



# Memo

Date

9 June 2020

Subject

Protocol for the (gradual) resumption of activities at UvA locations

## **A. Introduction**

The majority of face-to-face activities at UvA locations have been suspended since 13 March. One exception to this is limited research activities, which have been permitted since 11 May. This protocol defines the parameters for a gradual resumption of teaching and research activities and office functions at UvA locations. This protocol will come into force on 15 June, when, as announced by the government on 19 May, universities are permitted to resume certain activities. If activities can be scaled up in the future (or, indeed, if there is a tightening of measures), this protocol will be amended accordingly.

This protocol was drawn up in accordance with the regulations and guidelines of the national government and RIVM and with VSNU's Protocol for Resuming Activities at Universities. Clearly, in the event of an emergency, the regular procedures, in which the safety of students, staff and visitors is paramount, will apply and the specific Covid-19 measures and guidelines will no longer apply in that instance.

We are liaising with Amsterdam Transport Authority, the City of Amsterdam and the Safety Region over public transport issues.

## **B. Building-specific implementation**

This protocol aims to define common parameters across the UvA for implementation of the guidelines for the resumption of activities, in such a way that scope is provided for specific application per campus, faculty, building or unit.

Each building has a capacity for teaching rooms and workspaces and a maximum number of people who can enter the building per hour (see Appendix 6). Each faculty and unit will divide the available space up within the framework of this permitted capacity. In particular, sufficient capacity must be made available for vulnerable students and staff.

Building managers are responsible for identifying and communicating with these groups.

A distinction is made between the following building functions:

1. Teaching space
2. Research space/labs
3. Offices and meeting space
4. Study spaces
5. Communal space

Building managers will decide how the above functions are divided up and prioritised within the available building capacity, taking into account the general priorities and conditions that apply UvA-wide. When prioritising functions in this way, it must also be specified which activities can easily be scaled down should it be necessary (e.g. in the event of the threat of a new peak in infections or an uncontrollable situation in terms of building use).

Many UvA buildings are used by multiple faculties, staff departments and units (shared entrances, teaching rooms, toilets, lifts etc.). It is important therefore that there is effective coordination between the various users. As far as the allocation of teaching rooms and the use of offices and meeting rooms at campus level is concerned, a coordination committee will be set up to manage the division of the available capacity across the various functions and users. These working groups will be led by the faculties that are based on the campus and the working groups will work closely with FS-FM (safety and logistics) and FS-BOL (teaching logistics) and with the University Library in regard to study spaces. The director of operational management will manage any choices that need to be made on the campus in terms of the above-mentioned building functions; in the case of the Roeterseiland Campus, it will be the joint directors of operational management of the relevant faculties. FS is responsible for the layout and signage of communal spaces and outdoor spaces in consultation with the relevant faculty.

Buildings where a faculty is not the main occupant will be managed by the building manager. Units and staff departments based in the Leeuwenburg building will use the AUAS protocol.

If there is not enough space to enable core tasks to be carried out on our own campuses and buildings, and consultations between the directors of operational management are unable to come up with a solution to the problem, the matter will be escalated to the deans concerned and, in the final instance, to the Executive Board.

### **C. General principles and conditions**

- The main objective is to enable teaching, research and valorisation to take place in the best way possible, taking into account government decisions and RIVM guidelines. The health and safety of students and staff is paramount.
- Although in a number of UvA buildings it may be practically possible to scale up activities, as things stand (until 1 September at least), with the restrictions imposed by the government and the sector protocol of the Ministry of Education, Culture and Science, the scope for this is limited.
- The allocated capacity per building is limited for the following reasons:
  - In order to ensure from the outset that the study and work environment is safe, the full capacity of a building will not be allocated immediately. This gives students and staff time to get used to the new way of working and the organisation time to

experiment for when the actual situation or government policy allow a further scaling up of activities.

- There must be sufficient scope to offer customisation to enable safe access by specific groups such as those with a disability.
- It should be noted that in organisations where large amounts of teaching are delivered, the building capacity for office functions is relatively low compared with the capacity in organisations where no teaching activities take place; this is because there is a large amount of movement on a campus compared with a relatively static office building.

