

Campus Protocol

Version 9.0 // 10 September 2021



Universiteit
Leiden
The Netherlands

Introduction

Owing to the coronavirus outbreak in the Netherlands, Leiden University has faced restrictions on how it organises its teaching and research since March 2020. From the start of the 2021-2022 academic year, beginning on 6 September, we will once again be allowed to teach on campus, and more students, lecturers and other staff will be allowed in our buildings.

This Campus Protocol has been drawn up to make sure this is done safely and according to the guidelines. The Protocol lists the measures and guidelines that apply within the University to ensure the safety of our students and staff and reduce the risk of a further spread of the virus.

This document is based on the guidelines of the Netherlands National Institute for Public Health and the Environment (RIVM), the measures of the Government of the Netherlands, the guidelines from the Ministry of Education, Culture and Science on how to implement the measures and agreements within the Association of Universities in the Netherlands (VSNU) together with previously adopted protocols for research, teaching and business operations during the pandemic. The Campus Protocol applies to all our students and staff, and to all our buildings in Leiden and The Hague. This protocol is a supplement to the rules for buildings and must be followed. Students and staff who fail to adhere to this protocol may be spoken to by their managers and lecturers or by building managers and staff from the University Services Department. Please note: additional or alternative rules may apply in LUMC buildings due to the needs of patient care.

Coronavirus is a public health problem in the Netherlands and has seriously disrupted society. We are asking all our students and staff to take responsibility for heeding the rules in this protocol and at our locations and to remind one another of these so that we can all help solve this problem.

The first version of this protocol was adopted by the Executive Board on 25 August 2020. The protocol is updated regularly. The coronavirus situation and ensuing measures are frequently changing. The information on the website is always up-to-date and therefore takes precedence.

This protocol contains:

- > [The general measures and guidelines that apply to everyone](#)
- > [Information for students about studying online and on campus](#)
- > [Information for staff about working on campus and at home](#)

The success of this protocol depends on you. It will only work if:

- > you and all your fellow students or colleagues keep to the rules
- > you all feel responsible for one another's health and safety
- > you speak respectfully to one another if someone fails to keep to the rules
- > you respond respectfully if someone reminds you about following the rules

The situation relating to corona measures changes frequently. The information on the website is the most up to date and is always applicable. **Follow the updates on universiteit leiden.nl/coronavirus**

General guidelines

As of 30 August 2021, higher education in the Netherlands is almost fully open once again – although a few rules do still apply – and the 1.5m rule has been lifted. We are pleased that the situation is beginning to return to normal, but do want this return to be safe and gradual. We therefore urge our students and staff to keep to the precautionary measures to prevent the spread of coronavirus.

The RIVM guidelines apply to all our students and staff who come to the University:



PLEASE NOTE: Always do the corona check before coming to the University.

Do the corona check before every visit to the University (for your work, research, teaching or if you've reserved a study place). Answer the five questions, and stay at home if that's the advice from the check.

Face masks

From 30 August 2021, you must once again wear a face mask when moving around our buildings. You can remove this once you are at your desk or study space. Anyone who wishes to wear a face mask may, of course, continue to wear one. Lecturers may ask their students to wear facemasks during lectures or tutorials. Different rules may be adopted for specific work situations. This is in consultation with managers and the Security department. For example, lecturers do not have to wear a face mask during lectures and face masks do not have to be worn in chemical and biochemical research labs and practical rooms.

Vaccinations

We encourage everyone to get the Covid vaccine. The Regional Health Authority (GGD) is offering a walk-in vaccination service for your first vaccination. Students and staff in Leiden can go to GGD Hollands-Midden, students and staff in The Hague can go to GGD Haaglanden.

Self-tests

As a preventive measure, we ask our students and staff to take a self-test twice a week, or at least on the days that you come to the University. You can order self-tests free of charge from zelftestonderwijs.nl.

We urge our students and staff to make use of this option – this will increase the safety of your fellow students, lecturers and colleagues. Self-tests and PCR tests are not compulsory.

