Delft University of Technology Protocol for the Start of the 2020-2021 Academic Year

Commencement date: 1 August 2020
Approved on 3 July 2020
1. Introduction

Due to the drop in the number of COVID-19 infections in the Netherlands, the cabinet has decided to ease the restrictions put in place to limit the spread of the new coronavirus. As of 1 August 2020, all in person teaching activities in higher education may resume, as long as those involved comply with the guidelines set out by the RIVM (National Institute for Public Health and the Environment), and the national and local agreements made with public transport companies. The current RIVM guidelines will continue to apply to research projects.

The TU Delft Protocol for the Start of the 2020-2021 Academic Year is an expanded version of the Protocol for Universities for the Start of the 2020-2021 Academic Year drawn up by the Association of Universities in the Netherlands (VSNU). The aim of the TU Delft Protocol is to ensure that activities can be resumed in a safe, responsible manner. The protocol will come into force on 1 August 2020. The guidelines in this protocol form a framework within which TU Delft will implement its activities during the forthcoming period.

2. General criteria for the restart

When resuming and restarting activities, TU Delft will observe the criteria set out in the Protocol for Universities for the Start of the 2020-2021 Academic Year. This protocol states that the RIVM guidelines, the conditions laid down by central government and any local emergency decrees designed to prevent the spread of the new coronavirus must be followed at all times. Section 4 explains the guidelines and conditions in more detail, and describes how TU Delft intends to promote compliance.

3. General criteria for TU Delft

The Executive Board uses the following assessment framework when coming to decisions:

- Public health.
- Interests of students and staff (including safety and well-being)
- Best effort obligation regarding continuity of the teaching process (including online teaching) and governance, aimed at certification and progression.
- Careful motivation.
- Feasibility/ administrative scope for monitoring.
- Concentration on core activities.
- Clarity and tranquility.

The following criteria will apply when measures are introduced:

- The TU Delft Mandate Regulation will be observed in full.
- Responsibility for implementing the measures will be assigned to the lowest possible tier of the organisation.
- Measures must be realistic and workable: when introducing rules, compliance, monitoring and enforcement must be upheld.
- Wherever possible, the measures to be introduced must be properly substantiated and based on facts.

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1 Based on the Ministry of Education, Culture and Science service document (version 10 July 2020, page 3)
• It must be possible to phase in the measures, scale them up or down, or reverse measures swiftly.
• There must be clear, prompt communication, with central communication of generic information. The faculty communication offices will manage the communication of the measures at the faculty level.

3.1 Arrangements on the Campus

In order to guarantee the required distance between people inside the buildings, and when moving around and coming onto the campus, the basic principle is that only a limited number of people will be present at any one time. The complex manager will work out the maximum capacity for each building; see section 4. Most studying and working will take place outside the TU Delft buildings.

To limit the risk of spreading the coronavirus, the following criteria will also apply to arrangements on the campus:

a. As part of a plan to compartmentalise the buildings, classrooms will be allocated to specific faculties.

b. The volume of movement to and around the campus must be kept to a minimum.

c. Activities must be spread evenly across the days of the working week. Arrivals at, departures from and transfer between the complexes must also be carefully timed.

d. Faculties must coordinate their start and finish times to avoid creating ‘rush hours’.

e. People are asked to walk or cycle around the campus, whereby walking is the preferred option.

f. Buildings will operate a regulated door policy.

g. Sports and catering facilities, and other facilities with a public function, will reopen gradually.

h. National regulations or a sectoral protocol applicable to a particular activity are binding, both inside and outside the campus.

i. The restart will be gradual, to gain experience in allowing larger groups onto the campus within the prevailing guidelines.

j. Measures and practices will be monitored constantly, in order to develop and implement the most efficient strategy.