In addition, the time slots imposed by the government for teaching activities (11 am to 3 pm and after 8 pm) are so limited that it is difficult to stagger teaching throughout the day, which leads to peaks in the number of people accessing the buildings. As things stand, lectures must not start or finish outside of these times. These time slots will apply between 15 June and 1 August. As soon as new agreements have been announced concerning the new ‘staggering’ model for public transport from 1 August (which will increase the window during which students can travel on public transport), this protocol will be amended accordingly.

When opening/reopening buildings, the conditions set out in Appendix 2 must be met. FS will advise units and help them prepare buildings for the resumption of activities. FS will also be responsible for general aspects such as the setting up of circulation spaces in the buildings, access systems for counting the number of people in buildings and compliance. The University Library (UB) has set up a booking system for study spaces in UB locations. Specific adaptations in research spaces will be paid for by the faculties and units themselves.

FS is responsible UvA-wide for monitoring compliance with the measures, monitoring the occupancy level of individual buildings and at campus level and, where necessary, escalating matters to the building managers if the occupancy level is likely to be exceeded, whereupon it will be decided what action is required at that time. Compliance with the guidelines in this protocol, e.g. staying 1.5 m apart and no access to buildings to anyone with a cold/fever, will, however, remain in the first instance the individual responsibility of staff and students themselves. If the scaling up of activities is to be successful, each and every individual must play their part.

#### **D. Phased resumption**

As things stand, there will be a phased resumption of activities as follows: From 15 June:

- Limited teaching activities are permitted, within the parameters of VSNU’s Protocol for Resuming Activities at Universities (Appendix 3).
- Research activities are possible within the parameters of the UvA’s Protocol for the Resumption of Research Activities, which will be extended to at least 31 August (see Appendix 5).
- The regulations on home-working will continue to apply. The government guidelines and the VSNU protocol do not permit the scaling up of work in UvA buildings unless there is a compelling reason to do so (difficult home situation or the nature of the work - and only with the manager’s consent). At the same time, there is much demand and need within the organisation for a resumption of on-campus working. Consequently, where a building is already open, it is permitted to allow 20% of staff to work in the building at the same time.

- Employees (both academic and support staff) who need to meet face-to-face to discuss particular issues can book meeting rooms for this purpose in one of the opened UvA buildings. A limited number of meeting rooms will be made available for each faculty with the director of operational management making decisions on the various requests. Units and staff departments can book rooms on the Roeterseiland campus or in the Leeuwenburg building. The unit directors or the secretary will make decisions regarding their own units.

**From 1 July:**

- All UvA buildings that were closed will be re-opened; REC M will be open from 15 June.
- The maximum occupancy level of 20% of staff per building will continue to apply. The opening of all buildings is intended to facilitate preparations for teaching in the new academic year, to enable the new academic year to get off to as smooth a start as possible and to enable essential research activities to take place.
- From 24 August, UvA buildings can also be used (to a limited extent) for introduction activities.

**From 31 August:**

- Teaching will resume in accordance with the Framework for the Delivery of Teaching in Semester 1 2020-2021 (Appendix 4).
- The maximum building capacity specified in Appendix 6 will apply.
- Opening times on workdays will be extended to 7.30 am-10 pm and at weekends to 9 am-6 pm to enable activities to be staggered as much as possible. Depending on the final timetables, it will be decided, before the start of the new academic year, to which buildings on each campus these opening times will apply.
- In principle, staff will continue to work from home, unless they need to be on campus for the teaching and research activities specified in Appendices 3 and 5.

**From 28 September:**

- Based on the experiences from the first two weeks of the academic year and the options permitted by the government at that time, we will review whether the on-campus activities can be scaled up further (by increasing the number of study spaces, for example, or the number of staff who are permitted to be on campus) or, indeed, whether they must be scaled down.