Inform us if you test positive

If you test positive for coronavirus, please let us know. Students can inform their study adviser and staff can inform their manager. This information will allow us to take steps to prevent others from being infected. We will ensure that your details remain anonymous and data protection regulations are observed. If you test positive after visiting our campus, inform the people you have been in contact with (including your fellow students or colleagues) as soon as possible, so that they can take the necessary measures.

Under the General Data Protection Regulation (GDPR), reporting of corona infections is always voluntary. Reports are not recorded and there is no database where information is held. Information on infections will only be passed to our Security Department and always in anonymised form.

Returning from abroad

Students and staff from Leiden University who have returned from abroad must take the quarantine rules into account. The University follows the rules of the Government of the Netherlands on quarantining when entering the Netherlands. For the list of mandatory quarantine regions and any other rules, see [the Government website](#). This also applies to new or current international students therefore.

In the buildings

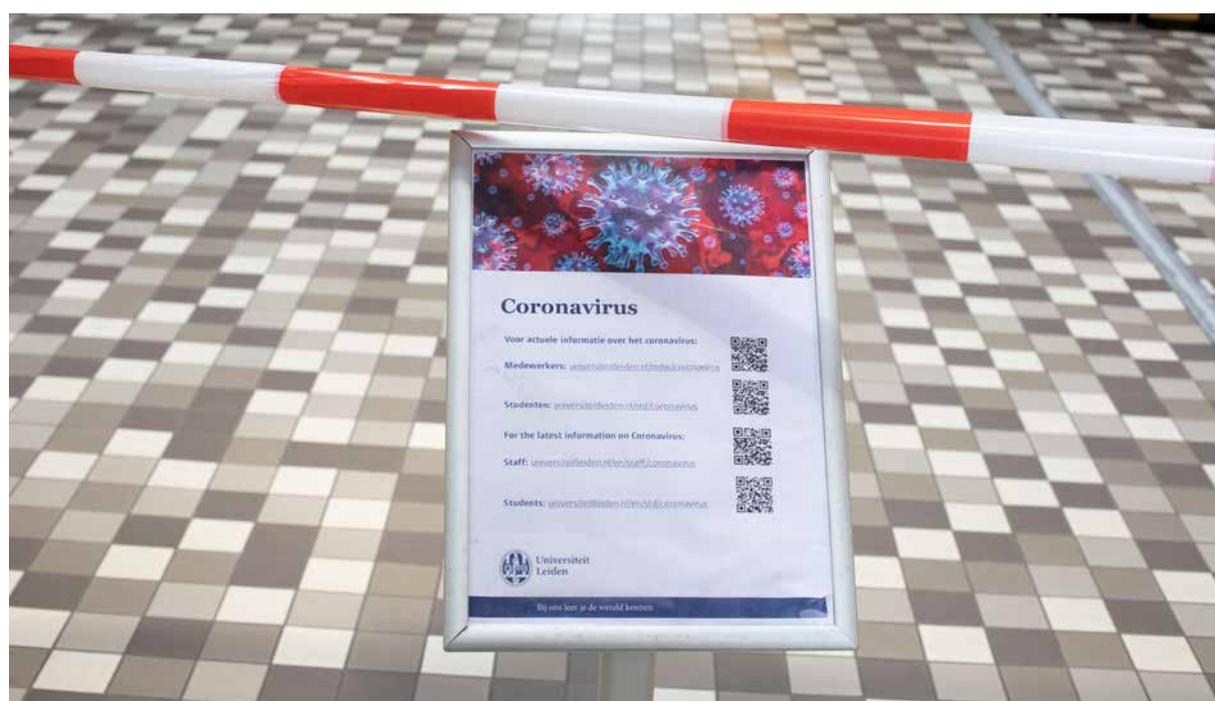
In our buildings 1.5m distancing is no longer required as of 30 August. This applies to both teaching rooms and offices. It is advisable, however, to maintain some distance from others. Posters in our buildings show which safety measures apply. There are one-way systems in corridors and staircases to prevent crowding. Some study and workspaces have been cordoned off to ensure the maximum 75 persons per room is not exceeded. Follow the instructions on the posters, signs and screens, as well as from the staff of the University Services Department, traffic marshals and lecturers. Special instructions apply to some areas, such as laboratories.

