

# Faculty of Science Building Capacity protocol

8 September 2020

## 1. Formal frameworks

This protocol was drawn up within the following guidelines and frameworks:

- measures taken by the [central government](#);
- [Higher education \(HO\) service documents: Coronavirus COVID-19 strategy](#);
- [Emergency Ordinance COVID-19 Amsterdam-Amstelland](#);
- [VSNU Protocol](#);
- [UvA](#) measures.

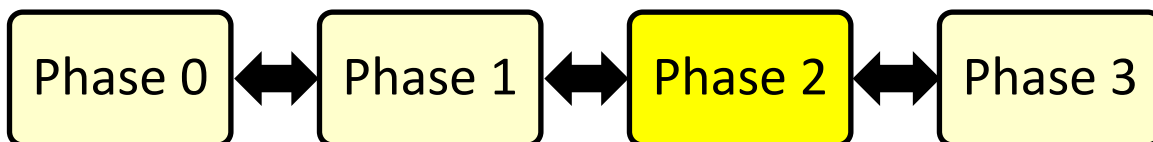
## 2. General principles

- The health and safety of students and staff is paramount.
- Working from home is the norm. People are required to keep a 1.5-metre distance from each other both within Faculty of Science buildings and outdoors on campus.
- If the scale-up of activities is to be successful, each and every individual must play their part. Staff and students are expected to be considerate of each other and, where guidelines are being ignored, to point this out to each other in a collegial way. Everyone can be reminded of the behavioural norms and should respond respectfully to such reminders. After having worked, met with others or eaten somewhere, staff and students must make sure to leave the area in a clean state.
- Any employees, guests and students who are visiting or returning from a country for which orange travel advice is in force (only essential travel) are urgently advised to self-isolate for a period of 10 days.
- Staff and students will be sent home by their supervisor and lecturer if they come to the campus despite having symptoms.
- Cleaning of buildings will be intensified, with particular attention being paid to frequently touched surfaces (lift buttons, handrails, door handles, coffee and vending machines, etc.).
- The maximum number of staff permitted in a building must not be exceeded. From 15 June, maximum occupancy for staff is 20% of the workforce.
- When using a building, it is recommended that the [UvA recommendations on ventilation](#) should be taken into account.
- The occupancy and use of lecture rooms is governed by the applicable frameworks in the UvA Protocol (see chapter 1).
- Study places are managed by the University Library and students must register digitally for them in advance.
- The following types of on-site work will be prioritised:
  - critical processes (such as building, ICT or other infrastructural maintenance and looking after plants and animals);
  - research activities that are required to take place on site (such as lab work); research projects of doctoral candidates and postdoctoral researchers;
  - teaching that cannot take place online (such as practicals);
  - preparations for online teaching (such as making video recordings);

- staff who, due to personal circumstances, cannot adequately work from home.
- In all cases, staff members must reach prior agreement with their supervisor and institute manager about their on-site presence. The staff member then reserves an office space through the faculty's [office reservation system](#). This system takes into account the number of people that are able to make use of an office space under the guidelines (1.5 metres and ventilated). The supervisor and institute manager will monitor responsible use, both in terms of distribution across the building section in question and in terms of available company time.
- The Building, Occupational Health, Safety and Environment division (GAM) of the Faculty of Science will consult with Facility Services to ensure there are enough company emergency response officers in the buildings.
- In the event of an emergency, the regular procedures, in which the safety of students and staff is paramount, will apply and the specific COVID-19 measures and guidelines will no longer apply.
- The faculty will monitor occupancy across the entire building in consultation with Facility Services and the institutes/units. If building occupancy exceeds the maximum capacity, the faculty will take measures in line with the above-mentioned priorities.
- No formal, informal or social gatherings and events are set to take place in Faculty of Science buildings during the month of September. The faculty will review this matter at the end of September 2020.
- If the guidelines and frameworks from the government and the University of Amsterdam change, the protocol will be modified accordingly.

### 3. Phasing of the scale-up in building capacity

The scale-up of the capacity of Faculty of Science buildings will take place in accordance with phases 0, 1, 2 and 3, as follows.



