

COVID-19 Safety protocol UM (version 4.2)

Introduction

UM wants to provide its students and employees with a safe working and learning environment during this pandemic. This protocol shows how (the possibility) of spread of COVID-19 at UM can be prevented as much as possible.

Firstly, this protocol describes how UM ensures that 1.5-metre distancing is maintained between members of the academic community during lectures, research or other work, and while making your way in and around UM buildings. It also explains how additional hygiene measures have been taken, what the desired behaviour is associated with these measures, and how these measures are communicated. Finally, it is indicated how enforcement will take place to maintain this safe environment. The above is explained in this protocol by demonstrating for each measure how this is achieved within UM.

It should also be noted that many of the safety measures described are already in force and are already being applied in all sorts of places within UM. The present complete set of measures are in the integral coherence generally in force within the institution, as of 15 August.

Due to the rapidly changing circumstances surrounding the Corona issue, it should be borne in mind that safety and health measures are regularly subject to modification or supplementation. This safety protocol will therefore be regularly updated.

Foreword:

This protocol is based on guidelines from the National Institute for Public Health and the Environment (RIVM), the National Coordination Centre for Communicable Disease Control (LCI), and the Government of the Netherlands. This protocol prescribes more than is strictly necessary on several points; where this is the case, it is based on an informed decision to guarantee safety. This concerns, for example, the obligation to disinfect your hands upon entry and to ventilate spaces with fresh outdoor air between sessions. In cases where UM activities take place at external locations, the stricter UM measures from this protocol also apply where possible.¹

Overall, the realisation of the measures will be communicated through extensive, clear, and repeated announcements. These communications will be in the form of personal email, social media posts, website, personal correspondence, and signage such as posters, stickers, and markings. These are aimed at students and employees, as well as external parties such as suppliers and visitors.

All measures taken by UM during this pandemic will only be effective if everyone adheres to the rules. This means calling others to account for not following the rules. Everyone must take responsibility in this crisis.

¹ The landlord's COVID-19 rules for the premises are followed and, where possible, also the stricter UM rules.

Measure 1: Health check before coming to UM

Before arriving at UM, employees and students must check their health and that of their family/household members by carrying out a health check. They *do not have access* to university buildings if one of the answers to the following questions is 'yes':

- 1) Do you have cold-related symptoms or a high temperature/fever?²
Get tested at the Municipal Public Health Service (GGD Zuid Limburg): 088-880 50 05 (do not use the national number³) and stay home while you await the test results, even if it takes a few days. Students and employees who do not live in South Limburg, but elsewhere (e.g. in other parts of Limburg, Germany or Belgium) can also make an appointment with the GGD Zuid Limburg. You may only come back to UM after you are free of symptoms for 24 hours. This also applies if you have received a negative test result and still have cold-like symptoms.
- 2) Have you tested positive for COVID-19? Then you may only come back to UM after 7 days from the onset of the illness and after you have been free of symptoms for 24 hours (the GGD urgently requests that you to stay home during this period).
- 3) Do any family members or anyone you live with have shortness of breath and/or fever?
If so, you will not have access to university buildings until 24 hours after the symptoms have ceased.
- 4) Has a family member, anyone you live with or anyone else you have been in close contact with tested positive, or has it emerged from the source and contact tracing by the GGD that you may have been in contact with someone with COVID-19?
If so, you will have to spend 10 days in home quarantine before you can come back to the university buildings. The GGD imposes this quarantine requirement (this period is longer than the minimum 7 days the GGD imposes when you have tested positive because the incubation period is included in these 10 days). During this quarantine, monitor your health and immediately get tested if you develop coronavirus symptoms.
- 5) Have you recently returned from a country with a code orange/red in place (high-risk country) as designated at <https://www.netherlandsworldwide.nl/>?
If so, the GGD urgently advises you to go into home quarantine for 10 days, starting from the day of your arrival in the Netherlands, before you are allowed to go back to the UM. You must stay at home during this period, and you do not have access to UM buildings. This does not apply to employees and students living in a region/country with code orange status if they travel back and forth to UM (in general) daily for work or study.