Ventilation

In areas where a lot of people come together it is important that there is good ventilation. All teaching areas at the University are ventilated in line with the requirements of the RIVM and the building regulations.

In almost all teaching areas this is managed centrally via mechanical ventilation which is switched on early in the morning. The Pieter de la Court building is the only area where there are still a number of older lecture rooms without mechanical ventilation. These areas make use of natural ventilation: the windows in the rooms are opened in the morning (this is indicated by stickers on the windows). This measure also meets the RIVM ventilation requirements.

Not all work areas and meeting rooms have mechanical ventilation, particularly in the older buildings. It is important in these areas to ensure adequate ventilation by opening the windows. It is in any event good to open the windows (even if for a short while) wherever this is possible. For example between lectures or meetings. If you have any questions about the ventilation in a specific area, please contact the Service Desk in the relevant location.

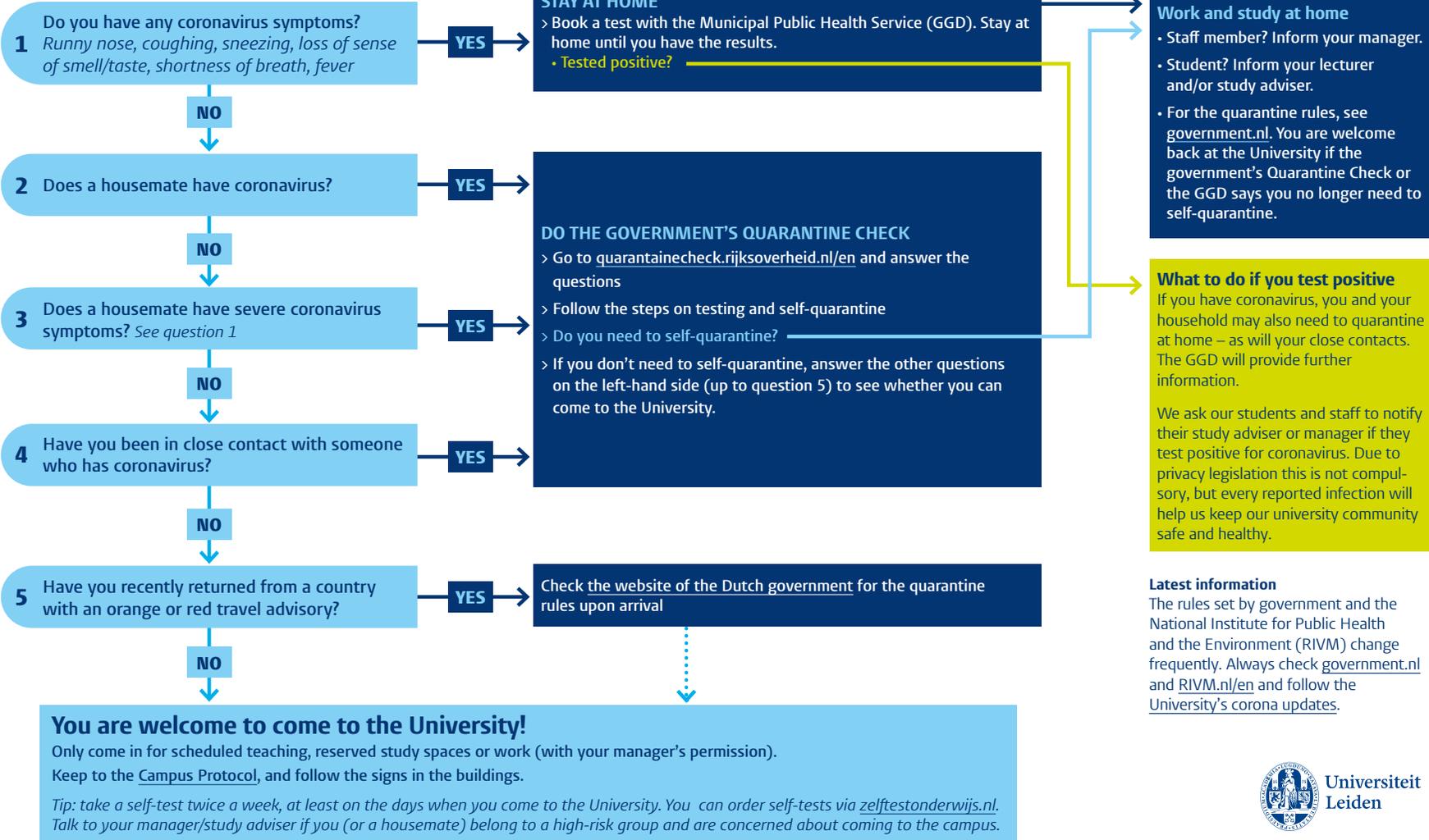


Always do the corona check before coming to the University!

Can I come to the University?

Answer these five questions before you come to the University to teach, learn, study or work.

Corona Check



Studying on campus

Our teaching in the 2021-2022 academic will largely be as normal. We no longer have to practise 1.5m distancing, but there is a limit of 75 people per room or lecture hall (excluding lecturers and teaching support staff).

PLEASE NOTE: Always do the corona check before coming to the University.

Do the corona check before every visit to the University (for your work, research, teaching or if you've reserved a study place). Answer the five questions, and stay at home if that's the advice from the check. This also applies if you have an on-campus exam. The programme page in Brightspace will tell you what you have to do if you miss an exam.

TIP: Do a free self-test twice a week, or at least on the days that you come to the University. You can order self-tests via zelftestonderwijs.nl.

Maximum capacity of lecture halls

As of 30 August 2021 a maximum of 75 people per lecture hall (and other rooms at the University) applies (excluding lecturers and teaching support staff). Each degree programme is working out what this means for the parts of the curriculum that this affects. Your degree programme will therefore inform you about the shape that large lectures, for example, will take. A maximum of 75 people also applies to degree ceremonies, PhD ceremonies and other activities in our buildings.

Exams

