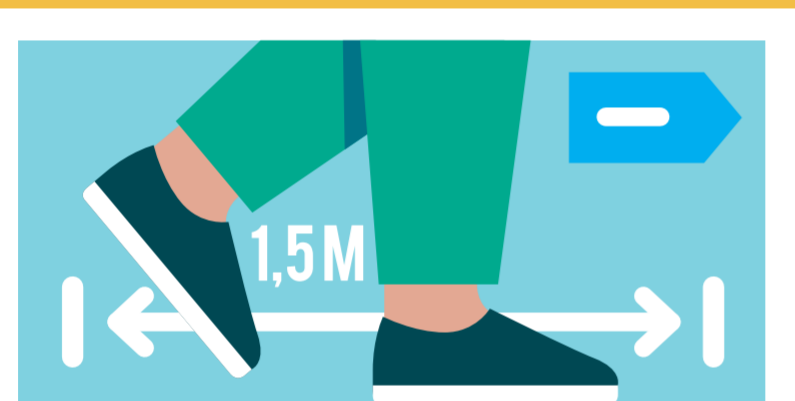
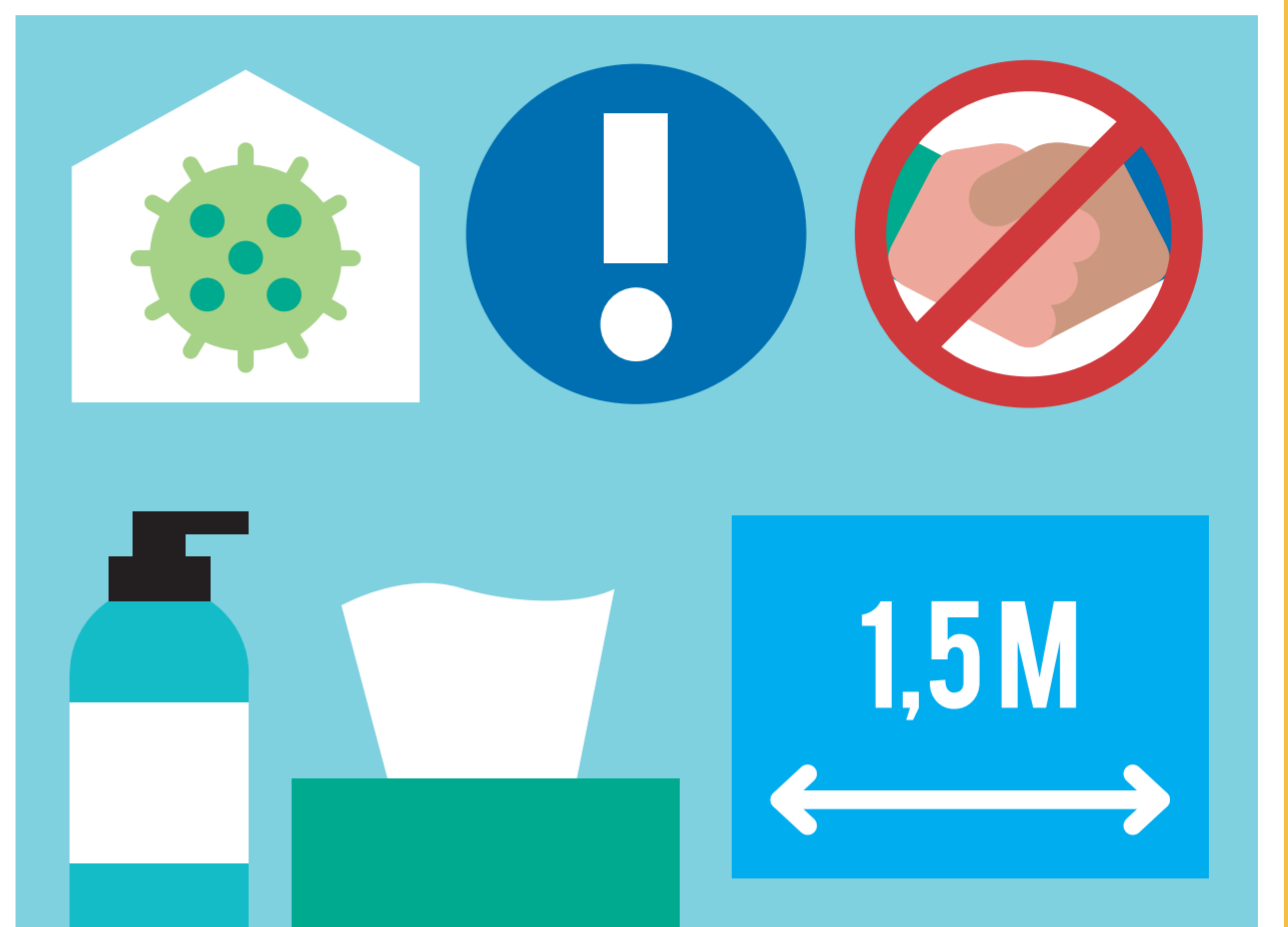


