Introduction

Since March there has been an ‘intelligent lockdown’ in the Netherlands. This has imposed restrictions on teaching and research activities at universities.

The government’s decision on 19 May resulted in the possibility to expand the previously restricted (educational) activities in higher education. The EUR will implement this, among others, through this Campus Protocol for employees and managers. This is a dynamic document which will be adapted and supplemented where necessary in the coming period.

The purpose of the Campus Protocol for employees and managers is to provide guidance on returning to work at the office. In addition, HR aspects relating to working from home are highlighted. It is expected that (also after 1 September 2020) working from home will continue for a longer period of time than we were used to before the Corona crisis. The Campus Protocol relates to the locations Woudestein, EUC and ISS.

The starting points in drawing up this document are as follows:

- RIVM guidelines
- VSNU Protocol Restart Universities of 20 May 2020

The Campus Protocol is divided into three parts:

1. General guidelines
2. Working on Campus
3. Working from home

In this Campus Protocol, we make a great appeal to the personal responsibility of our employees and managers to implement and act according to the set of rules. We give each other space and speak to each other and address the issues when we do not feel comfortable.

The Campus Protocol is a guideline for the entire Campus and in that sense not without obligation. It is subject to the Regulations for Maintaining Order EUR Buildings and Grounds 2020.

1 https://www.eur.nl/media/2020-01-energyregulationsformaintainingordereurbuildingsandgroundsfrom1january2020
1. General Guidelines

The starting point remains: work at home as much as possible. From 15 June 2020, under certain conditions, limited use can be made of the buildings and part of the workplaces and study areas will be available again.

In order to use these work and study areas again, adjustments and materials will be needed in the office space, agreements and precautionary/hygiene rules, so that we can work together in a healthy and safe working environment.

In the period from 15 June to 1 September 2020, there will in any case be the usual summer recess where it is traditionally a lot quieter at university. It is possible that the situation will be somewhat different this summer because, unlike in the past, work will have to take place in preparation for the start of the special new academic year where there will be Blended Education and Blended Working.

It is assumed that from 1 September 2020, the situation will be organised in such a way that approximately 20% of the office capacity will be available for physical education, research and office work. Of course, this depends on the development of the Corona virus and the advice of the RIVM.

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2 Blended working involves the integration of elements of time/spatial flexibility in the execution of the job. Blended working can occur both incidentally and structurally.
2. Working on Campus

Working from home remains the norm. From Monday 15 June, under certain conditions, limited use can be made of the buildings on campus. The available physical capacity per department has been determined by the RE&F department in consultation with the organizational unit concerned. This may not be deviated from.

RIVM guidelines, the Protocol for Resuming Activities at Universities (VSNU) and any other (emergency) legislation and regulations are leading.

If you have cold-like symptoms? Stay home.
Get tested.
If you are short of breath and/or have a fever? Your whole household must stay home.

Stay home as much as possible.
Keep your distance (1.5 m).

Avoid crowds.
Wash your hands frequently.

Don’t shake hands.
Cough and sneeze into your elbow.

Use paper tissues.

Please note!
Do not come to the Campus if:
- You, or someone in your household has a Corona infection.
- You experience cold complaints.
- You, or someone in your household has a fever.

You may only go back to work if you or your household member is free of complaints for at least 24 hours.

3 For the most recent RIVM guidelines, see: https://www.rivm.nl/en
4 https://www.vsu.nl/files/documents/Protocol%20Resuming%20activities%202020%20maai%20EN.pdf
Assigning a workplace

The designated managers and coordinators per organizational unit are in the lead when assigning workplaces to employees. The following prioritization is used as a guideline based on work-activities and situation (see Toolkit on intranet6 to support the manager in this process):

<table>
<thead>
<tr>
<th>Guideline</th>
<th>Prioritization for assigning a workplace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees who are given priority based on <strong>type of work</strong>, including crucial <strong>functions</strong>:</td>
<td><strong>1.</strong> location-based research6</td>
</tr>
<tr>
<td></td>
<td><strong>2.</strong> location-based education7</td>
</tr>
<tr>
<td></td>
<td><strong>3.</strong> promotions and inaugural lectures</td>
</tr>
<tr>
<td></td>
<td><strong>4.</strong> non-location based education and research</td>
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<tr>
<td></td>
<td><strong>5.</strong> office work</td>
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</tbody>
</table>

Employees who are given priority based on the **situation**:

| **1.** Employees from vulnerable groups (e.g. employees from the 'banenafspraak' and their supervisors, groups with a risk factor (e.g. unsafe home situation)) |
| **2.** Employees who have physical complaints for which no solution can be found at home, employees with psychological complaints or those who are unable to work from home for some other reason. |

Working on Campus is on a voluntary basis. Working from home remains the norm8. Employees cannot be obliged to come to the campus, with the exception of crucial positions and at-risk groups9.

Agreements and hygiene measures

In order to prevent new infections as much as possible and to be able to work and study safely on campus, we agree on a number of precautionary and hygiene rules. In doing so, we make a great appeal to the personal responsibility of our employees and managers to implement and act upon these rules within this set of rules. We give each other the space we need.