² https://www.rivm.nl/en/novel-coronavirus-covid-19_symptoms_COVID-19

³ By using this regional number, the GGD South Limburg will have an immediate overview of the situation at the educational institution and can, as soon as the results are known, quickly and adequately take the necessary measures.

Implementation:

1. Communication through the various forms of announcement as indicated in this protocol's introduction.
2. UM encourages this home quarantine by informing students who come to the Netherlands before their arrival about the possibility of renting, at a significantly reduced rate, a quarantine stay at the 'Guesthouse' in Maastricht, where they can isolate together with other students. For this quarantine facility, see www.maastrichthousing.com
3. Students with corona-related symptoms are expected to stay at home and not be physically present during educational activities. Except in specific, practical program elements, in principle for every programme there is also an online option to continue their studies.
4. Students who have tested positive for corona and who stay in a student house can use a separate quarantine facility at the Guesthouse to prevent spreading the virus to others. For more information, see www.maastrichthousing.com

Measure 2: Mandatory face masks

Wearing a non-medical face mask is mandatory within the university buildings. This applies to all situations in which you are moving around the university buildings. If you are walking or standing, you are required to wear a face mask. If you are sitting at a workstation or study area, you may take it off.

Implementation:

1. This is communicated through various communication channels as indicated in the introduction of the protocol.
2. UM provides three non-medical, reusable face masks⁴ once per person for students. UM also provides face masks for employees upon request. Employees can obtain these three face masks at the reception desk of their unit.
3. The usage of face masks is strictly enforced. See measure 11 for an explanation of this enforcement.

⁴ Reusable by washing at 60 degrees. See also (in Dutch): [Rijksoverheid.nl/onderwerpen/coronavirus-covid-19/openbaar-en-dagelijks-leven/mondkapjes/instructies](https://rijksoverheid.nl/onderwerpen/coronavirus-covid-19/openbaar-en-dagelijks-leven/mondkapjes/instructies)

Measure 3: Hygiene measures while at UM

- a) Wash your hands often⁵ with soap and water (for 20 seconds), then dry hands thoroughly with paper towels.
- b) Cough and sneeze into the crook of your elbow.
- c) Use a disposable tissue to blow your nose and then throw it away.
- d) Do not shake hands.
- e) Disinfect your hands upon entering the university buildings.
- f) Wash your hands before using shared equipment such as copiers, beverage dispensers, vending machines, etc.
- g) Use the do-it-yourself- cleaning kit in the classrooms, conference rooms and offices to disinfect your table/desk and chair before use.
- h) Use the cleaning kit to disinfect your equipment/materials after use if they need to be used by others.
- i) Touch as few surfaces and materials as possible that are shared by others (contact points).

Implementation:

This desired behaviour during the pandemic has been made known through communications, as indicated in the introduction.

- 1. Ad a) Sufficient sanitary facilities are available to wash hands with soap and water. Paper tissues are available in these areas to dry hands.
- 2. Ad e) Disinfectant containing at least 70% alcohol is available at each entrance. The corona steward shall monitor its use at regular intervals. The caretaker ensures that dispensers are refilled in time.
- 3. Ad f) Staff and students are responsible for cleaning equipment/materials after use. Do-it-yourself cleaning kits are available on each floor of a building, as is disinfectant material intended for specific equipment as recommended by the equipment manufacturer. The users of the building are informed by their management unit where cleaning wipes are available for each floor. The 'UM rapid response team', appointed for COVID-19, will ensure supply. Fitness equipment and materials at UM SPORT and student sports associations will have to be disinfected after use by the users. There are sufficient cleaning products available in each room. The sports instructor ensures that this cleaning is carried out.
- 4. Ad g) Where possible⁶, interior access doors, such as in corridors, meeting rooms, teaching spaces, or toilets, are permanently open during the day. Where this is not possible, and to the extent that fire safety permits, a doorstop is used to hold the door ajar so that the handle does not have to be touched.⁷ The building manager ensures that these doors are open or have a doorstop.
- 5. UM ensures that contact with common contact points, such as toilets, door handles, and bannisters, is avoided as much as possible. Where this is not possible, these must be intensively cleaned. This means intensifying cleaning for each building, particularly contact surfaces.

