

PROTOCOL

FOR ORGANISING EDUCATION ACTIVITIES

IN A '1.5 METER UNIVERSITY OF APPLIED SCIENCES'

FOR THE ACADEMIC YEAR 2020-2021



REVISION			
DATE	VERSION		DISTRIBUTED TO
14 October 2020	1.6	Adjustments based on press conference	Steering Committee
16 November 2020	1.7	Adjustments based on meeting steering committee	Steering Committee

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1. INTRODUCTION

This is the 'Protocol for organising education activities in a 1.5 meter university of applied sciences' of The Hague University of Applied Sciences. This document contains a series of guidelines composed by The Hague University of Applied Sciences to resume strictly essential education activities in the new academic year 2020-2021.

This protocol is based on:

- [The RIVM COVID-19 guidelines.](#)
- Guidelines from the 'HO Service document' and the 'HO restart protocol' of The Netherlands Association of Universities of Applied Sciences.
- Emergency ordinance COVID-19 for the Haaglanden Safety region.
- Knowledge and expertise provided by staff members of the faculties, service departments and the Staff and Student Council of The Hague University of Applied Sciences.

The special Task Force has translated these guidelines into guidelines that will apply to all locations of The Hague University of Applied Sciences during the abovementioned period. It has been our priority to protect the health and safety of our students and staff members.

The previously communicated message remains in effect:

- Restrict travel as much as possible;
- Only come to the university of applied sciences if absolutely necessary.

When it is necessary to come to the university of applied sciences, make sure to read the protocol beforehand and follow all guidelines.

This protocol is a living document and will be expanded and adapted whenever the circumstances and/or government guidelines change. Together with the information available on the dedicated [COVID-19 information page](#) for students, staff members and external parties, we hope to provide you with a complete overview for the upcoming period.

If you have any questions that aren't answered by the protocol or on the mentioned websites, please contact anderhalvemeter@hhs.nl.

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2. GUIDELINES FOR STUDENTS, (EXTERNAL) STAFF MEMBERS, SERVICES AND OTHER VISITORS

These guidelines will apply to anyone who visits The Hague University of Applied Sciences in the academic year 2020 / 2021. It applies to students, (external) staff members and third parties of The Hague University of Applied Sciences who visit any of the premises for education, exams and/or research activities or any other activities.

Students from other education facilities are not welcome without an appointment at the premises of the university of applied sciences in this period due to the limited number of available workspaces. There will be checks.

2.1 BASIC RULES

We apply the following basic rules at all locations of The Hague University of Applied Sciences. These rules will be posted at various strategic locations within the buildings. For working at our university, the following rule applies: only come to work when necessary.



- ✓ be considerate
- ✓ remind each other in a friendly manner
- ✓ we're in this together

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2.2 TRAVEL TO AND FROM THE HAGUE UNIVERSITY OF APPLIED SCIENCES		
1	Public transportation	<ul style="list-style-type: none"> • Avoid the use of public transportation. Use alternative modes of transportation, such as walking, biking, using a scooter and/or car. • Travelers must follow the guidelines and comply with all instructions of the transportation company. The website 9292 public transportation and the coronavirus provides details and guidelines • for each transportation company.
2	Bicycle and scooter	<ul style="list-style-type: none"> • Students and staff members who live less than 10 kilometers away • from the university of applied sciences are urgently requested to travel by bicycle.
3	Car	<ul style="list-style-type: none"> • Parking facilities at each location are available according to regular procedures.

