Protocol

Supporting the implementation of educational activities in a ‘1.5-metre school’

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | : | **14-05-2020** |  | Prepared for: |
| Version | : | **0.7** |  | **Rotterdam University of Applied Sciences** |
| Author | : | **‘Protocols’ project team** |  | **CCMT** |

**Review history**

|  |  |  |
| --- | --- | --- |
| **Date** | **Version** | **Description** |
| 01-05-2020 | 0.1 | **Protocol draft**  |
| 04-05-2020 | 0.2 | **Input from the project members incorporated** |
| 07-05-2020 | 0.3 | **Project consultation feedback incorporated**  |
| 07-05-2020 | 0.4 | **Feedback incorporated after review by other project teams and Integral Security** |
| 11-05-2020 | 0.5 | **Feedback incorporated from Legal Services and the Services manager** |
| 14-05-2020 | 0.6 | **CCMT feedback incorporated** |
| 14-05-2020 | 0.7 | **Determined in CCMT**  |

Table of Contents

[Introduction 4](#_Toc40697923)

[Guidelines for students, staff and visitors 5](#_Toc40697924)

[General 5](#_Toc40697925)

[Guidelines for travel to and from Rotterdam University of Applied Sciences 6](#_Toc40697926)

[Guidelines for entering and exiting the premises of Rotterdam University of Applied Sciences 6](#_Toc40697927)

[Guidelines for traffic areas 6](#_Toc40697928)

[Guidelines for ‘publicly accessible’ and ‘specific’ (educational) spaces 6](#_Toc40697929)

[Facility guidelines 7](#_Toc40697930)

[Emergency Response Officers’ guidelines 7](#_Toc40697931)

[Enforcing the guidelines 8](#_Toc40697932)

[Guidelines in case of corona contamination 8](#_Toc40697933)

[Appendices 8](#_Toc40697934)

[Appendix 1. RIVM guidelines 9](#_Toc40697935)

[Appendix 2: Locations and opening hours 11](#_Toc40697936)

[Appendix 3: Emergency assistance during the corona crisis 12](#_Toc40697937)

[Appendix 4: Enforcement 14](#_Toc40697938)

[Appendix 5: Corona in the workplace 15](#_Toc40697939)

# **Introduction**

The objective of this protocol is to provide guidelines for the Rotterdam University of Applied Sciences to implement only the most necessary educational activities[[1]](#footnote-2) in the ‘1.5-metre university’[[2]](#footnote-3) in the period up to 1 September 2020.

The protocol is based on:

* the RIVM COVID-19 guidelines.
* Guidelines from the ‘Servicedocument HO – Coronavirus COVID-19 approach’ from the Ministry of Education, Culture and Science.
* COVID-19 emergency regulation issued by the Rotterdam-Rijnmond Safety Region.
* Assessment framework for compliance with the 1.5-metre university
* Knowledge and expertise of staff members at the Rotterdam University of Applied Sciences.

The starting point is to translate the government corona measures into practical and workable guidelines, which will contribute to the continuation of the aforementioned educational activities. This protocol is a living document and will be supplemented and adapted when new information becomes available.

The ‘Assessment framework for compliance with the 1.5-metre directive’ helps the Rotterdam University of Applied Sciences make decisions in situations where there is a risk in safeguarding the 1.5-metre guideline.

This assessment framework also provides support for Skills Education that requires activities with physical contact, where the 1.5-metre guideline cannot be applied.

# **Guidelines for students, staff and visitors**

These guidelines apply to students, staff and third parties who wish to visit the Rotterdam University of Applied Sciences in the period up to 1 September 2020. We differentiate between the following categories:

* Category 1: these are students, staff (and third parties) who wish to visit the premises of Rotterdam University of Applied Sciences for strictly necessary education and/or research activities[[3]](#footnote-4).
* Category 2: Students and staff who want to visit the premises of Rotterdam University of Applied Sciences because they are unable to study at home or their own School/ is far away or closed.