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7 Prioriteiten bij onderwijsactiviteiten: afroeiing van onderzoeksprojecten van PhD’s en postdocs – projecten die bijdragen aan het verbeteren van de situatie rond corona wegen zwaar
8 Prioriteiten bij onderwijsactiviteiten: een opgave van de onderwijsmaatschappij / practica, waarbij afstudeerders prioriteit hebben
9 Kleinschalig onderwijs, zoals kleine werkgroepen of (pre)klinisch onderwijs (waaronder tandheelkunde, diergeneeskunde) waarvoor geen goed online alternatief is
10 Tentamens in / toetsing waar dit niet op afstand is te organiseren
11 Monitoring en tutoring van kwetsbare studenten
12 Scriptiebegeleiding daar waar dit niet online kan
13 Except for critical functions (and those other than risk groups)
14 https://www.zorgnet.corona-19.nl/risegroepen

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Make it happen.
On the way
Travelling to/from the office

- Avoid rush hours, especially when using public transport: come as much as possible with your own transport (preferably: bicycle).
- Parking in the Campus car park is currently free of charge for employees with an employee pass.

At the office
Upon entry and exit

- Wash or disinfect your hands
- Disinfect your workplace
- 'Clean desk' policy, on departure
- Use shared/joint facilities (pantry) in a responsible manner

At the office
Stairs, elevators and corridors

- Take the stairs as much as possible, give each other space.
- Minimize the use of elevators
- Do you use the elevator? Please comply with the regulations regarding the maximum number of persons per elevator
- Wait patiently for the elevator, keep a distance of 1.5 meters in the queue.
- The use of the elevators is organized in a number of buildings. Persons with 'limited mobility' (temporary or permanent visual impairment, motoric disability wheelchair, walker, crutches, etc.) or energy problems (rapid fatigue, etc.) may deviate from this at all times.
- Passing in corridors: leave enough space for others.

At the office
All day long

- Preferably do not lend personal belongings to another person (e.g. mobile phone, pen).
- If you use a shared object, such as a stapler, use disinfectant wipes before and after use.
- Do not fetch coffee/tea/etc. for someone else.
- Also when visiting the toilet: give each other space.
- Share your screen instead of looking over someone’s shoulder. Use Teams ('shared screen'), for example.
- Minimize the number of movements through the building and across campus during the day.
At the office
Visitors (external)

- First ask yourself critically to what extent are meetings in person necessary. Or are there other (digital) alternatives?
- For visitors with whom a distance of 1.5 meters cannot be guaranteed (e.g. laboratory), the triage for visitors should also be brought to their attention, based on the RIVM guidelines (Dutch) for contact professions
- Report the visit to the department’s contact person.
- When you receive a visit, draw their attention to the RIVM guidelines.

At the office
Meetings and visits (internal)

- Continue to meet and consult virtually as much as possible, instead of using the (meeting) rooms. At each meeting/visit/consultation, ask the question: is it necessary to do this in person? Be critical. In addition: adhere to the maximum number of people per room with 1.5 meters distance.
- When part of the participants is physically present, and another part is online, make sure that all participants can equally participate in the meeting.

At the office
Health problems?

- Go home if you develop complaints while on campus.
- If someone does not go home, the manager can ask the person to go home or send the person home. The person can be made aware of and advised to get tested via the normal route (GGD). Subsequently, the necessary actions can be followed (quarantine / GGD contact investigation).

Do you have any questions?
1. See if you can find and answer online in the FAQs or EUR@Home\textsuperscript{10}.
2. Contact your manager.
3. Contact the servicedesk.

\textsuperscript{10}\url{https://www.eur.nl/nieuws-agenda/dossiers/corona#faq}

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Make it happen.
3. Working from home

Ensure a good workplace and work posture

On EUR@Home and below you can find HR information about a good workplace and work posture. Would you like to know whether your home workplace meets all ergonomic requirements? Then do the self-assessment\(^1\).

Make sure you have a healthy posture with enough variation. Avoid prolonged laptop use (max. 2 consecutive hours) without moving. Try to leave your desk regularly and take a short walk. This will increase your concentration and mental fitness. Install the break program Ctrl@Work on your laptop to take regular breaks and perform exercises.

Set up your workplace properly:
1. Adjust seat height: Feet flat on the ground, knee makes an angle of 90-110 degrees.
2. Table height: at elbow height so you sit relaxed.
3. Armrest height: Just under the table top so you can get close enough to the desk for comfortable working.
4. Tilt the back of your chair a little backwards for good support. The backrest should be adjusted between 90 and 120 degrees.
5. Screen height: the top of the screen should be slightly below eye level.
6. Distance to the screen: at least 1 arm length.

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\(^1\)https://my.eu.nl/rozem/login/destinations?trn=%7Bau-employee%7Dtrn%7Foesd%7F searchBar%7Fenhome%7Ftrn.workfacility
Facilities for working from home

Is your home office incomplete?
1. Discuss with your manager whether it is possible to pick up the necessary facilities from your own department.
2. Discuss with your manager whether it is possible to order the necessary facilities via the Catalogue. The facilities then remain the property of the EUR.
3. Are options 1 and 2 not possible, and/or do you want the facilities to be your property? Consider using your Personal Career Budget (PCB) to purchase the necessary facilities yourself.\(^2\).

Don’t know exactly which home working facilities you need? Then do the self-assessment and view the available information on MyEUR about the ergonomic requirements.

Do you have any complaints? Check with your manager or HR advisor to find out how to reduce your complaints.

Do you have any questions?
1. See if you can find an answer online in the FAQs or EUR@Home\(^3\).
2. Contact your manager.
3. Contact the servicedesk.

\(^3\)https://www.eur.nl/nl/nieuws-agenda/dossiers/corona#faq