2.3 WITHIN THE HAGUE UNIVERSITY OF APPLIED SCIENCES		
1	Entrance and exit	<ul style="list-style-type: none"> • There will be at least one entrance and one exit available at each location. • Some locations may have temporary additional exits to enable one-way traffic routes.
2	Washing hands	<ul style="list-style-type: none"> • Upon entry and at several locations throughout the buildings you will find disinfectants to clean your hands. • Staff members can pick up hygiene packages from faculty offices and secretariats.
3	Face masks	<ul style="list-style-type: none"> • THUAS requires everyone to wear a face mask in common areas. • A face mask should only be worn when moving through The Hague University of Applied Sciences' campuses, or when remaining in transfer areas. For example in the corridors, when entering and leaving classrooms, at the lifts, in cafeterias and in queues. When the destination has been reached, the mask may be removed. The classrooms, lecture halls, study places and office spaces are furnished in accordance with the safety protocols, these have been arranged to keep 1.5 meters distance from one another. Anyone who of their own accord wishes to wear a face mask during class is free to do so. • In case you forgot to bring your own face mask, you can pick one up at the reception or at the security desk.
4	One-way traffic	<ul style="list-style-type: none"> • We will use one-way traffic in high traffic areas (this includes stairwells, hallways and corridors). • Give everyone enough space to safely pass each other.

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2.3 WITHIN THE HAGUE UNIVERSITY OF APPLIED SCIENCES		
5	Walking routes	<ul style="list-style-type: none"> The adapted walking routes in hallways and stairwells will be clearly marked. All locations will use uniform markings and signage in Dutch and English.
6	Lifts	<ul style="list-style-type: none"> To free up lifts as much as possible for people with limited mobility, services and goods with trolleys, we discourage the regular use of lifts as much as possible. A maximum of 2 people are allowed per lift. People with limited mobility have priority in the use of lifts.
7	People with limited mobility	<ul style="list-style-type: none"> People with limited mobility are allowed to use the shortest or easiest routes, even if that means going against one-waytraffic.
8	Cleaning	<ul style="list-style-type: none"> Additional cleaning activities will be carried out, including sanitary facilities and contact surfaces. Additional cleaning supplies will be available in areas where its use will be required.
9	Opening hours	<ul style="list-style-type: none"> The current opening hours for each location are posted on the information page.
10	Attendance	<ul style="list-style-type: none"> The following applies to everyone: do not stay at the university of applied sciences if your presence is not required. If you belong to one of the risk groups and are expected to be present, please contact your student counsellor or supervisor to make individual arrangements. Students who are unable to participate in physical examinations at school due to limitations, must, as usual, notify the Examining Board through a request in Osiris Zaak. For this it is necessary to submit proof to the student counsellor. The Examination Board then weighs the interest and makes a decision. Students who cannot find a good place to take digital tests due to personal circumstances can exceptionally use a reserved space at THUAS. The student must make an appointment for this with the student counsellor. The following applies to staff members: <ul style="list-style-type: none"> Only come to work when necessary. On average, half the total number of workstations will be available. Coordinate with your team and management how the workstations will be divided. Hold meetings online as much as possible. Be considerate and keep communicating with each other. Make use of the help and support that is offered. Take your own responsibility and space within the established frameworks. We expect that all colleagues will do that.

2.3 WITHIN THE HAGUE UNIVERSITY OF APPLIED SCIENCES

11	Subject rooms	<ul style="list-style-type: none"> Additional measures may be necessary in effect in the subject rooms, such as the use of protective gear or cleaning products in contact areas. The subject rooms may also use industry-specific guidelines in their education.
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2.4 SAFETY AND ENFORCEMENT

1	Emergency situation	<ul style="list-style-type: none"> In case of an emergency situation that requires evacuation, it may be necessary to deviate from the protocol guidelines.
2	Enforcement: everyone is responsible	<ul style="list-style-type: none"> The Hague University of Applied Sciences expects that students, staff members and visitors will address each other when the guidelines of the RIVM and/or The Hague University of Applied Sciences are not followed. Address everyone with respect. Be understanding if someone unintentionally breaches a guideline.
		<ul style="list-style-type: none"> If someone repeatedly breaches the rules and is also unwilling to listen to warnings from others, please call security at 070-4458001. Security may deny someone access to the premises. The incident will also be reported to the faculty or department in question.
3	Enforcement: symptom-free	<ul style="list-style-type: none"> We expect that everyone complies with the guideline to not come to the university of applied sciences if they experience any symptoms. Please check the flowchart. If you are experiencing symptoms but you have tested negative for COVID-19, we still ask that you do not come to the university. In the case of chronic complaints, please discuss your options with your dean or manager. If we learn that someone with symptoms is present, we will ask that person to leave the premises. Also refer to item 2 Enforcement: everyone is responsible.
4	Contamination	<ul style="list-style-type: none"> If you test positive for COVID-19 and have recently been at the university, please contact your degree programme and/or supervisor, please check the flowchart. In case of a confirmed COVID-19 infection at The Hague University of Applied Sciences, we will work together with the GGD to make a list of anyone who has been in contact with the person in the period that he/she was contagious. These people will be informed and advised to carefully monitor themselves.