A maximum of 75 people per room (excluding lecturers and teaching support staff) also applies to exams that are scheduled to take place between 30 August and 19 September. Your degree programme will inform you if this has consequences for your exams. After 20 September exams may be held in a room with more than 75 people as long as they are 1.5m apart.

Safety

One important piece of advice is to avoid busy areas. Follow the instructions in the buildings, such as one-way systems. And although the 1.5m rule has been lifted, it is advisable to keep some distance from others where possible. We are also trying to organise our teaching timetables such that people will not all start or finish at the same time and students will not have to travel during peak hours. Only come to the University for scheduled lectures, workgroups, tutor sessions or practicals, or if you have booked a study space. Once your lecture is finished, or the time you reserved a study space has come to an end, you should leave the building as quickly as possible. If at all possible, come by bike and avoid peak hours on public transport. You must also wear a face mask when moving around our buildings. Your teacher can also ask you to wear a face mask during a lecture or tutorial.



Study spaces on campus

There are limited study spaces in our buildings and libraries. You will need to book in advance via [the student website](#). You no longer have to keep 1.5m apart from others in our libraries, but the maximum of 75 people per room does apply (with the exception of people who have come to collect books.) This is why you will still need to book a space. You will find the number of the study space on the table.

Signs at study areas other than in the libraries, for instance in corridors and communal areas, indicate which spaces you may and may not use to ensure these areas don't become too busy.

Studying online

Although we will try to deliver as much teaching as possible in person, some of our teaching will probably still have to be provided online in this academic year. Students will need to cultivate a sense of responsibility, but the University will make sure they receive the support that they need.

Basic tips for following online teaching:

- Make sure you have a quiet place to study with a PC and a good internet connection;
- Be motivated and self-disciplined in your studies;
- Keep in touch with your fellow students and participate actively in your tutor groups.

Facilities

Students and lecturers use various systems for online teaching, such as Kaltura, Microsoft Teams and Brightspace. Since 22 January 2021 Zoom has also been available for teaching purposes, via Brightspace. Your degree programme will inform you in advance about which courses will be taught online (and which in person) and on which platforms. They will also explain how to use various online facilities. All necessary software is available through the student website, which is where you will also find [information on IT facilities](#), the teaching systems and safe study online.