# Healthy together

In order to ensure a safe and healthy environment for everyone, several rules apply on campus and in the CEG building. These rules are based on the guidelines issued by the National Institute for Public Health and the Environment. Please read this information to help you prepare for visits to the faculty. Help each other adhere to these rules and give each other friendly reminders if the rules are not followed. Thank you in advance for your cooperation.

## General

- If you or a housemate have Covid-19 symptoms, such as a cold, cough, a sore throat or fever, stay at home. Get tested and remain at home until you have the test results. If you are infected, follow the advice given by the Public Health Service (GGD).
- Frequently wash your hands using soap and water, or use hand sanitizer.
- Use the available sanitizing products to clean your keyboard and workspace
- Cough and sneeze into your elbow, not into your hands.
- Use tissues and dispose of them immediately after use.
- Do not shake hands.
- Keep a 1.5 metre distance from each other.
- Avoid groups of people, also when using the coffee machine and toilets.
- Wear a face mask on campus when moving through buildings. Once you are seated in a working space or lecture hall, you may remove your face mask.



## Travel to and from campus

- Walk or cycle to the campus wherever possible.
- Keep your distance from each other and avoid busy places.
- Follow the signs.
- During the day, move around the campus on foot wherever possible.



## Access to the building

- The building is open Monday to Friday from 07:00 to 20:00 and is closed on the weekends.
- Employees may work in the building with the consent of their Department Chair. Each department has its own registration system for this.
- Students may only access the building for timetabled on-campus education and by arrangement.
- Sign in and out using your physical campus card at the keycard readers located at all entrances and exits. The digital version on your smartphone will not work at the keycard readers.

## In the building

- Follow the walking routes and directions in the building.
- Limit your time in public spaces (the entrance, hall, stairs, corridors, pantry) in the building.
- Give each other space, also in narrow corridors and the pantry.
- Stay as much as possible in the same part of the building.
- Do not use each other's things.



## Hospitality services

LIT is open from 09:00 - 15:00. The self-service restaurant is closed until further notice.

## Parking

- If possible, park your car in the car park.
- Always park your bike in the bike racks.



## Corridors, stairs, lifts

- Wherever possible a one-way system applies in the corridors. This is clearly indicated. If the corridor is too narrow to pass each other safely (<1.5m), wait until the other person has passed by.
- A one-way system applies on the stairs. Follow the indicated walking direction in each stairwell.
- Use the lift responsibly. Maximum of 1 or 2 people in the lift, as indicated. Keep the lifts free for those who really need them.



## Exiting the building

- Leave the building as soon as possible after finishing your scheduled activities.
- Sign out at the keycard reader when you exit the building.

## Breaks

Stay in the same location as much as possible, and maintain a 1.5 metres distance from each other.

## Using the toilet

Give each other space. If the toilet is in use, wait outside, give way to the person exiting the toilet and wait until they have left.

## Waste

Use the correct bins. Do not leave any waste laying around.