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2.4 SAFETY AND ENFORCEMENT

5	Protective gear	<ul style="list-style-type: none"> • The Hague University of Applied Sciences follows the RIVM guidelines (Dutch National Institute for Public Health and the Environment). • THUAS requires everyone to wear a face mask in common areas. • A face mask should only be worn when moving through The Hague University of Applied Sciences' campuses, or when remaining in transfer areas. For example in the corridors, when entering and leaving classrooms, at the lifts, in cafeterias and in queues. When the destination has been reached, the mask may be removed. The classrooms, lecture halls, study places and office spaces are furnished in accordance with the safety protocols, these have been arranged to keep 1.5 meters distance from one another. Anyone who of their own accord wishes to wear a face mask during class is free to do so. • In case you forgot to bring your own face mask, you can pick one up at the reception or at the security desk. • It is not forbidden to wear a face mask in subject rooms or at the workstations. • In subject rooms additional measures can be necessary, such as protection or cleaning products.
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2.5 FACILITIES

1	Catering and company restaurants	<ul style="list-style-type: none"> • The physical areas of the company restaurants and coffee corners are open. For current opening hours, please check the intranet. • The vending machines and coffee machines are also available. We recommend careful handwashing before and after the use of the machines.
2	Photocopier machines	<ul style="list-style-type: none"> • The photocopying facilities are available. We recommend careful handwashing before and after the use of the machines.
3	Meetings	<ul style="list-style-type: none"> • Hold meetings online as much as possible. • Meetings that must take place on site, should be held in regular meeting rooms. • The meeting rooms are furnished with a standard arrangement. Stickers will indicate how the space can be used, taking into account the 1.5 meter distance guideline.
4	Service counters	<ul style="list-style-type: none"> • The F&IT Front Office is open for questions. • Opening hours and/or accessibility of specific counters are posted on the intranet page of your own faculty or degree programme. • The counters have been set up according to the RIVM guidelines.

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2.5 FACILITIES		
5	Library	<ul style="list-style-type: none"> The library and self-study locations at The Hague University of Applied Sciences are open. To use a self-study space in the library, you must use a reservation system, see the intranet for more information.
6	Sports	<ul style="list-style-type: none"> THUAS follows the national guidelines: the fitness area remains open; team sports are not allowed; group lessons that can be given at 1.5 meter distance, such as yoga, are possible.
7	Workplaces for staff members	<ul style="list-style-type: none"> Workplaces that should not be used are stickered. Choose workplaces that allow for maximum distancing. No chairs will be removed. Don't lend out any items, like whiteboard markers. Avoid walking through occupied classrooms. Don't distribute handouts or documents, do it online. Staff members are provided with hygienic supplies to clean their workplace before and after use. These can be collected from faculty offices and secretariats.
8	Student workplaces for independent study	<ul style="list-style-type: none"> There are a limited number of student workplaces available for independent study.
9	Events and ceremonies	<ul style="list-style-type: none"> All events, with the exception of propaedeutic and diploma ceremonies, can only take place online. In person event are not possible.
10	(Group)travelling	<ul style="list-style-type: none"> Domestic or foreign travelling for work is not allowed. Group nights or camps are not allowed.

