

INSTRUCTIONS ON RESTARTING WORKING AT VU WITH 20% WORKING/DESK CAPACITY

Registration procedure:

- Employees may inform their team leader of any wishes or need for performing work on campus.
- The department manager assesses the request and informs the manager and employees about the planning. The secretariat keeps this schedule up to date.
- **Students can register with host at main entrance NU building. When you need a meeting room for a meeting with student please make a room reservation with secretariat**

Workspaces are scarce so please let the secretariat know if you are not able to come to campus when you are scheduled to come so we can allocate your workspace to someone else.

The VU strictly complies with the guidelines issued by the National Institute for Public Health and the Environment (RIVM) to limit the risk of infection.

If you have the following symptoms you need to stay at home: coughing, runny or stuffy nose, sneezing, sore throat, shortness of breath and fever. Only after not having these symptoms for more than 24 hours you are welcome to come to the VU.

If one of your roommates have mild symptoms in combination with fever or shortness of breath you need to stay home until a test proves the symptoms are not Covid-19 related or when your roommate has not had any symptoms for 24 hours.

On campus and NU building you have the following guidelines apply:

Guidelines for all buildings:

- You need permission from your team leader to come to the VU.
- Working according to a schedule is mandatory.
- You have to scan your VU id card by entering and leaving the building.
- Without a VU id card you or your guest need to register with the host.
- Do not use the revolving door with more than 1 person.
- Take the stairs as much as possible but when necessary the elevators can only be used by 2 persons at the same time (there are marking spots in the elevator).
- Follow the markings in the building and keep in mind to keep to the right side.
- Follow the guidelines in practicing good hygiene;
 - Do not shake hands.
 - Wash your hands often using disinfectant gel or soap.
 - sneeze into your elbow, use paper tissues and discard them after use.
 - You can pick up disinfectant wipes at the secretariat to clean your working place before and after your working activities (mouse, keyboard, armrest etc..).

Make sure you always keep 1,5 meter distance every where but be extra aware in the (narrow) corridors and make sure you give each other enough space to pass.

In NU building you can only get coffee on the 7th and 11th floor. Make sure you keep your distance and practice 'good hygiene'.

At working desk/ stations the following rules apply:

- Always keep 1,5 meter distance also when seated at your desk.
- At workstations with 3 or 4 desks only 2 can be used at the same time keeping the 1,5 meter distance in mind.
- If necessary because of the 1,5 meter distance rule you might need to sit at another desk or even a desk at another floor.
- Try to minimize being in a space with multiple people at the same time. Keep your distance during meetings. Try to have your meetings online.
- There is no distinction made in who can work at VU but please keep in mind that in some circumstances we need to prioritize.

The overall motto is still: work at home as much as possible and be conscious for what activities you need to be at the campus.

As of July 15th the bicycle storage at NU building will be open. You need special access on your pass if you wish to store your bicycle in the closed part. You can apply for this at VUnet.