## **General**

1. The overarching guidelines in this protocol, which are based on the current RIVM COVID-19 guidelines, the sector guidelines issued by the Ministry of Education, Culture and Science (OCW) and the regional emergency regulation issued by the Rotterdam Rijnmond Safety Region, are to be adhered to at all times.
2. The protocol will be published in accordance with the COVID-19 communications procedure, whereby we use additional means of communication to make sure that the guidelines are widely distributed within the community of the university of applied sciences.
3. The Rotterdam University of Applied Sciences ensures the compliance of all guidelines.
4. Students, staff and third parties who are experiencing any cold symptoms are not allowed to enter the Rotterdam University of Applied Sciences.
5. Students, staff and visitors who[[4]](#footnote-5) fall into the category of vulnerable groups are advised, in consultation with their supervisor or study career coach, to be extra careful and thorough in following all applicable COVID-19 guidelines, procedures and protocols in their work or studies.
6. Only those strictly necessary education and research activities that absolutely require physical contact(s) to prevent students from experiencing a study delay may take place in the period from 1 June to 1 September 2020. There will be no regular (physical) education during this period.
7. Students and staff who need to be at the university of applied sciences for these necessary teaching and research activities must be registered in advance with Facilities and Information Technology, via their study programme or department. The information provided will indicate if there is room for Category 2 students and staff. If the occupation of the facilities does not allow this, the person will be refused entry.
8. The general house rules will remain fully in effect for the buildings of Rotterdam University of Applied Sciences during this period.
9. All Rotterdam University of Applied Sciences staff will monitor compliance with the RIVM COVID-19 guidelines in the general areas and workshops (this includes labs, studios, teaching areas, class rooms and practice rooms).
10. The head of Services is the local COVID-19 coordinator and, in the event of violations or calamities, may scale up and call on security.

**Guidelines for travel to and from Rotterdam University of Applied Sciences**

Use of public transportation

* 1. Passengers must comply with current guidelines and follow the instructions of the transportation company. The website ‘9292 travels with you and the coronavirus’[[5]](#footnote-6)provides more information and guidelines for reach transportation company. Link: [https://9292.nl/en/news/news-items/public-transportation-and-the-corona-virus](https://9292.nl/nieuws/nieuwsoverzicht/ov-en-het-coronavirus)
	2. If a staff member has serious grounds for not travelling by public transportation, the staff member may use the parking facilities at the location in question, if available.

Use of personal transportation or on foot

1. Follow the RIVM COVID-19 guidelines[[6]](#footnote-7)
2. Students, staff and visitors are advised to travel to our locations by their own means of transport (for example by bicycle or on foot) as much as possible to reduce the burden on public transportation.

## **Guidelines for entering and exiting the premises of Rotterdam University of Applied Sciences**

1. Each location has one available entrance and one exit.
2. It is not allowed to use any other entrances/exits, except in case of an emergency.
3. It is not allowed to gather with more than the number of people permitted by the RIVM on the grounds of or inside the buildings of the Rotterdam University of Applied Sciences. The current RIVM COVID-19 guidelines are in effect.
4. Students, staff and visitors must sign in when they enter and sign out when they leave the premises. Even when entering the building via the parking garage, students, staff and visitors must register at the reception desk. It is not recommended to leave the premises in the meantime.
5. The reception has been set up to allow the reception staff member to talk to visitors according to RIVM guidelines.
6. Schools (institutes) can determine their own opening hours, provided that these are within the opening hours listed in Appendix 2.

## **Guidelines for traffic areas**

1. The recommendation is to use as much one-way traffic as possible in traffic areas (this includes stairwells, halls and corridors). For those traffic areas where this is not possible, alternative and safe routes or solutions should be considered to ensure the 1.5-metre distance as much as possible.
2. The adapted walking routes in corridors, car parks and stairwells are clearly indicated, using uniform markings and instructions in Dutch and English at all locations.
3. The use of lifts is only permitted for people with a disability, the transportation of goods and upward traffic.