**Building-specific arrangements**

Faculties, staff departments and units will consider how the number of people present in a building can be increased whilst still ensuring people's health and safety. The extent to which this can be done will vary according to the building and will depend on the nature of the activities and the specific characteristics of the building concerned. It may, for example, be possible to increase the number of people who can work safely in a building in accordance with RIVM guidelines by:

- using (additional) emergency exits as entry and exit points;
- introducing variable start times for teaching and/or office functions in order to stagger movements around the campus and increase the capacity of entry and exit points;
- separating buildings into teaching and office areas;
- allowing researchers and other staff, for example, to schedule more activities on the campus at times when there is not much teaching going on.

With the consent of Facility Services, from 28 September onwards, or earlier if possible, specific proposals for increasing the capacity of a building/campus can then be implemented.

## **Appendix 1. General conditions applicable to visits to UvA locations**

1. The general guidelines issued by RIVM will apply (keeping a distance of 1.5 metres apart, observing rules regarding hygiene, no access to buildings if the person concerned or a member of their family/household has a cold/fever).
2. Students and staff who fall into one of the risk groups come onto campus on a voluntary basis.
3. UvA locations are only accessible to UvA students, staff, contractors and suppliers and to visitors who are involved in delivery of the UvA's teaching.
4. Ideally, students and staff should travel by bike or using their own alternative transport and should avoid travelling by public transport as much as possible.
5. Staff and students will be sent home by their manager or lecturer if they come onto campus when they have symptoms (fever, respiratory problems such as coughing, congestion, sneezing and/or shortness of breath).

## Appendix 2. Conditions for the re-opening/scaling up of buildings and campuses

### A. Facilities and logistics

1. Movement around buildings etc.
  - a. Where necessary, there must be a separate entrance and exit.
  - b. The measures and conditions that apply must be made clear at the entrance to the building.
  - c. Where possible and sensible, it should be marked on the floor at the entrance what a distance of 1.5 metres looks like.
  - d. There must be instructions on entering the building and by lifts, toilets and coffee machines.
  - e. There must be clearly marked walking routes.
  - f. The distancing and hygiene rules also apply in outdoor spaces and must be clearly brought to people's attention.
  - g. Waiting spaces or similar must be indicated by markings at entrance doors so people who are waiting maintain sufficient distance from others.
  - h. Encourage use of the stairs (one-way flow), maximum number of people per lift, only take the lift if you are going up more than 6 floors.
  - i. In spite of the markings and restrictions, buildings must be pleasant and welcoming places to be.
2. The following applies to the use of offices and (flexible) workspaces:
  - a. Study spaces must be booked using the booking system.
  - b. Use of the workspace booking system is optional, at the discretion of faculty/unit.
  - c. Desks/rows of desks must be laid out in such a way that people can maintain a distance of 1.5 metres from each other. Desks where a distance of 1.5 metres cannot be maintained will be taken out of use.
  - d. Where a distance of 1.5 metres cannot be achieved or can only be achieved with difficulty, there must be adequate separation between workstations (perspex or cardboard screens).
  - e. Use of the same workstation is preferable.
  - f. Workstations in communal areas must have a supply of wipes and hand gel. Staff must disinfect their entire workstation when they start and finish work.
3. Emergency Response must be deployed on the basis of the maximum permissible capacity and will be supplemented if the capacity is increased.
4. Hygiene and protection
  - a. Cleaning of buildings will be intensified, with particular attention being paid to frequently touched surfaces (lift buttons, hand rails, toilet door handles, coffee and vending machines etc.)
  - b. Disinfectant hand gel must be available at all entrances. It must also be available in the corridor by the exits to toilets.
  - c. In the case of flexible workspaces: wipes must be available for desk, mouse and keyboard.
  - d. Lecture rooms will not be cleaned between uses. Cleaning products will however be available so people can clean tables themselves, for example, for the next users.

- e. The purchase of masks for travel on public transport is the responsibility of staff and students themselves. (Non-medical) face masks will however be sold at a number of UvA locations.
1. Catering/hospitality
  - a. Catering facilities consistent with the education being provided will be re-opened as soon as it is safe to do so. The facilities available will be based on the level of occupancy and will be positioned in such a way that they do not give rise to logistical issues.
  - b. All hot drinks machines and vending machines will be brought into service on 1 July.