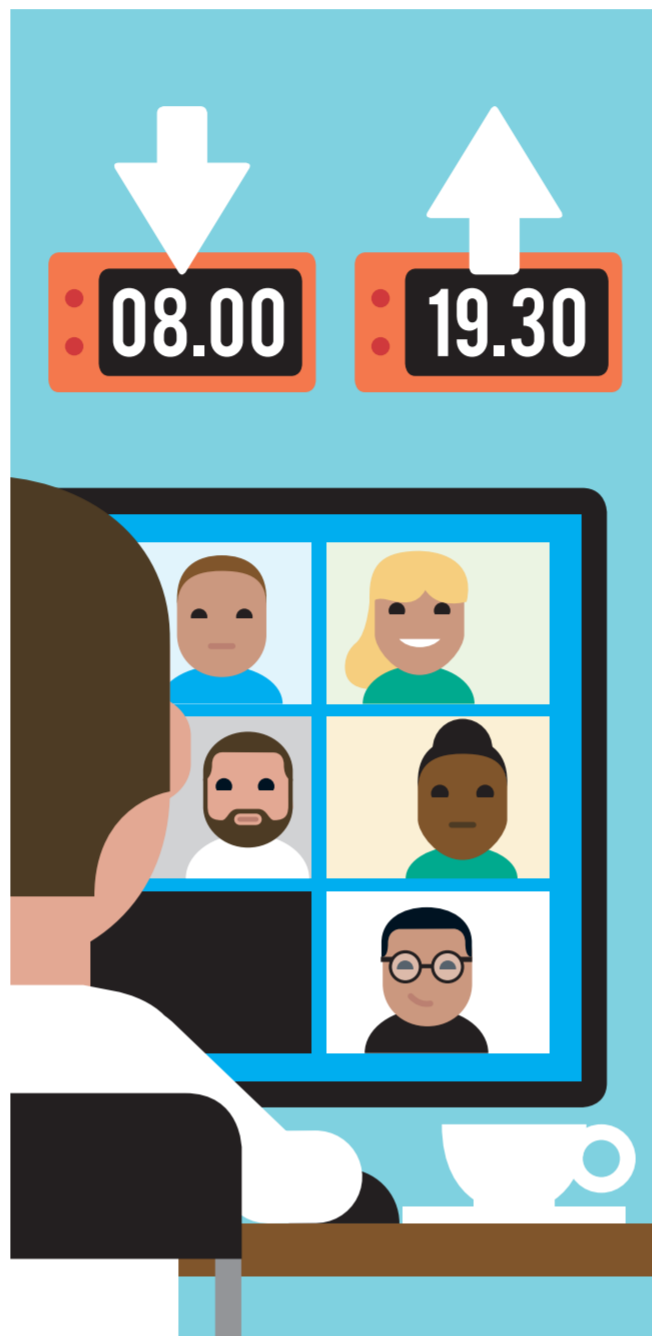
# Healthy together



## Guidelines for CEG students

### General

- Our aim is to provide a blend of online and on-campus education for everyone.
- The teaching timetable runs from 08:00 to 19:30. The aim is to ensure that all students can attend campus in clusters one or half a day per week.
- The campus is closed on the weekends.
- Studoc study places are only accessible upon request via your academic counsellor. Other study places are not accessible.
- You may only enter the building for timetabled on-campus educational activities (timetabled on-campus lectures, laboratory courses and designated study places within Studoc) or for a scheduled meeting with your supervisor or academic counsellor.
- If requested to do so, please show your physical campus card and your timetable or your meeting confirmation on your telephone.
- Inside the building, follow the instructions given by student teaching assistants, mentors and other employees