## **Guidelines for ‘publicly accessible’ and ‘specific’ (educational) spaces**

‘Publicly accessible’ areas include areas such as entrance halls, bathroom areas and transit areas. The term ‘specific’ (educational) spaces includes areas intended for educational, research or work-related activities, such as: workshops, studios, laboratories, classrooms, lecture rooms, practice rooms and offices.

1. Based on the current RIVM guidelines and general safety, Rotterdam University of Applied Sciences will determine the maximum number of people allowed in a room. The maximum permitted occupancy of the room and the COVID-19 RIVM guidelines are clearly displayed outside each room.
2. Anyone entering and leaving the rooms must adhere to the 1.5-metre distance rule as much as possible and follow the displayed instructions for each room.
3. For specific teaching areas, the education department will draft a more detailed protocol, which will be in line with the protocol for the entire university of applied sciences.
4. The scheduling of educational activities and the admittance policy must be centrally coordinated so that staff and students can comply with the current norm of X number of people per X m2 of floor space when moving through the buildings.
5. The use of a specific (educational) space must be reported to Facilities and Information Technology. In consultation with Facilities and Information Technology and representatives from study programmes, it will be determined how to distribute and furnish the available (educational) spaces in accordance with the RIVM guidelines.
6. Appropriate hygiene measures in line with the RIVM COVID-19 guidelines must be implemented within the aforementioned areas.
7. General cleaning services are provided by Facilities and Information Technology. The instructor or staff member on duty will be responsible for (organising) the cleaning of specific instruments or machines in ‘specific’ (educational) areas.

## **Facility guidelines**

* 1. The physical areas of the onsite restaurants and coffee corners are closed during this phase. It is possible to use takeout or delivery services offered by the caterer, provided that these comply with RIVM guidelines[[7]](#footnote-8). Vending machines and coffee machines are also available for use.
	2. Copying services may be used if strictly necessary.
	3. Small-scale meetings may take place, provided these comply with COVID-19 guidelines.
	4. Facilities and Information Technology service points and student service points are closed. Reports, questions and incidents can be filed online. Physical support is provided by Facilities and Information Technology at the open locations, if necessary.
	5. During this period, the reception areas are operating and set up in accordance with the RIVM COVID-19 guidelines.
	6. Cleaning staff follow the RIVM guidelines[[8]](#footnote-9) and the instructions of the Rotterdam University of Applied Sciences.
	7. Extra cleaning operations are carried out in consultation with the Services Department.
	8. If necessary, Facilities and Information Technology will provide the cleaning supplies, for example, to clean vending machines and equipment in workshops.

## **Emergency Response Officers’ guidelines**

1. In the event of an emergency situation in which an evacuation must take place, it may be necessary to deviate from the COVID-19 guidelines[[9]](#footnote-10).
2. Furthermore, the guidelines and processes described for the implementation of the Emergency Response Officers’ organisation as described in the Emergency Response Officers’ policy and the company emergency plans of the sites remain in effect.

## **Enforcing the guidelines**

1. Rotterdam University of Applied Sciences expects students, staff and visitors to address each other if the RIVM and/or Rotterdam University of Applied Sciences guidelines are not being followed. Escalation takes place in accordance with the ‘Instructions for enforcement of RIVM guidelines’[[10]](#footnote-11).

## **Guidelines in case of corona contamination**

1. In case of a confirmed corona contamination in the workplace, follow the guidelines described in Appendix 5.

# **Appendices**

## **Appendix 1. RIVM guidelines**

<https://www.rivm.nl/coronavirus-covid-19>

**Ensure good hygiene measures:**

* Wash your hands with soap and water for 20 seconds, then dry your hands thoroughly
* Before you go out, when you come home, after you have blown your nose, of course before eating and after using the bathroom
* Cough and sneeze on the inside of your elbow
* Use paper handkerchiefs to blow your nose and throw these out immediately after use
* Then wash your hands
* Do not shake hands
* Keep a 1.5-metre distance (two arms’ lengths) from others. This applies to everyone, for example on the street, in shops and with colleagues with the exception of home and in your family/household.
* Keeping a 1.5-metre distance reduces the risk of people infecting each other.