## **B. Specific parameters for education**

1. The number of movements to and from UvA buildings for the purposes of teaching must be a maximum of around 20% of the usual number (VSNU protocol).
2. Lectures on campus must start and end between 11 am and 3 pm and after 8 pm, unless, following discussions with Amsterdam Transport Authority, more public transport capacity is made available for students.
3. If a campus does not have sufficient space to deliver its teaching, contact should be made with FS, who will look for solutions on other campuses or in external buildings.
4. Lecture rooms must not be used for non-teaching purposes during the teaching slots. The recording of lectures and preparations for online teaching should primarily take place outside of the teaching slots (NB ICTS has mobile units).
5. Wherever possible, gaps in timetables should be avoided (in order to keep study spaces and movements of people under control).
6. Once a lecture has ended, students must leave the campus. They may, however, use study spaces between lectures and outside of the teaching slots (only with a reservation).
7. Lecturers are responsible for staggering students' departure from rooms in accordance with the applicable guidelines.

## **C. Study spaces**

1. Where possible, study spaces should be provided on a central basis on each campus (among other things, to avoid the need for people to cross over each other), i.e.:
  - Science Park: library 1st floor, building 904
  - University Quarter: UB Singel
  - REC: Building H, behind hall A
2. An online booking system for the use of study spaces must be made mandatory as soon as possible; the University Library will begin a trial for this on 2 June.

## **D. Guidelines for contact and behaviour**

To be addressed for each building individually, responsibility of faculties and units.

1. Measures must be taken to keep physical contact between staff to a minimum (restriction of the number of people moving around within buildings).
2. Rules for use of rooms (meeting rooms, lecture rooms):
  - a. As far as the use of lecture rooms is concerned, the maximum occupancy level defined by BOL (see Appendix 4.1) will apply.



- b. Rooms can only be used with a reservation and only for the time for which the reservation has been made.
- c. When entering and leaving the room, people must keep to the marked routes.
- d. Where possible, the layout of each room should be marked, changes in layout are not permitted.
- e. Students/staff must clean their workstation/study space/meeting place before use. Wipes will be made available centrally.

### **Appendix 3. VSNU protocol Priorities for the resumption of teaching**

#### On 15 June:

For the time being, teaching activities that can be delivered online will continue to be delivered online. In line with the government's decision to allow testing (examinations), practical education and the supervision of vulnerable students, universities are focusing on teaching activities which cannot be delivered online or which are difficult to deliver online. When teaching resumes in university buildings, the following will have priority:

- Resumption of teaching in laboratories/practicals, with final year students having priority
- Small group teaching, such as tutorials or clinical/pre-clinical teaching (including dentistry, veterinary medicine) for which there is no good online alternative
- Examinations/assessments which cannot take place online
- Mentoring and tutoring of vulnerable students
- Supervision of these where this cannot be done online

In addition, priority will be given to the resumption of (practical) placements, field excursions and (practical) (final-year) projects outside of university buildings, where these have been suspended. These activities will follow the guidelines that apply in the location where they take place.

In the case of UMCs and other healthcare institutions, given the (Covid-19) care processes taking place in the same building, this may not always be possible.

#### On 1 September:

- Face-to-face teaching of the new first-year students.

## **Appendix 4. Framework for the Delivery of Teaching in Semester 1 2020-2021**

### Point of departure for Semester 1

Due to the restrictive measures imposed by the government (keeping a distance of 1.5 metres, the guidelines issued by RIVM and VSNU and the limitations of public transport), we will have to assume that a large part of our regular teaching will be online and that only a limited amount of it can be delivered on campus.