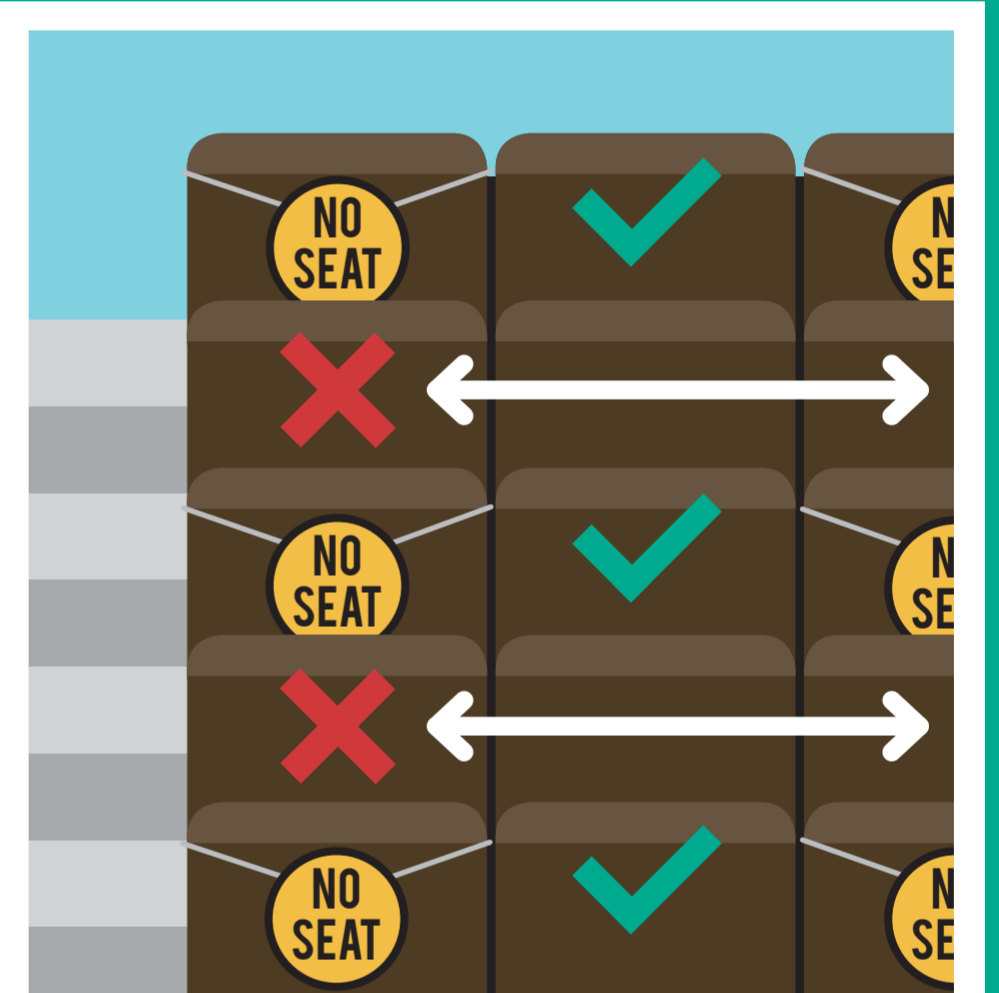
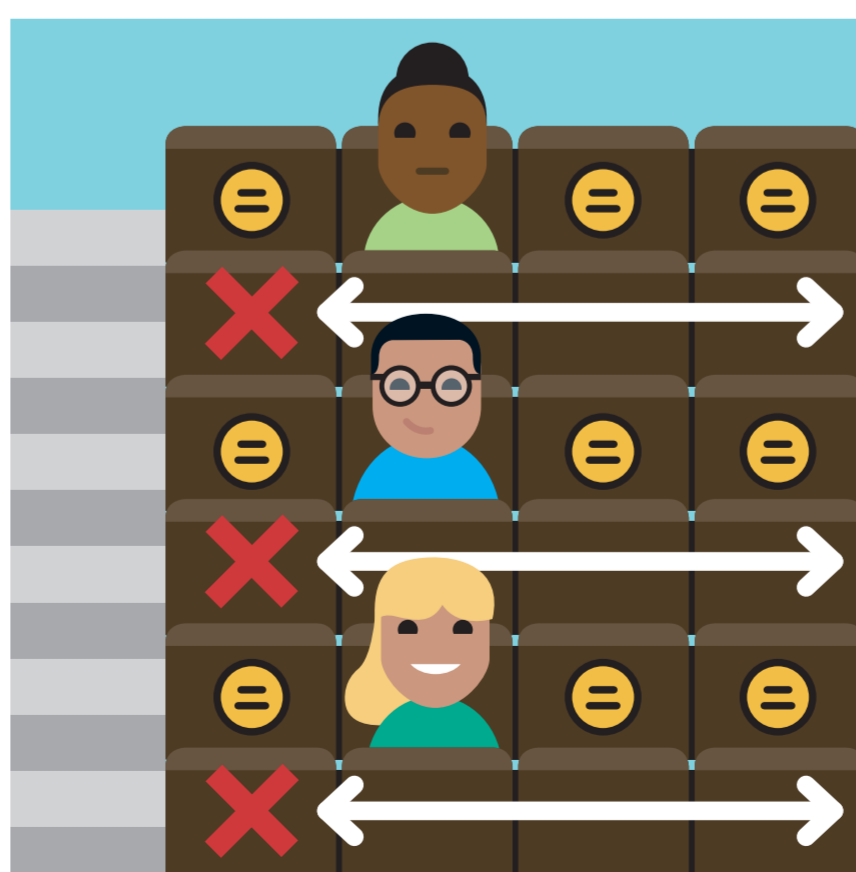
### Access to the building