**What are vulnerable groups?**

Vulnerable groups are people who have a higher risk of a serious outcome of COVID-19. These are:

1. People who are 70 years and older

2. Adults (over the age of 18) with one of the underlying conditions:

* Chronic diseases and dysfunctions of the respiratory tract and lungs, which are serious enough to be treated by a lung specialist;
* Chronic heart disease that is under treatment by a cardiologist;
* Diabetes mellitus: poorly managed diabetes or diabetes with secondary complications;
* Serious kidney disease leading to dialysis or a kidney transplant;
* Lower immunity to infections because of medication for autoimmune diseases, after organ or stem cell transplantation, in case of haematological diseases, (functional) asplenia, congenital or later developed severe immune disorders requiring treatment, or during and within three months after chemotherapy and/or radiation in cancer patients;
* An untreated HIV infection or an HIV infection with a CD4 cluster or differentiation 4 number < 200/mm3;
* Severe liver disease with Child-Pugh classification B or C; (liver disease)
* Morbid obesity (BMI Body Mass Index > 40).

Pregnancy: Based on available data, there are no indications so far that a COVID-19 contamination during pregnancy leads to an increased risk of congenital anomalies or serious consequences to the pregnant woman (Mullens 2020).

**Measures for people with symptoms that resemble COVID-19 and their contacts**

Persons with a nasal cold OR cough OR fever OR shortness of breath

In the Netherlands, **anyone** with respiratory symptoms must STAY HOME. If you or one of your housemates also has a fever and/or shortness of breath, everyone must STAY HOME. Only in case of serious symptoms, contact your family doctor BY PHONE. Follow the instructions of [Rijksoverheid.nl](https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19).

Separate measures apply to care workers; see the section ‘Measures for care workers’ below. For other employees, see instructions on [Rijksoverheid.nl employees](https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/werknemers/werknemers).

All **confirmed** non-hospitalised **cases** must remain in home isolation until they are symptom-free for

at least 24 hours.

**Housemates of a confirmed patient**

Housemates receive an information letter from the GGD. Housemates must stay at home for two weeks after the index patient has gone into isolation at home. They are not allowed to go to work or school and should go out as little as possible. They may go out to do their grocery shopping, for example, but should keep a distance from others and avoid any physical contact. Housemates who are also care workers will not be excluded from work, see the section ‘Measures for care workers’ below.

Length of isolation period: a housemate must stay at home until 14 days after the last unprotected contact with the patient AND the housemate must have been free of any symptoms for at least one day.

## **Appendix 2: Locations and opening hours**

The following locations are open from Monday to Friday. Specific dates and times for each building are made known elsewhere:

Education and research

* Academieplein
* Rochussenstraat
* RDM
* Willem de Kooning Academy – Wijnhaven/Blaak

Digital tests

* Museumpark

**Opening hours**

* Monday to Friday: 8 am – 10 pm
* On Saturday: 8 am – 6 pm

## **Appendix 3: Emergency assistance during the corona crisis**

**What can you do yourself?**

The most important measures you can take to prevent the spread of the coronavirus:

* + Wash your hands regularly with soap and water.
	+ Cough and sneeze on the inside of your elbow.
	+ Use paper handkerchiefs.
	+ Don’t shake hands.
	+ Stay home if you experience any cold symptoms.
	+ Keep a 1.5-meter distance (two arms’ lengths) from each other.

These measures apply to all viruses that can cause flu and colds. It is always important to comply with these.

**What to do in case of an emergency?**

Because of the risk of contamination with coronavirus, the following recommendations apply in the event of a calamity:

* + Don’t respond to an emergency call if you are not feeling well.
	+ Be aware of your own safety!
	+ Put on gloves.
	+ Observe from a distance. Wherever possible, keep a 1.5-metre distance.
	+ Let the victim perform their own actions.

