## COVID-19 protocol template for residents of Bastille

### Important details

Name of board / committee / association: xxx

Maximum number of people in office: xxx

Motivation for presence in office: xxx

### Introduction

[Who, what, why, when, how]

### General rules (Add any complementary rules if relevant)

* Rules defined by SU and UT are agreed upon and followed at all times, according to appendix A.
* Everyone who enters the office disinfects his/her hands with disinfection gel which is placed near the entrance.
* Everyday all touched surfaces and used materials are disinfected.
* In case anyone has COVID-19 related symptoms, he/she stays home
* Everyone keeps 1,5 meter distance from each other.
* There should be 7m2 of floor space per person available
* …

### Ground plan (Add any complementary rules if relevant)

* All desks are at 1,5 meter apart.
* There is 7m2 of floor space per person available.
* All people in office use their own equipment, e.g. keyboard, mouse, screen.
* Maximum amount of people in the office is X.
* Windows and doors are open as much as possible.
* The ground plan with the rules that apply in the office will be hung at the entrance of the office.
* …

*Floor plan of the office with desks and chairs indicated, including dimensions of the office and the desks. From this map, it should be clear how the 1,5 meter distance is respected.*

### Meetings and break times (Add any complementary rules if relevant)

* Breaks are organised inside / outside…
* Meetings are organised inside / outside…
* Meetings with external parties take place online.
* …

### Special situations (Add any complementary rules if relevant)

* …
* …

### Conclusion

In order to communicate the rules to all members we will brief the team. In case anything changes in the governmental regulations, this document will be re-evaluated and altered if necessary. In that case we will communicate the changes with the Student Union for a new approval.

### Contact

In case of questions, please contact [name].

[Email]   
[phone number]

# A Appendix

## A.1 General regulations Bastille

Bastille Rules to keep you safe during the Corona Crisis!  
When violating the rules, you may be denied access to the building for an extended period of time.

### KEEP DISTANCE

* Always stay away 1.5 m from other people

### WASH YOUR HANDS!

* When you leave home to go here: wash your hands
* When you enter the building: wash your hands
* When you leave the building: wash your hands
* Before touching shared materials (like the kitchen, toilet, meeting rooms): wash your hands.
* You can use disinfectant spray to clean materials.

### SERVICE DESK

* Do not approach the service desk. All questions can be asked by calling 053-4896703
* Only visit the service desk when you need something from the desk, like a key.

### REGULATIONS

* You can only enter the building with a new confirmed night pass. All night passes before the closing of the UT are removed.
  + You can only get a night pass via Mohammed (m.alkathemi@utwente.nl) from Student Union.
* Meeting rooms reservations can be made until 17:00 the day before. Make sure you do not move the chairs in order to keep the distance of 1.5 meters.
  + Meeting rooms 1,2 or 3 are usable for a conference call or a meeting with max. 3 persons
  + Meeting rooms 4 has a maximum of 9 persons.
  + Meeting rom 5 has a maximum of 8 persons
* Do not use the elevator. This can only be used in high exception with permission from the servicedesk employee.

## A.2 General Corona Regulations for activities at the UT

The following regulations apply to all forms of presence in UT buildings during the restrictive measures in the context of COVID19 (Coronavirus). These are based on the general guidelines of RIVM (NHS), the protocol of the VSNU and the general UT guidelines.

1. You don’t have (or had in the last 24 hours) of one of the following cold symptoms:

* Nose cold
* Running nose
* Sneezing
* Sore throat
* Slight cough
* Increase in body temperature (up to 38 degrees) or fever (38 degrees and above)

1. Your family members / housemates are fever-free (at least 24 hours).
2. Wash your hands regularly (min. 6x per day) for 20 seconds with soap and water (preferably) or use a disinfectant hand gel (not on dirty hands) with at least 70% alcohol. In any case, clean your hands when you enter a UT building, after sneezing (into your hands) and / or blowing your nose, before (preparing) food, after visiting the toilet, after using public transport and after cleaning.
3. Cough and sneeze into the inside of your elbow.
4. Use paper tissues, then throw it away and wash your hands.
5. Do not shake hands.
6. Keep 1.5 meters (2 arm lengths) apart.
7. Do not touch your face or touch it as little as possible.
8. Where possible, use your own accessories (eg keyboard, mouse, pen and (head) phones) and use the cleaning products offered to keep them clean.
9. Close the toilet lid (if possible) after using the toilet before flushing.
10. Keep right in traffic areas and look right when passing. P.S. Passing is allowed at less than 1.5m if it happens within 30 seconds and no physical contact takes place.
11. Use a lift with a maximum of 1 person.
12. Keep at least 4 steps away from a predecessor on a staircase.
13. Only come to a UT building after explicit approval or by invitation.
14. Follow the directions and instructions of the corona official.