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 2020-2021 academic year, beginning on 31 August, 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 and the Protocol for Resuming Activities at Universities (in Dutch) from the Association of Universities in the Netherlands (VSNU) together with previously adopted protocols for research, teaching and business operations during corona. The Campus Protocol applies to all our students and staff, including students and staff in the LUMC teaching building, 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.

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 corona 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

If you have any questions or comments after reading this protocol, please see the information and FAQs in the various dossiers on relevant topics on our website – these are accessible from the general corona dossier. Please send any comments to corona@leidenuniv.nl

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General guidelines

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

Facemask compulsory
From 15 October, the wearing of a facemask is compulsory for everyone in Leiden University buildings. The rule is: if you are standing or walking, you have to wear a facemask, and if you’re sitting down, you can take your facemask off. This means that when you enter or leave the buildings and when you’re moving about inside the buildings, you have to wear a facemask. Once you’re sitting down at your workplace or in the lecture hall, you can remove your facemask. Different rules may apply for specific work situations, as agreed with supervisors and the Security Department. When teaching, lecturers do not have to wear facemasks.

The facemask requirement has been added to our house rules, and is therefore compulsory. Staff of the University Services Department and the Facilities Department, as well as managers, lecturers and other designated persons will ensure compliance. If you’re not wearing a facemask when you should be wearing one, you will be given a warning and your details will be registered with the Security Department. If you refuse to wear a facemask after having been given a warning, you will be told to leave the building and you will be refused access for the remainder of the day. The same applies if you are found without a facemask twice in the same day, or if you refuse to show your ID when given a warning.

What should you do if you contract the coronavirus?
If you test positive for corona, please let us know. Students can inform their study adviser and staff can inform their manager. Together we - students and staff - are a community where we have close contact with one another. It is in the best interests of everyone’s health and safety to know if there are clusters of infections - whether these are confirmed or threatened.

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 so that we can discuss with the Municipal Health Authority any additional measures that may be needed.

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.
In the buildings
Posters in our buildings show which safety measures apply, and stickers on doors indicate how many people may be present in each room. There are one-way systems in corridors and staircases to prevent crowding, and there are 1.5-metre stickers on the floor in busy areas. Some study and workspaces have been cordoned off to ensure people distance by 1.5 metres. Lifts may only be used by people who are unable to take the stairs. 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
All of our teaching rooms are fitted with a mechanical ventilation system. The ventilation is good in the spaces that have such a system. These systems are now starting one hour earlier and stopping one hour later than usual. They do not recirculate air. All the ventilation systems are running above capacity as the corona measures mean fewer people are present in our buildings and rooms. Some workspaces and meeting rooms do not have mechanical ventilation systems. These rooms should be ventilated by opening windows (if at all possible).

Do not use small air-conditioning units or fans if more than one person is working in the room. Small air-conditioning units that are used to cool a single room usually cool the air and blow it back into the same room. Fans also recirculate air within a room. You can use them in front of an open window to improve the circulation of fresh air in the room, but do make sure that this fresh air is not being blown past one person towards another.

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.

1. Do you have any coronavirus symptoms? (Runny nose, coughing, sneezing, loss of sense of smell/taste, shortness of breath, fever)
   - Yes
     - STAY AT HOME
       - Work and study at home
         - Staff member? Inform your manager.
         - Student? Inform your lecturer and/or study adviser.
       - For the quarantine rules, see government.nl. You are welcome back to the University in 10 days’ time.
   - No

2. Does a housemate have coronavirus?
   - Yes
     - STAY AT HOME
       - Your housemate must book a test with the GGD, as should any other member of the household who develops symptoms.
       - All members of the household must stay at home until your housemate has their test results.
   - No

3. Does a housemate have severe coronavirus symptoms? (E.g. fever or shortness of breath)
   - Yes
     - STAY AT HOME
     - You may not come to the University for 10 days after you return. If you develop symptoms, book a test with the GGD.
   - No

4. Have you been in close contact with someone who has coronavirus? (Minimum 15 mins., within 1.5m)
   - Yes
     - STAY AT HOME
     - If you develop symptoms, book a test with the GGD.
   - No

5. Have you recently returned from a country with an orange or red travel advisory?
   - Yes
     - STAY AT HOME
     - If you develop symptoms, book a test with the GGD.
   - No

You are welcome to come to the University!

Only come in for scheduled teaching, reserved study spaces or work (with your manager’s permission). Keep to the Campus Protocol, and follow the signs in the buildings.

Talk to your manager/study adviser if you (or a housemate) belong to a high-risk group and are concerned about coming to the campus.

