



Memo

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Onderwerp

Guidelines for working and studying safely on campus

This guideline was written for UvA staff, particularly lecturers, and has been revised to include the situation that commenced on 26 January 2022. The guideline includes instructions and recommendations for students, as communicated to students via several communication channels. However, students are not the primary intended audience for this guideline.

Introduction

We can all help to ensure the safest possible return to the campus. We would therefore urge everyone to get vaccinated if possible, to keep on (self-)testing and to stay home if they have COVID-related symptoms. We would like everyone to feel safe, as the pandemic is not over yet. Take care of each other, respect each other and follow the guidelines. This will allow us to safely return to education on campus.

Basic rules for everyone

The well-known basic rules continue to apply to everyone:

- Ensure good basic hygiene measures:
 - Wash your hands regularly with soap and water
 - Cough and sneeze into the crook of your elbow
 - Use paper tissues
 - Do not shake hands
- More measures to prevent the spread of infection (RIVM), including:
 - Stay home if you have symptoms and get tested
 - Keep your distance where possible
 - Avoid crowded places

Studying safely on campus (for students)

- There are various ways to get vaccinated. Book an appointment on www.coronatest.nl or on www.prikkenzonderafpraak.rijksoverheid.nl.
- Take a self-test twice per week, regardless of whether you have been vaccinated. Self-testing kits can be ordered free of charge from www.zelftestonderwijs.nl.
- Stay at home if you are suffering from a head cold, cough, sore throat or fever and get tested at the GGD (regional public health service).
- The general rule is that when you are indoors on university premises, you must wear a face mask at all times. If you are seated in a place where you can keep 1.5 metres' distance from others, you can take off your mask.
- Wear disposable face masks, preferably Type-II surgical face masks. Type-II face masks are available in all of UvA's buildings for students who forgot to bring a mask of their own.

- Face masks may be taken off for a brief period when students are eating or drinking (while seated), and also in situations where taking off one's mask is necessary for proper communication with others (while seated), even in situations where others are less than 1.5 metres away.
- If others ask you to keep your face mask on, keep it on.
- Face masks are supplementary to the primary rule, which is physical distancing: keep 1.5 metres' distance from others if it is possible to do so.
- Face masks are not mandatory for people who are unable to wear them due to an impairment or medical condition, regardless of whether the impairment or medical condition is visible.
- Observe the walking routes and other hygiene measures.
- Avoid large groups (outside the lecture halls).
- Do not spend time on campus unnecessarily. Go home immediately after the lecture if you do not have another lecture or other appointments.
- Arrange as many things as possible with your study programme/university digitally, instead of at the desk.
- Follow the instructions of the stewards and supervisors.
- Take other people into account. Address each other about unpleasant or unsafe situations and be responsive to the wishes of others.

Working and teaching safely on the campus (for UvA employees, including academic staff)

- There are various ways to get vaccinated. Book an appointment on www.coronatest.nl or on www.prikkenzonderafpraak.rijksoverheid.nl.
- Take a self-test twice a week (this can be ordered for free at www.zelftestonderwijs.nl). It is always a good idea to do so, even if you have been vaccinated.
- Stay at home if you are suffering from a head cold, cough, sore throat or fever and get tested at the GGD (regional public health service).
- The general idea is that when you are indoors on university premises, you must wear a face mask at all times. If you are seated in a place where you can keep 1.5 metres' distance from others, you are allowed to take off your mask. Wear disposable face masks, preferably Type-II surgical face masks. Type-II face masks are available in all of UvA's buildings for employees who forgot to bring a mask of their own.
- If others ask you to keep your face mask on, keep it on.
- Lecturers who are teaching a large group of students are allowed to do so without face masks, to make sure they can be heard properly by everyone present. In such situations, be sure to keep your distance from your students.
- When working on the campus, employees must wear face masks whenever they move from one place to another. While seated at your own desk, you are allowed to take off your face mask if you are able to keep your distance from others. You must put on your mask again when you get up and leave your desk.
- When attending meetings, it may be beneficial to take off your face mask to be able to communicate with each other properly. In such situations, you are allowed to take off your mask. However, you are kindly requested to make absolutely sure you are keeping your distance from others.
- Face masks are supplementary to the primary rule, which is physical distancing: keep 1.5 metres' distance from others if it is possible to do so.
- Observe the walking routes and other hygiene measures.
- Avoid large groups (outside the lecture halls).
- If you are not teaching any lectures or seminars: keep 1.5 metres' distance from your colleagues while working;
- Work at home if you don't have to teach or have other appointments.

Further information for lecturers

- In the first (physical) lecture on campus, inform students about the main COVID-19 rules. The UvA provides a standard slide for this purpose. We will actively communicate to students that they are required to wear face masks (e.g. by means of signs). Speak to students about their responsibility and explain that teaching will only be possible if we follow the applicable rules and advice together. In this way, we can all help to ensure that the UvA is a safe place to study and work.
- If a student attends a lecture with COVID-related symptoms, this can make other students and lecturers feel unsafe. As a result, please refer students to the UvA rules:
 - If you have COVID-related symptoms, stay home (you are only welcome back on campus once you have been symptom-free for 24 hours) and have a PCR test carried out at the GGD.
 - Refer students with symptoms to the UvA rules.
 - Ask students with COVID-related symptoms to go home in accordance with the UvA rules.
 - If the student states that he or she has a negative PCR test (result not more than 24 hours old), you could ask them to wear a FFP2 mask to make people feel safer (the student can refuse, however).
 - In the event of an escalation or unsafe situation, the lecturer can call security on 525 5340.
- The basic rules for working and studying continue to apply for employees and students alike. Some people will claim that wearing a face mask is uncomfortable, while others will consider it a justified measure that helps keep everyone safe. Needless to say, we hope (once again) that everyone will be understanding and flexible, but we do understand that lecturers may find themselves in complicated situations, where discussions arise about whether or not face masks should be worn during seminars or lectures. In addition, lecturers may choose to wear face masks when teaching, if they feel this will not negatively affect their lecture/seminar. A lecturer can also ask students to maintain a distance of 1.5 metres from the lecturer.
- To ensure students' and staff's safety, lecture theatres have been modified in accordance with the coronavirus-related restrictions currently in force. We would therefore urge you to leave the tables and chairs where they are and not to exceed the maximum capacity of the rooms as indicated.

What is permitted?

- In the communication prior to the lecture, make students aware of the applicable conduct and hygiene rules and the importance of (self-)testing and vaccination.
- If desired, ask students to keep their distance from the lecturer during the lecture.
- If the room is big enough: ask your students to keep 1.5 metres' distance from each other when they take their seats.
- Ask students to keep to specific walking routes when entering and leaving.
- Face masks are not required in situations where, due to laboratory safety regulations, people are unable to wear face masks. In such situations, it is up to the lecturer to decide what kinds of restrictions will apply.

What is not permitted?

- Asking for a vaccination, test or recovery certificate.
- Asking if students are experiencing any COVID-related symptoms.