3.2 Criteria for teaching in general

In addition to the general criteria, the following criteria apply specifically to teaching:

a. TU Delft wants students to feel welcome at the University. We want to create a community of students, in which they feel motivated and supported in their studies. Direct contact is an important part of personal development, and so we want to offer every student some form of teaching on the campus. Obviously we must take the current limitations of on-campus teaching into consideration.

b. In principle, all lessons that can be taught online, including exams, will be provided online and embedded into the curriculum for 2020-2021.

c. The Director of Studies is in charge of the curriculum as a whole and the feasibility of programmes. The final attainment levels of the curriculum must be guaranteed and will always be the guiding principle. The Director of Studies or programme coordinator will discuss the deployment of lecturers during study days with the Departmental Director.

d. Online teaching and on-campus teaching will both be scheduled, but the feasibility and practicality of studying and teaching will be taken into account when compiling the timetable.

e. To ensure that students feel part of TU Delft, a safe, pleasant study environment will be created, both on the campus and during remote teaching.

f. Programme-specific information will primarily be communicated via Brightspace.

g. Students will have easy access to information about remote studying and well-being.
3.3 Criteria for teaching on the campus

In addition to the general criteria for teaching shown above, the following criteria will apply specifically to teaching on the campus:

a. Teaching activities that form part of the curriculum will take priority over extracurricular activities.

b. Study days for teaching on the campus will run from 8:00 to 20:00 to ensure an even spread of occupation and movement throughout the day.

c. On-campus teaching will be scheduled in classrooms in and around the faculty; the classrooms will be allocated to the faculties on the basis of timetable priorities, history and restricting the volume of movement around the campus. Faculties will take account of the service teaching they have acquired.

d. Teaching methods must suit the maximum capacity of the classroom, based on sufficient distancing between those present.

e. On-campus teaching will happen on a small scale: students will work in small, fixed groups of 10 to 20 students, to be determined by the faculties. This will boost the sense of student community and student well-being.

f. We must prepare for the possibility of having to scale down teaching and assessments on the campus, and switching to a remote teaching method.

g. Study places are only available to students on the advice of the academic counsellor. They may also be used by students already present on campus for teaching activities.

h. Students will be expected to attend teaching that is scheduled on campus at TU Delft. Students may only start a programme online in specific circumstances that are beyond their control. These students must ask for permission from the academic counsellor in advance.

i. Students who belong in one of the high-risk groups specified by the RIVM may come to the campus on a voluntary basis. Tailor-made solutions will be sought for these students if they are unable to attend lectures on the campus.

The choice of teaching and assessment methods, and decisions about how best to use the time on campus for the curricula, will be made by the faculty running the programme. The final responsibility lies with the Dean. When deciding which teaching activities should take place on campus, the following priorities should be observed — these priorities have been coordinated:

- Small-scale teaching for first-year Bachelor’s and Master’s students, with the intention of giving students a good start at TU Delft.
- On-campus activities that back up online teaching.
- Examinations and assessments where these cannot be organised remotely.
- Small-scale teaching, such as tutorials, for which there is no satisfactory online alternative.
- Laboratory work or practicals for which there is no satisfactory online alternative, whereby graduating students take priority.
- Mentoring and tutoring for vulnerable students.
- Thesis supervision.

3.4 Criteria for staff and third parties

In addition to the general criteria, the following criteria apply specifically to all staff, and to third parties where applicable:

a. Work that can be done from home should, in principle, be done at home. At the same time, in an attempt to uphold employees’ involvement with TU Delft and their well-being, every member of staff will be given a chance to work or

\[^{2}\text{The departments must weigh up the interests of teaching quality, feasibility, teaching options and practicality. The statutory requirements must also be taken into account.}\]
meet colleagues on the campus regularly, with due respect for the prevailing regulations.

b. Working on the campus must be arranged with the manager or client, and the maximum capacity of the building must not be exceeded.

c. Managers and staff will make active efforts to stimulate and reinforce mutual involvement.

d. Managers should take responsibility and initiate support for the well-being of their staff in relation to work. Staff must be made aware of the information about remote working and well-being; staff and managers must know where to go if they have any questions or concerns.

e. People who belong to one of the RIVM-designated high-risk groups, or who are directly responsible for caring for next of kin who belong to the high-risk group, may come to the campus on a voluntary basis after discussing the matter with their manager or client. Where possible, their duties can be modified in consultation with the manager.

f. All staff will be encouraged to take a period of leave for two consecutive weeks, for example in the summer. Managers will offer them this opportunity.

g. Staff may only work in accordance with the regulations on working hours.

4. Complex management and safety measures

Complex managers are responsible for safety inside the TU Delft buildings. It is their job to actively ensure that all users comply with the prevailing guidelines and conditions. Existing safety protocols will remain fully in force, alongside the additional RIVM guidelines and the conditions laid down by central government.