3. ADJUSTMENTS TO PREVIOUS VERSION

REVISION		
DATE	VERSION	ADJUSTMENTS
16 November 2020	1.7	<p>ADJUSTMENTS BASED ON MEETING STEERING COMMITTEE:</p> <p><i>Added 2.3.3: Face masks and 2.4.5.: Protective gear</i></p> <p>A face mask should only be worn when moving through The Hague University of Applied Sciences' campuses, or when remaining in transfer areas. For example in the corridors, when entering and leaving classrooms, at the lifts, in cafeterias and in queues. When the destination has been reached, the mask may be removed. The classrooms, lecture halls, study places and office spaces are furnished in accordance with the safety protocols, these have been arranged to keep 1.5 meters distance from one another. Anyone who of their own accord wishes to wear a face mask during class is free to do so.</p>
14 October 2020	1.6	<p>ADJUSTMENTS BASED ON PRESS CONFERENCE:</p> <p><i>Adjustment 2.1: Basic rules</i></p> <p>Face masks are obligatory added to the basic rules.</p> <p><i>Added 2.3.3: Face masks</i></p> <p>THUAS requires everyone to wear a face mask in common areas. In case you forgot to bring your own face mask, you can pick one up at the reception or at the security desk.</p> <p><i>Adjustment 2.4.5: Protective gear</i></p> <ul style="list-style-type: none"> • The Hague University of Applied Sciences follows the RIVM guidelines (Dutch National Institute for Public Health and the Environment). • THUAS requires everyone to wear a face mask in common areas. • In case you forgot to bring your own face mask, you can pick one up at the reception or at the security desk. • It is not forbidden to wear a face mask in subject rooms or at the workstations. • The Hague University of Applied Sciences follows the RIVM guidelines (Dutch National Institute for Public Health and the Environment). That is why the university of applied sciences recommends the use of protective gear (such as face masks) for students, staff members and other visitors. • In subject rooms additional measures can be necessary, such as protection or cleaning products. • In subject rooms additional measures can be necessary, such as protection or cleaning products. <p><i>Adjustment 2.5.6: Sport</i></p>

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		<p>All general indoor sports facilities are open. THUAS follows the national guidelines: the fitness area remains open; team sports are not allowed; group lessons that can be given at 1.5 meter distance, such as yoga, are possible.</p>
1 October 2020	1.5	<p>ADJUSTMENTS BASED ON PRESS CONFERENCE:</p> <p><i>Adjustment page 3:</i> Education will continue to take place online as much as possible;</p> <p><i>Adjustments introduction chapter2:</i> It applies to students, (external) staff members and third parties of The Hague University of Applied Sciences who visit any of the premises for strictly essential education, exams and/or research activities or any other activities that cannot be conducted online or in a remote setting. Students from other education facilities are not welcome without an appointment at the premises of the university of applied sciences in this period due to the limited number of available workspaces. There will be checks.</p> <p><i>Adjustment 2.3.9: Attendance</i> The following applies to staff members:</p> <ul style="list-style-type: none"> • Only come to work when necessary. • On average, half the total <p><i>Adjustment 2.3.10: Subject rooms</i> Additional measures may be necessary in effect in ...</p> <p><i>Adjustment 2.4.3: Enforcement: symptom-free</i></p> <ul style="list-style-type: none"> • We expect that everyone complies with the guideline to not come to the university of applied sciences if they experience any symptoms. Please check the flowchart. <p><i>Adjustment 2.4.4: Contamination</i> If you test positive for COVID-19 and have recently been at the university, please contact your degree programme and/or supervisor, please check the flowchart.</p> <p><i>Adjustment 2.4.5: Protective gear</i></p> <ul style="list-style-type: none"> • The Hague University of Applied Sciences follows the RIVM guidelines (Dutch National Institute for Public Health and the Environment). That is why the university of applied sciences recommends the use of protective gear (such as face masks) for students, staff members and other visitors. • In subject rooms additional measures can be necessary, such as protection or cleaning products

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		<p><i>Adjustment 2.5.9: Events and ceremonies</i></p> <ul style="list-style-type: none"> All events, with the exception of propaedeutic and diploma ceremonies, can only take place online. In person event are not possible. <p><i>Adjustment 2.5.10: (Group)travelling</i></p> <ul style="list-style-type: none"> Domestic or foreign travelling for work is not allowed. Group nights or camps are not allowed.
26 Aug. 2020	1.4	<p><i>Adjustment 2.3.9 ;</i></p> <p>For the necessary and preferable contact with each other, we request that everyone works on site at least one day a week (and more often if necessary).</p>

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