- Phase 0: minimal opening, only with enough company emergency response officers and adequate oversight and security;
- Phase 1: specific on-site research activities;
- Phase 2: transition period with a number of restrictive measures;
- Phase 3: opening as before the outbreak of COVID-19.

On 15 June, the faculty transitioned from Phase 1 to Phase 2. The steps in this protocol all refer to phase 2. It is crucial to stress that the arrows go both ways. If government and/or UvA guidelines become stricter, for instance in case of another coronavirus outbreak, it may be necessary to go back one or more phases.

At the end of September 2020, based on the experiences gained at the start of the academic year and the options permitted by the government at that time, the faculty will review whether the on-campus activities can be maintained, scaled up further (e.g. by increasing the number of study spaces or the number of staff permitted on campus) or, indeed, whether they must be scaled down.

### 4. Travelling to the Science Park

- Ideally, students and staff should travel by bike or using their own transport and should avoid travelling by public transport as much as possible.

- Bicycles must be parked in the (temporary) storage facilities that have been made available. While people must keep a distance of 1.5 metres from each other, there is no need to keep this distance between parked bicycles.
- Public transport should only be used for essential travel. All users of public transport must observe applicable regulations.
- The standard parking facilities can be used at the Science Park, with standard conditions of use applying. In urgent cases, staff can discuss the options with the institute's operational manager.

## 5. Faculty of Science building sections

### 5.1 Opening hours

The opening hours at the various Faculty of Science buildings are as follows:

Building sections	Opening hours
ASP904 A, B, C and D and E <sup>1</sup>	Mon-Fri from 07:00 to 22:00. Weekends from 10:00 to 18:00.
ASP904 F and G	Mon-Fri from 8:30 to 18:00. <sup>2</sup>
ASP 107	Mon-Fri from 08:00 to 19:00.
Faculty of Science Pavilion <sup>1</sup>	Mon-Fri from 09:00 to 18:00.

### 5.2 Entrance

- Building section ASP904 has a separate entrance and exit. This is not the case for building sections ASP904 F and G, for building ASP107 or for the Faculty of Science Pavilion. So as to minimise traffic flows in the other building sections, buildings F and G can only be accessed via their own entrances. All users are requested to grant each other sufficient space when entering and exiting the building.
- When entering and exiting, all users must register in the lobby of ASP904 using their UvA ID card, so building occupancy can be monitored. No personal data beyond whether the user is a staff member or a student will be stored.
- Instruction signs and disinfectant are present at all entrances.

### 5.3 Corridors

- Walking directions in the corridors are indicated by signs.
- Corridors no wider than 2.20 metres have one-way traffic, while
- corridors wider than 2.20 metres have two-way traffic.
- Two-way traffic applies in corridors for which no alternative is available.

### 5.4 Lifts

- In principle, the lifts must not be used. The only exception is for staff and students who for health reasons are unable to use the stairs or have difficulty doing so.
- A maximum of two users per lift applies unless indicated otherwise.
- No more than two users at any one time are allowed to wait in the lift lobbies in main building ASP904.

<sup>1</sup> Access to building section E only available with authorisation.

<sup>2</sup> Building sections F and G are only intended for practicals.

## 5.5 Stairwells

- One-way traffic with a fixed direction applies in all stairwells of ASP904.
- The walking direction to be observed on the stairs in ASP904 is indicated by signs.
- Two-way traffic applies in the stairwells of ASP107, the Faculty of Science Pavilion and building section F of ASP904.

## 5.6 Lavatories

- The doors to the common areas of the toilets are always open. In the men's toilets, the urinals positioned in plain sight have been closed for use. In the common areas of the toilets, all users must keep a 1.5-metre distance from each other and crowding should be avoided.
- The showers are available for use.

## 5.7 Pantries

- Pantries are available for fetching coffee, tea and water and for using the fridges.
- In the pantries, all users must keep a 1.5-metre distance from each other and crowding should be avoided.

## 5.8 Restaurant

- The restaurant and the Academic Quarter (the Koffiebazen) have limited opening hours.
- A maximum of 30 seats are available in the cafeteria (arranged at a 1.5-metre distance from each other). These seats are exclusively for eating meals or drinking tea and coffee: they must not be used for meetings or informal consultations.
- In the restaurant, all users must keep a 1.5-metre distance from each other and crowding should be avoided.