**Should you perform CPR during the corona crisis?**

The coronavirus can be transmitted through the respiratory tract. This means we have to be careful with CPR.

The following recommendation has been issued:

* + Do not give mouth-to-mouth resuscitation to adults.
	+ The response remains unchanged for children and newborns.

**During an emergency response:**

* + Determine breathing only by observation!
	+ Is there no visible breathing? Call 112 immediately.

*No suspected corona contamination?*

If there is no suspected corona contamination, the recommendation is to proceed as follows in case of resuscitation:

* + The victim is not breathing? Call 112 immediately.
	+ Connect the AED and perform continuous chest compressions.
	+ Don’t give mouth-to-mouth resuscitation! Not even with a ventilation mask.
	+ Make sure there are no more than two emergency responders present (including firefighters/police). One Emergency Response Officer gives chest compressions, the other stands by the feet of the victim to relieve the chest compressions. Continue until professional responders arrive.
	+ Keep others at a distance.

*Is there a suspected corona contamination?*

In case of a suspected corona infection, the recommendation is to act as follows in case of CPR:

* + The victim is not breathing? Call 112 immediately.
	+ Do not perform chest compressions on the victim. Only connect an AED.
	+ Don’t give mouth-to-mouth resuscitation! Not even with a ventilation mask.
	+ Keep others at a distance.

What do you do after the emergency response?

* + Disinfect your hands as soon as possible.
	+ Wipe off the used medical equipment (AED) with alcohol.

Provide good aftercare. Discuss the emergency response with each other.

## **Appendix 4: Enforcement**

If a student and/or staff member does not adhere to the guidelines, they will be addressed and kindly but urgently requested to adhere to the guideline in the future.

* Make sure to remain reasonable and limit enforcement to cases where people choose not to comply with the guidelines.
* Make it clear that you assume that the person you are addressing will follow your instructions, but if the situation repeats itself, security will be called in compliance with the crisis management team guidelines.
* Demonstrate understanding when someone inadvertently fails to adhere to the guideline, but still remind them of the breach.

If someone doesn’t want to listen to you or fails to comply with the guideline again, notify security by contacting reception, your manager or call +31 10 794 55 59.

Security will proceed to deny the person access to the premises. A report will also be submitted to the Dean of the School/institute and/or Director of the department concerned.

## **Appendix 5: Corona in the workplace**

**Guidelines:**

Source: Werknemers- en werkgeversadvies coronavirus van Arboned

<https://www.arboned.nl/coronavirus>

* Ask the GGD for advice and inform the occupational health and safety service.
* If possible, make a logbook of people who have had close contact with the person in question (physical contact and/or within two metres for fifteen minutes or more). Make sure to protect the privacy of all those involved.
* As a prevention, keep all employees who had close contact with the infected person out of the workplace for 14 days, if possible. Make sure to protect the privacy of all those involved.
* Make an anonymous announcement to all employees that includes the following:
	+ an appeal to be especially vigilant of any respiratory symptoms.
	+ information on the measures you have taken/will take.
* Pay special attention to worries among vulnerable and high-risk staff members.
1. This refers to prioritised education and research activities that absolutely require physical contact, to prevent students from experiencing a study delay. [↑](#footnote-ref-2)
2. This is a government-proposed educational institution in which students, staff and third parties will keep a 1.5-metre distance from each other to prevent the spread of the coronavirus. [↑](#footnote-ref-3)
3. As already described in the introduction: This refers to prioritised education and research activities that absolutely require physical contact, to prevent students from experiencing a study delay. [↑](#footnote-ref-4)
4. See Appendix 1. [↑](#footnote-ref-5)
5. See Appendix 2. [↑](#footnote-ref-6)
6. See Appendix 1. [↑](#footnote-ref-7)
7. See Appendix 1. [↑](#footnote-ref-8)
8. See Appendix 1. [↑](#footnote-ref-9)
9. See Appendix 3 for instructions in the event of a calamity. [↑](#footnote-ref-10)
10. See Appendix 4. [↑](#footnote-ref-11)