### Steps for the delivery of face-to-face teaching

1. FS/BOL will decide what is possible for each campus/building in terms of the use of rooms and timetabling.
2. Based on the options and priorities for face-to-face teaching on each campus, the college/graduate school directors will divide the space available for the delivery of face-to-face teaching between the programmes delivered by the Schools and Colleges. In other words, arrangements will be coordinated within and between Schools and Colleges (by mutual agreement between college/graduate school director and programme directors).
3. Each programme will then decide how the available space will be divided between the various subjects (programme director in consultation with the lecturers), including community building activities.
4. Lecturers will organise their teaching in accordance with the above decisions.
5. Based on the arrangements:
  - a. FS/BOL will book rooms for Semester 1, making sure that bookings are staggered.
  - b. The faculties will then draw up a timetable on this basis.
  - c. Details of the subjects and timetabling will be input in CANVAS and S+/rooster.uva.nl so students have the correct information (in addition to or different from the Course Catalogue).

### **Points to consider when organising teaching and learning**

When choosing which forms of learning will take place face-to-face, the following points may be taken into consideration:

- Learning for which there is no online alternative (e.g. practical courses) will have priority and will be delivered face-to-face (provided this can be done within government guidelines).
- Lectures should take place online: this type of learning can be delivered relatively easily online. Moreover, it is more difficult to accommodate large groups of students within the applicable guidelines and public transport restrictions.
- Give priority to first-year students. Community building and ensuring that first-year students get off to a good start with their studies is very important: make sure you provide opportunities for students to meet each other face-to-face and schedule social integration activities too (ideally in consultation with study associations). In this context, make sure too that you give priority to mentoring (older students) and tutoring (lecturers), which form an important part of the academic student counselling and ‘settling in’ process of first-year students. This applies in particular to first-year Bachelor’s students but clearly it applies to Master’s students too.
- Over this period, face-to-face assessments will only be possible to a very limited extent and will therefore mainly take place online, given the restrictions on the use of rooms.

Where an assessment is to take place on campus, choices must be made within the limited options that are available.

## **Appendix 5. Points of departure for research activities on campus (from UvA Protocol for the Resumption of Research Activities)**

1. The only research activities that are permitted are those which cannot be carried out online.
2. Priority will be given to PhD candidates and postdocs who can't successfully work at home due to a difficult home situation.
3. Priority will also be given to PhD candidates and postdocs who are in the final phase of their project (particularly international staff whose residence permits are close to expiry).
4. In all cases, the prior consent of the manager is required. In the case of research activities in a lab, a plan must be submitted to the institute manager. FS will monitor the number of people in the building.
5. Guidelines around safe working will continue to apply in the usual way. In the case of lab research, a minimum of two people must be present in the lab. An adequate number of emergency response team members and emergency response team leaders must be present. Where buildings are being brought into use, FM must be notified at least 48 hours in advance so an adequate number of emergency response team members can be deployed.
6. Where research activities involve third parties, participation is on a voluntary basis. Participants must be notified in advance of the guidelines and must agree to the rules of conduct.

Research activities where the RIVM guidelines cannot be adhered to (e.g. research involving trial subjects where EEG/ECG methods are applied) are permitted if the guidelines that apply to contact professions can be adhered to. This means that activities can only take place by agreement. In addition, participants and their household members must be asked in advance about cold symptoms (if they have such symptoms, participants must not come) and hygiene measures must be strictly observed. The UvA does not require the wearing of non-medical face masks. It is up to the individuals concerned to provide these should they be required.

## **Appendix 6: Capacity calculations for teaching rooms and entrances to UvA buildings (attached)**

### **Memo**

date

20 May 2020

This document is for  
Information

To

Team Protocol Opstart UvA (Resumption of UvA Activities Protocol team)

CC:

UvA directors of operational management Hans Valkenburg decision-making

From

Bert Zwiiep, Head of Facilities Management

Subject

Capacity of UvA buildings

### **Introduction**

The UvA's buildings have not been used for face-to-face teaching since March 2020. Now that the rules are gradually being relaxed, the UvA is reviewing how to proceed. In order to underpin this decision, FS has been asked to give an indication of the capacity of the UvA's buildings. The starting point for this will be the RIVM guideline on social distancing (i.e. keeping 1.5 metres apart). In addition, the starting point for the large lecture rooms is that, as of 1 September, the capacity can be a maximum of 100 people.

Appendix 1 specifies the capacity per teaching room. This leads to a desired capacity per building and per campus. Capacity, in this case, is the number of people who, in accordance with the RIVM guidelines, can safely be present in a building at one and the same time (you can click on the figures in the template to view the individual rooms in the buildings).