Support

On the student website you will find the 'Online teaching' dossier with handy tips on [online study](#). You will need certain facilities to be able to study properly at home. The University can help by loaning a laptop or other tools. We also offer study guidance or support for students in special circumstances (for instance, studying in combination with elite sports, care responsibilities or a disability). Please contact your study adviser for help.

Tutoring for first-year students

We have intensified our tutoring to support first-year students. First-year bachelor's students will be assigned to small tutor groups of 10 to 15 students with a student mentor and a tutor who is also a lecturer. They will introduce you to the University, your degree programme and the city, paying close attention to both your academic training and your social network. This will make it easier for you to get to grips with the degree programme.

Healthy study at home

Make sure you have a good study space and are sitting properly. Also ensure you make time to relax and take care of your mental and physical health. For more information and tips on healthy study at home, see the [Healthy University @Home](#) dossier. For general tips and information on wellbeing and the contact details of our Student Support Services, see 'Student wellbeing' on [the student website](#).

Working at the University

From the start of the 2021-2022 academic year, our campus will re-open for teaching, which means that lecturers can come in to the University. The advice to work at home remains in force for the remaining staff. The exceptions for research continue to apply.

Lecturers can come to the University buildings for teaching. Emergency response officers have to be present in buildings where teaching is provided. Staff can also come to the University for work that can only be done there, for instance in libraries and labs. With the exception of staff in teaching or teaching support roles, all staff are still expected to work from home. If you have a good reason to come to the office, discuss this first with your manager.

PLEASE NOTE: Always do the corona check before coming to the University.

Do the corona check before every visit to the University. Answer the five questions, and stay at home if that's the advice from the check.

TIP: Do a free self-test twice a week, or at least on the days that you come to the University. You can order self-tests via zelftestonderwijs.nl.

Distancing and maximum capacity

The 1.5-metre distancing measure will be lifted within the University from 30 August. This applies both to teaching situations and at workspaces, labs, libraries and so on. However, it is advisable to continue to keep some distance from others where possible.

A maximum applies of 75 people per room, such as lecture halls (excluding lecturers and teaching support staff). These people do not have to distance from one another. In a teaching situation a maximum of 75 students per room applies, excluding lecturers. The individual degree programmes are working out what this means for the parts of the curriculum that this affects.

Permission from your manager

Lecturers can come to the University for their scheduled teaching. Other staff members: discuss with your manager whether you can come into work or whether you should work at home instead.



Do the corona check before you visit the University
Stay at home if the check tells you to



Wear a face mask when you move around the building



As a preventive measure, take a self-test twice a week



Consult your manager if you want to work at the office.

Safety when working at the University

The health and safety of our students and staff comes first. Please follow the national hygiene guidelines and the information in our buildings on one-way systems and maximum capacities. There are extra provisions for washing and/or disinfecting your hands in all the buildings.

One important piece of advice is to avoid busy places. Make room for others in corridors, lecture halls and entrances to buildings. Make use of the options for online meetings.

If you have to come to the University, try to avoid peak hours on public transport. Change your working hours if possible or come in by bike or car. Students are expected to arrive at the faculties between 8.30 and 9.00, so we are asking office staff to come to the office before 8.15 or after 9.15.

Research, PhD defences and inaugural lectures

Various COVID-19 protocols have been developed on how to observe the coronavirus measures while conducting research. These can be found on the [Research in times of corona website](#). You will also find the PhD protocol here. The maximum of 75 people per room applies to PhD ceremonies. There is a livestream for anyone else who might be interested. The same applies to inaugural and valedictory lectures.

Visitors

Inform visitors of the measures that apply in the buildings, as all visitors are also expected to follow the guidelines that apply to the buildings and that are stated in this protocol. In accordance with government guidelines, visitors must register at the reception.



Working from home

For the time being university staff will have to work at home some of the time. This applies to academic and support staff. Some of the teaching will also have to be online.

