacity to 10). Effective problem is the collection of materials, consumables and chemicals (which might need to be handed out by staff or designated researcher).

**Basement**

**WB03 (Osmometrics)**
Maximum 4 workspaces, assuming ATP and FCM move to level 1. Benches: 38, FCM, ATP, 43.

**WB05 (in front of cold storage)**
Maximum 1, assuming the walkway between other basement labs and reproduction will be closed. This also limits access to the cold storage room.

**WB06 (former Aquatic)**
Maximum 4 workspaces, assuming movement to and from FSL is limited (at least dates and times known, so work can be planned). Benches: 31, 32, 34, 35.
If necessary, 1 more can be placed in 30°C room.

**WB07 (Filtration)**

**FS05 (Lecture room)**
Maximum 5 workspaces.

**FS04 (Ascari lab)**
Maximum 1 (preferably working on the high pressure reactor).

**Limitations with regard to work and/or movement**

**Ground floor**

**W012 - GC room:** Max 1. Can only be accessed if either W011 or W010 is empty.

**W006 - Instrumental:**
Max 2.
No IC and ICP at the same time.

**Temp controlled room:** Max 1, only if 1 person in W006 when moving through it.

**W014 - TOC:**
Max 2.
No more than 1 TOC programming/read-out. No TOC while working on ICP computer (can be averted by digital bridge, though labor is a restriction).

**W015 – Analysis:**
Max 7 simultaneously, depending on work.
- Using left UV restricts use of the doorway to L4.
- No FEEM and scales at same time.
- No Zeta and sonication at same time.
- No MilliQ and sonication at same time.
- Either use left or mid fume hood, not both at same time.

*Note: move sonication bath!*

**L4:**
either use left or right fume hood, not both at same time.

**Basement**

**FS01:** Max 1.

**FS02:** Max 2.
Use either Rheometer or TGA, not both at same time.

**FS04:** Max 1.
Can be the researcher working on the High Pressure Reactor.

**FS05:** Max 5 (for courses).
Max 4 (for research).

**Level 1**

**PCR:** Max 1 per PCR room.

**Microbiology:** Max 2 (on either side).

**Analyst room:** Max 2 (Peter + 1 analyst).

**FISH-room:** Max 2 (1 microscope, 1 other work).
<table>
<thead>
<tr>
<th>level 2</th>
<th>workspace / bench</th>
<th>minimum</th>
<th>maximum</th>
<th>maximum people allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>L1 (research part)</td>
<td></td>
<td>2</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>L2 (research part)</td>
<td></td>
<td>2</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><em>Level 1</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>W128 (Lobby/autoclaves)</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>W129 (pre-PCR)</td>
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<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>W129A (post-PCR)</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>W130 (Microbiology)</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>W131A (Analists room)</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>W131 (FISH room)</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
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<tr>
<td><em>ground level</em></td>
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<tr>
<td>W006 (instrumental)</td>
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<td>W006 (30C room)</td>
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<td>W012 (GC room)</td>
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<td>W014 (TOC room)</td>
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<tr>
<td>W015 (Analysis)</td>
<td></td>
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<td></td>
<td>7</td>
</tr>
<tr>
<td>L4 (main research lab)</td>
<td></td>
<td>4</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td><em>basement</em></td>
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</tr>
<tr>
<td>WB03 (Osmometrics)</td>
<td></td>
<td>2</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>WB05 (cold storage)</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>WB06 (former Aquatic)</td>
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<td>4</td>
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</tr>
<tr>
<td>WB07 (Filtration)</td>
<td></td>
<td>4</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>FS01</td>
<td></td>
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<tr>
<td>FS02 (Analysis)</td>
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<td>FS04</td>
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<tr>
<td>FS05 (Lecture room)</td>
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<td>2</td>
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<tr>
<td>Sum</td>
<td></td>
<td>18</td>
<td>31</td>
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Annex 2: IHE Delft room characteristics

<table>
<thead>
<tr>
<th>Lecture room</th>
<th>Nr. of seats '1.5 m apart'</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1A</td>
<td>23</td>
</tr>
<tr>
<td>A1B</td>
<td>23</td>
</tr>
<tr>
<td>B1</td>
<td>7</td>
</tr>
<tr>
<td>B2</td>
<td>15</td>
</tr>
<tr>
<td>B3</td>
<td>15</td>
</tr>
<tr>
<td>B6</td>
<td>25</td>
</tr>
<tr>
<td>B7</td>
<td>8</td>
</tr>
<tr>
<td>B9</td>
<td>8</td>
</tr>
<tr>
<td>A2</td>
<td>n.a.</td>
</tr>
<tr>
<td>or A2A</td>
<td>16</td>
</tr>
<tr>
<td>A2B</td>
<td>used as storage</td>
</tr>
<tr>
<td>A3</td>
<td>21</td>
</tr>
<tr>
<td>or A3A</td>
<td>16</td>
</tr>
<tr>
<td>or A3B</td>
<td>9</td>
</tr>
<tr>
<td>A4</td>
<td>12</td>
</tr>
<tr>
<td>A5</td>
<td>12</td>
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</table>

<table>
<thead>
<tr>
<th>Other</th>
<th>Nr. of seats '1.5 m apart'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library reading room</td>
<td>12</td>
</tr>
<tr>
<td>Prinsenkamer</td>
<td>6</td>
</tr>
<tr>
<td>D2</td>
<td>4</td>
</tr>
<tr>
<td>D3</td>
<td>5</td>
</tr>
<tr>
<td>Socio</td>
<td>6</td>
</tr>
<tr>
<td>B5</td>
<td>used as storage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nr. of seats '1.5 m apart'</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restaurant/bar</td>
</tr>
<tr>
<td>Lounge</td>
</tr>
<tr>
<td>Garden</td>
</tr>
</tbody>
</table>
Annex 3: Communication to staff and students

Instructions to staff and students

- When you fill sick, cough, sneeze or have other flu like symptoms, stay at home
- When you have a sick housemate/family member, stay at home for at least 2 weeks
- Avoid the use of public transport when possible
- Students: When you don’t have a lecture planned do not come to IHE; registration in advance is mandatory. If your lectures are finished please return home immediately
- Staff: When it is not necessary to be in the building, work from home; registration in advance is mandatory
- No visitors are allowed in the building, unless they are scheduled to lecture
- The number of chairs in a lecture or meeting room determines the maximum number of people in a lecture or meeting. Do not add any chairs to a room and leave the room setting as is
- Events in public spaces (restaurant and bar) are not allowed
- The protocol will be communicated along the appropriate channels with other contracted staff in the building (Sodexo, Security, technical maintenance)

Within the building

- Wash your hands thoroughly during the day (at least 6 times); when you enter the building, after sanitary breaks, after eating, etc.
- Keep 1.5 m distance everywhere and at all times, do not enter a toilet when there is someone at the sink but wait outside
- Do not shake hands
- Sneeze in your elbow or in a tissue
- Don’t share physical (study)materials and consumer articles with others
- Follow indicated routes (on ground and 1st floor)
- Address each other when you see someone not following the rules
- Leave the building as soon as you are finished with you lecture, it is not allowed to stay in the building.

Version 0.3, 27 May 2020