		Normal situation	Adapted situation
		Total Capacity	Total Capacity - 1.5 metres
Campus	Pand		
Roeterseiland	REC A	1456	342
	REC BCD	2732	862
	REC E	380	139
	REC G	312	105
	REC H	114	29
	REC I - CREA		0
	REC JK	1109	383
	REC L	0	0
	REC M	702	164
<b>Roeterseiland Total</b>		<b>6805</b>	<b>2024</b>
Science Park	Science Park 107	96	36
	Science Park ABCD	1430	418
	Science Park AUC		0
	Science Park F	58	22
	Science Park G	376	128
	Science Park H	238	48
	<b>Science Park Total</b>		<b>2198</b>

University Quarter	BG 1	20	7
	BG 2	82	31
	Bushuis	126	47
	OMHP	1631	402
	Oost Indisch Huis	87	33
	P.C. Hoofthuis	948	321
	UB Bijzondere Collecties	40	15
	UB Singel	0	0
	Universiteits theater	147	41
<b>University Quarter Total</b>		<b>3081</b>	<b>896</b>
UvA Other	IWO book depot	905	181
<b>UvA Other Total</b>		<b>905</b>	<b>181</b>
<b>Grand Total</b>		<b>12989</b>	<b>3752</b>
	<b>Percentage</b>	<b>100%</b>	<b>29%</b>

Table 1: Capacity of rooms

It is then considered on a building by building basis whether this capacity is feasible from a logistical perspective. In other words, whether bottlenecks in our buildings prevent this desired level of occupancy being achieved. E.g. the width of corridors, entrance areas, lifts and staircases. In Appendix 2, this capacity is shown in terms of the number of people that can enter a building per hour.

Buildings	Net capacity per hour
REC ABCD	413
REC EH	411
REC LG	425
REC JK	142
REC M	142
Bushuis	141
PCH	139
BG1	141
BG2	142
OMHP	142
University Theatre	142
UB	141
Science Park	422
AUC	140
APM	Government guidelines adopted

*Table 2: capacity of entrances*

The above tables indicate the capacity of the rooms and the number of people per hour who can pass through the access doors to our buildings (Table 2). Education can then decide how best to timetable the learning so the rooms are filled within the capacity available. FS has engaged a company which specialises in crowd management and, over the next few weeks, they will indicate how and whether more people can access the buildings in a safe manner.

**Notes to the tables:**

Table 1:

- This gives an initial estimate of capacity. No ‘rights’ can be derived from this and it serves as a starting point to enable the faculties to schedule activities in the buildings.
- The figures show the calculations based on the drawings of the buildings. Time will tell whether the standard can be achieved for laboratories and practical rooms, for example.
- If the capacity is to be achieved, certain preconditions must be met. These are set out in the two appendices.
- This calculation does not take into account the possible restrictions caused by public transport. This is currently being discussed.

**Table 2:**

- This gives an initial estimate of capacity. No ‘rights’ can be derived from this and it serves as a starting point to enable the faculties to schedule activities in the buildings.
- The figures are based on measurements and multiple surveys. Time will tell whether this capacity can be achieved. The behaviour of students and staff will play a key role in this.
- In this calculation, access to the buildings is based on the access doors that are used in the normal situation
- The capacity is based on one-way circulation in the buildings
- The figures have been calculated on the assumption that everyone uses the stairs to the floor where they need to be. Use of the lifts is reserved for target groups such as those with a disability.



- The figures for logistical feasibility include students, lecturers and support staff. In short, everyone who will have to enter the building to resume their activities.
- If the capacity is to be achieved, certain preconditions must be met. These are set out in the two appendices.
- This calculation does not take into account the possible restrictions caused by public transport. This is currently being discussed.

**Protocol for the resumption of activities**

The protocol for a gradual resumption of activities provides parameters for increasing capacity (e.g. by not starting all lectures at the same times). The final protocol also presents the up-to-date figures. The protocol is expected to be ready by early June.