## 5.9 Boardrooms of study associations, the Faculty Student Council and Brainwave

- Boardrooms are available exclusively for administrative and council activities. No more than two persons at any one time may be present in a boardroom, and they must keep a 1.5-metre distance from each other.
- In principle, the Brainwave is closed. Any requests for exceptions to this closure may be submitted to [gam-science@uva.nl](mailto:gam-science@uva.nl). The maximum number of persons permitted in the Brainwave is 24.

## 5.10 Information desks

- Where needed, information desks will be fitted with plexiglass screens in addition to other protective measures.

## 5.11 Meeting rooms

- In accordance with UvA Protocol, the Faculty of Science has made available three large meeting rooms, B1.25, B1.49C and C4.174, that can be booked in Outlook. In case of conflicting agendas, the director of operational management will decide on individual requests.
- Where possible, separate entrances and exits will be used for the meetings rooms. Where this is not possible, those leaving the rooms should be given ample space to do so.

- The set-ups in meetings rooms may not be changed. There is a minimum distance of 1.5 metres between chairs.
- Staff members will disinfect meeting rooms before and after meetings; the institute or unit in question will make cleaning wipes available.

### 5.12 Offices

- In ASP904, ASP107 and the Pavilion, the maximum number of persons per office space depends on the size, shape and ventilation of the room and on how well the 1.5-metre distance is observed. The guidelines regarding the maximum number of persons per room must be followed. For advice on this matter, please contact the Building, Occupational Health, Safety and Environment division ([gam-science@uva.nl](mailto:gam-science@uva.nl)).
- Wherever possible, staff members have their own fixed workspace.
- At the start and end of their activities, staff members must disinfect their workspace completely; the institute or unit will make cleaning wipes available.

### 5.13 Research areas

- Research activities that cannot be carried out at a distance are prioritised.
- Activities will take place in accordance with the generic safety policy of the UvA/Faculty of Science and general government guidelines.
- Lab research will involve a minimum of two persons.
- Prior permission from the institute manager is needed to work in the labs.
- To obtain permission, a schedule must be sent to the institute manager that allows him or her to know in advance who will be present in which lab and when, as well as which activities will be carried out. On the basis of this schedule, the institute manager will determine whether safety standards will be met. If he or she believes this is not the case, permission will be denied. In the event that the guidelines cannot be followed, coordination should take place with the safety expert ([gam-science@uva.nl](mailto:gam-science@uva.nl)).

### 5.14 Lecture rooms

- People must keep the required distance from each other on entering and exiting lecture rooms. Where needed, instructions on walking routes will be posted near the lecture rooms.
- People must observe instructions for entering lecture rooms and make use of the seats present only.
- The layout of the lecture rooms may not be altered.
- The maximum occupancy of training rooms can be determined in consultation with the Building, Occupational Health, Safety and Environment division of the Faculty of Science.
- Disinfectant will be made available near the lecture rooms.
- During the teaching slots, lecture rooms must be used for teaching purposes only. Rooms can only be used if they have been booked.

On the basis of the current rules, the faculty applies the following guiding principles regarding the timetabling of teaching:

- Education will be provided in the form of Blended Learning, with teaching (lectures and tutorials) taking place online to a large extent.

- Examinations and resits will be taken and administered online until further notice.
- When determining which activities will be held on campus, the following groups will be prioritised in the following order: first-year Bachelor's students, Master's students, second and third-year students.

All proposals for on-campus teaching will be considered cohesively by the Education Core Team and the directors of education, who will take the set priorities and available capacity into account.

## 6 Communication

- The protocol is available from the Faculty of Science website and is distributed via the Faculty of Science newsletter.
- It is available both in Dutch and in English.
- Information for students is available on <https://student.uva.nl/bio/corona/belangrijke-informatie-over-onderwijs.html> and on <https://student.uva.nl/bs/corona/corona.html>
- Suggestions or questions about the protocol can be emailed to [gam-science@uva.nl](mailto:gam-science@uva.nl).