Complex managers must implement measures to ensure compliance with the regulations. One of these measures is to determine the maximum number of people that can be present in a building at any one time while observing the correct social distance. The organisational units Campus & Real Estate, Facility Management, Health Safety & Environment and Integral Safety will issue advice and support the complex managers in the performance of their duties. Section 4.2 gives an overview of the possible measures. Complex managers can implement the measures by compiling a protocol per complex/building. The measures will be discussed with the decentralised employee participation bodies.

4.1 Procedures that apply to everyone

The following basic rules apply to everyone:

• Wash your hands frequently.
  o Wash them for 20 seconds using soap and water, before drying them thoroughly.
  o Do this before you go outside, when you return home, when you’ve blown your nose, and of course before you eat and after using the toilet.

• Cough and sneeze into the inside of your elbow.

• Use tissues to blow your nose and throw them away immediately afterwards.
  o Then wash your hands.

• Do not shake hands.

• Keep a distance of 1.5 metres (2 arm lengths) between you and other people.
  o If you find yourself in a situation where it will be difficult to keep this distance of 1.5 metres from other people: leave.

• Avoid busy places. Work from home as much as possible and avoid the rush hour.

See also TU Delft Mandate Regulation, Article 17 and Article 26.1 and 2.
If you have any symptoms, follow the government guidelines:

- Symptoms include: a cold, a runny nose, sneezing, a sore throat, a mild cough, a sudden loss of sense of smell or taste, a raised temperature, a fever, difficulty breathing.
- Take a test if you show one or more of these symptoms. Stay at home until you have the test results. If you have a fever or difficulty breathing, you and the members of your household must stay at home until you receive your test results. If a member of your household also has symptoms, they must be tested too.
- If your test shows that you do not have COVID-19, you and the members of your household may go outside. If your test shows that you do have COVID-19, you and the members of your household must stay inside. The GGD (municipal health service) will give you further instructions about what to do.

The generic basic rules will be communicated centrally within TU Delft, including via the staff workspace, Brightspace and Netpresenter.

4.2 Measures

The complex manager will ensure that measures and procedures are on display at the various locations, taking the advice issued by the relevant University Services departments into account.

Examples of measures (not exhaustive, intended as inspiration):

- Arrows on the ground marking out a one-way walking system;
- Floor stickers, to help people keep a distance of 1.5 metres, for example;
- Instructions for using the lifts;
- Removing chairs in conference rooms/classrooms/study spaces/public areas;
- Indicate which chairs can be used in the classrooms;
- Fit counters with plexiglass screens;
- Make rules on sharing and cleaning lab material and equipment;
- Extra cleaning of contact points (such as door handles, chair arms) and toilets;
- Extra cleaning of classrooms, study spaces and teaching materials;
- Extra cleaning of every pantry/coffee machine;
- Instructions for evacuating the building if the alarm sounds.

The relevant University Services departments will provide the complex manager with the support and materials they need on request.

4.3 Compliance and enforcement

The basic principle is that creating a healthy, safe environment is a shared social responsibility, which we must all accept. We will only succeed in this if we all pull together. Don’t be afraid to speak up and remind people in a friendly and respectful way if you notice that others are deviating from the rules.

The complex manager can appoint ‘corona coordinators’ to check compliance and enforce the measures where necessary. They will be authorised to act on behalf of the complex manager if someone fails to comply with the measures or rules, or cuts corners. For example, staff and students can be sent home if they come to the campus despite having obvious symptoms.

We are currently looking into ways of intensifying the current enforcement structure for the eventuality of unexpected overcrowding outside the buildings.
5. External stakeholders

Various external stakeholders will play an important role in ensuring that activities on the TU Delft campus can be resumed in a safe, responsible manner. They must, for example, consult each other about how to stagger the volume of movement on the campus in terms of time and space.

Other education institutions on or close to the campus will be consulted about agreements regarding the start and finish times for teaching.

In line with the agreements made between the transport companies and the networks of education institutions, TU Delft will hold regular meetings with the EBS and RET transport companies to discuss local arrangements for staggering the use of public transport. In addition to trying to find the best way of staggering teaching times, we will also encourage staff and students to use alternative modes of transport.

Together with the Municipality of Delft, we are currently exploring alternative safe, regulated ways of transporting students, visitors and staff to and from the campus.