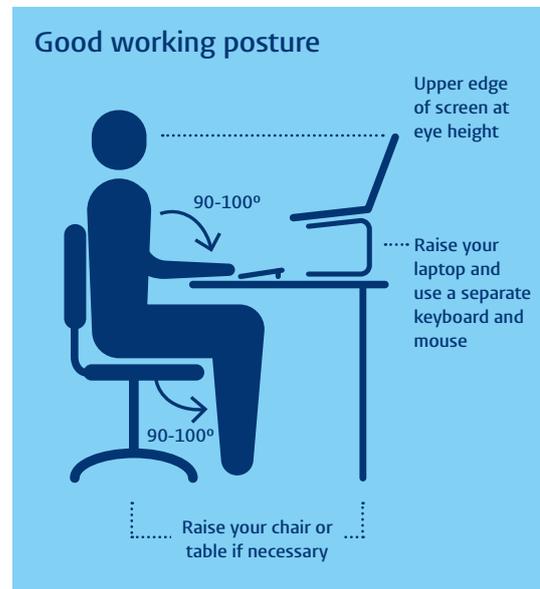
Home workspace

Make sure you have a good workspace at home and are sitting correctly (see image). Avoid working in one position for too long, particularly when using a laptop. For more information on setting up your workspace, please see the [Healthy University @Home dossier](#).

Facilities and support

If you require anything for your home workspace, please contact your manager. The University can arrange for certain facilities. Discuss with your manager whether you can collect equipment or supplies from work or arrange for their purchase.

If you are experiencing other difficulties working from home or if you have physical or mental problems as a result, please contact your manager or the HR adviser for your department. You can also find plenty of helpful information and support in the [Working from home in times of corona dossier](#).



Teaching from home

The teaching in the 2021-2022 academic year will largely be on campus. However, use may still be made of online teaching at times, for instance for lectures for more than 75 students. If you need help or support with developing or delivering online teaching, there are various places you can find this. Most information can be found in the [Teaching and assessment in times of corona dossier](#). There are various systems that you can use for online teaching, such as Kaltura, Microsoft Teams and Brightspace. As of 22 January 2021 Zoom is also available for teaching purposes, via Brightspace. You will find information on available programmes and how these work on: teachingsupport.universiteitleidennl. There are also roadmaps on how to translate courses or specific forms of teaching into online formats. Each faculty has a [support team for lecturers](#), and ICLON and the Centre for Innovation have developed a series of webinars on online teaching.



Research from home

If you are conducting research from home, you may need to make some adjustments. More information on such issues as migrating data can be found in the [Research in times of corona dossier](#).

Health

Make sure you get enough rest during and after your work and that you take care of your mental and physical health. For more information and tips on healthy study at home, see the [Healthy University @Home dossier](#). It's also important to keep in touch with your colleagues and support each other.

An overview of the main measures

Corona measures

on campus from 1 September



Universiteit
Leiden
The Netherlands



Wear a face mask
when moving
around



Follow the
walking routes and
instructions in
the buildings



Adhere to the
hygiene
measures



Do the corona check
before every visit
*If the check says so,
stay at home*



Take a preventive
self-test twice a
week



The Campus is open

The University is only a safe place if everyone takes responsibility. Give one another space and respect one another's boundaries. Even if the 1.5-metre measure is relaxed, it is still sensible to maintain your distance.



Campus protocol and updates

All measures taken by Leiden University can be found in the Campus Protocol; make sure you are aware of these measures. You should also follow the corona updates for the latest status via universiteitleiden.nl/coronavirus



Studying in the libraries

You can use the libraries and buildings for study purposes. You do need to reserve a study place in advance via OkkuDesk.



Vaccinations and self-tests

Vaccinations and self-tests contribute to a safe campus for your colleagues and fellow students. We urge everyone to get vaccinated, and also ask you to take a self-test twice a week. You can order your self-test via zelftestonderwijs.nl



Ventilation

All teaching areas at the University are ventilated in line with the requirements of the RIVM and the building regulations. It is important to open windows in work areas and meeting rooms. Ensuring that our buildings are well ventilated is one of our continuing priorities.

Any questions? See the frequently asked questions at universiteitleiden.nl/coronavirus

SEPTEMBER 2021