Corona Check

*Latest information
The rules set by government and the National Institute for Public Health and the Environment (RIVM) change frequently. Always check government.nl and RIVM.nl/en and follow the University’s corona updates.

17 September 2020
Studying on campus

For teaching in the 2020-2021 academic year, the following rule will apply at Leiden University: ‘On campus, if we can. Online, because we can.’ The aim is for approximately a quarter of the teaching to be delivered on campus and the rest online.

Guidelines

It goes without saying that the health and safety of our students and staff comes first. Wearing a facemask is compulsory in our buildings whenever you are standing or walking. You can remove your mask when you are sitting down, in a lecture or at a study place, for example. Please follow the national hygiene guidelines and the information in our buildings on one-way systems and maximum capacities. Only sit in the designated areas in lecture halls or workgroup rooms. There are extra provisions for washing and/or disinfecting your hands in all of the buildings.

One important piece of advice is to avoid busy areas. We are therefore 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.

We also ask our students to avoid crowding in the buildings. Leave space for others in corridors, lecture halls and entrances.

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.

Which teaching will be in person?

We aim to deliver around a quarter of our teaching on campus, but this may differ according to degree programme and year of study. In particular, practicals, small workgroups, first-year tutor meetings and some exams will be held in the University buildings. As we have to keep a distance of 1.5 metres between people in the buildings, our capacity is limited. The exact details vary per degree programme and building. You will see in your timetable which courses are online and which ones on campus.

Study spaces on campus

There are limited study spaces in the University libraries, so you will need to book in advance. You can come and study at the University Library, including the Asian Library, and the libraries at the Faculty of Law and the Faculty of Social and Behavioural Sciences, and at the Wijnhaven Library in The Hague. To make a reservation, see the University Library website.

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 make sure the 1.5-metre distance is maintained.
Studying online

Although we will try to deliver as much teaching as possible in person, a large proportion of our teaching will still have to be provided online in the new 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. As of 22 January 2021 Zoom is also 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.
Working at the University

All our staff will continue to work from home unless this is not an option. If you are a lecturer or researcher you may have to work in our buildings, in a library or laboratory, for example.

If you need to come to the University for other reasons, such as to provide teaching support or because of your home situation, you always first need permission from your manager. Emergency response officers will need to be present in buildings used for teaching.

Lecturers can come to the University for their scheduled teaching. Managers will use Flexplanner to inform other staff members if they need to come in. We also have hygiene and conduct rules to ensure the safety of colleagues.

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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.

The capacity of the work spaces in our buildings is limited because of the 1.5-metre distancing. Signs on all rooms indicate how many people may be present at any one time. Some activities/groups have priority for working in University buildings. In order of priority, these are:
1. Teaching
2. Research
3. Student support (in particular vulnerable and first-year students)
4. Office staff

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.

Permission from and registration by your manager
Lecturers can come to the University for their scheduled teaching. Other members of staff will need permission from their manager to come to the University. Managers will use Flexplanner to inform the University Services Department who will be present and when. This registration is important for maximising the numbers present and for contact tracing in the event of an infection. Managers will receive information about Flexplanner from the University Services Department’s broker team and can direct any questions to Flexplanner@ufb.leidenuniv.nl.
Guidelines for working at the University

It goes without saying that the health and safety of our students and staff comes first. Wearing a facemask is compulsory in our buildings whenever you are standing or walking. When you are at your workplace, you may remove your mask. For working activities that are not carried out at a fixed place (such as some of the work of facilities staff) you have to wear a facemask. Lecturers do not have to wear facemasks when they are teaching. Different rules may apply for specific work situations, as agreed with supervisors and the Security Department. Facemasks do not need to be worn in the chemistry and biochemistry research labs and training areas, for example. 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 areas: come to work by bike if possible, keep a distance of 1.5 metres from others during meetings and breaks, and make room for others in corridors, lecture halls and entrances to buildings. Hold meetings online where possible, in Microsoft Teams.

Research, PhD defences and inaugural lectures

Various COVID-19 protocols have been developed on how to observe the corona measures while conducting research. These can be found on the Research in times of corona website. You will also find the PhD protocol here. PhD ceremonies may be held with a limited number of guests in attendance and a livestream for anyone else who might be interested. The same applies to inaugural and valedictory lectures.

Visitors

Only arrange to meet visitors if there is no opportunity to meet up online. 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

Our staff will continue to work from home as long as this remains the government’s advice. This applies to academic and support staff. Lecturers and researchers can in some instances come to the campus for teaching and research. The majority of the teaching will be online for the time being.

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 2020-2021 academic year will begin largely online. 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.universiteitleiden.nl. 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.