- Sign in with your physical campus card at the keycard reader at the student entrance, at the outside stairwell to the 1st floor on the Mekel Park side of the building. After you have finished what you came to do, sign out using a keycard reader.
- To avoid crowding, only come to the building max. 5-15 minutes before the start of your class and go straight to your teaching room.
- We recommend staying in the same part of the building during breaks.
- Leave the building as soon as possible after your class.
- Exit the building using exits B and D on the ground floor. Leave lecture rooms A to D also via exits B and D.



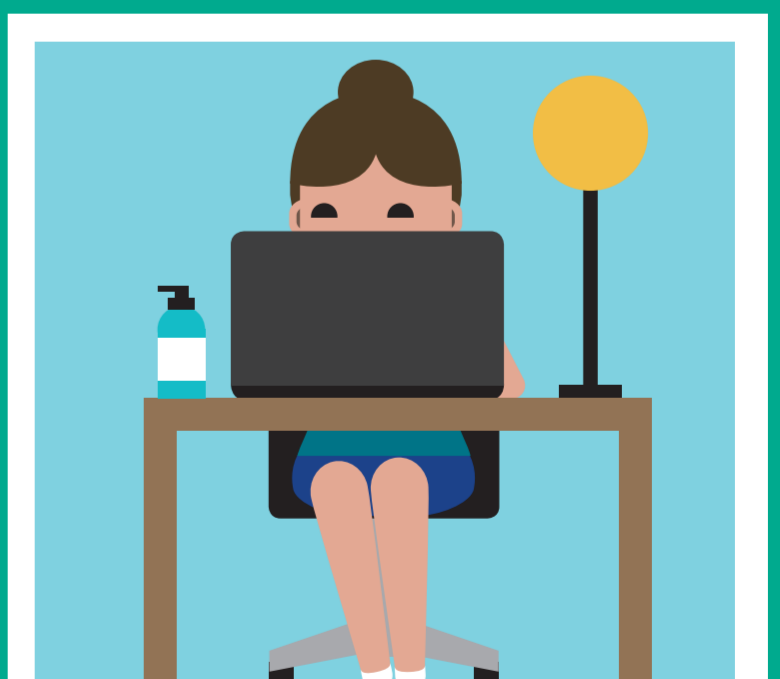
### Teaching rooms

- Capacity of the teaching rooms is limited and varies per room. The timetables take this into account.
- When entering the lecture rooms, observe the compulsory sequence by filling up available indicated seats from the first row moving upwards, or from the back to the front if indicated. This will avoid people having to walk past each other.
- Breaks are spread out to avoid all students visiting the toilet or getting coffee at the same time.
- If you have a meeting with your supervisor, the supervisor will book one of the available rooms for the meeting.
- If you have software or hardware issues with your student laptop, visit SID (adjacent to Studoc). SID is open Monday to Friday from 08:00 to 17:00.



### In the building

Follow the instructions in the building and classrooms.



### Study places

- A number of study places (Studoc) are reserved for students with dispensation who can study in the building with permission of the study advisor. These places can only be reserved by the study advisor.
- Clean up the study place before you leave.