⁵ In any case, after you have touched materials that may have been used by others (such as door handles, banisters, coffee maker/printer buttons) and before eating or touching your face.

⁶ And insofar as this is permitted in view of fire safety.

⁷ Facility Services provides the building manager with an overview of which doors can be kept open permanently.

Measure 4: Ventilation

UM ensures its buildings are properly ventilated. Although there are as yet no clear results from scientific research into the influence of ventilation in rooms and the routes of transmission of COVID-19, RIVM generally advises ensuring 'good ventilation'. Ventilation is understood to mean mechanical or manual ventilation (open windows). UM also believes proper ventilation is important.

Implementation:

To ensure the functioning of the ventilation in UM buildings, the air treatment systems of teaching and meeting rooms are checked for their operationality per building regulations. The units' performance has also been optimised by adjusting their settings, including:

- 1) Increasing the ventilation level and only using fresh air (no recirculation).
- 2) Switching ventilation on earlier and turning it off later (day/night) and letting it run (to a limited extent) at night.
- 3) Running ventilation in toilets 24/7.
- 4) In addition to the rooms that are mechanically ventilated, some spaces have no air treatment system. This category includes offices, pantries, and other working areas, as well as some teaching and meeting rooms. Following RIVM advice, these spaces must also be well-aired using natural ventilation. This manual ventilation is realised as follows:
When using these spaces leave the windows open in a tilted position—when possible—or leave the door open. After each meeting, both mechanically and non-mechanically ventilated rooms are further aired out by opening windows and doors at the same time after use of the room (15 min.). Users of work and meeting rooms are responsible for this manual ventilation. In teaching rooms, the tutor is responsible for natural ventilation after the meeting.
- 5) Employees monitor one another's conduct; the corona stewards will assess compliance concerning the ventilation of teaching rooms according to the teaching schedule.
- 6) At the entrance of the teaching and meeting rooms that are not mechanically ventilated and have to be aired manually, it is clearly indicated that the room in question must be ventilated naturally⁸, along with instructions for this type of ventilation⁹. For offices, the employees working in the spaces concerned must agree on the manner of natural ventilation.
- 7) When planning classes, meetings or gatherings, a mechanically ventilated room is preferred, and 15 minutes of ventilation breaks are planned between each meeting. For this reason, meetings should also be completed within the scheduled time to guarantee the ventilation time.
- 8) The use of separate fans when there are high temperatures is only possible if it can be avoided that the airflow of the fan is blown from one person to another¹⁰.

Measure 5: Keep a minimum distance of 1.5 metres

The basic principle is that employees, students, and visitors must be able to work and study at this safe distance from one another. The ambition is that everyone at UM feels safe. All rooms in and around the UM buildings must be arranged in such a way that maintaining the 1.5-metre distance is

⁸ version 21 August 2020.

⁹ The instructions state that *during* use, windows are continuously kept open by at least 10 cm and that, *after* use, the air must be 'flushed' by opening the windows and doors simultaneously.

¹⁰ Link (in Dutch): rivm.nl/hitte/vragen-en-antwoorden-hitte-covid-19

possible. This rule applies to everyone, regardless of whether or not they belong to the same household.

Implementation:

1. Based on the requirements for keeping a minimum physical distance of 1.5 metres¹¹, the maximum occupancy for each space is indicated on every entrance door.
2. For lifts, maximum occupancy of 1 person applies, unless the lift door is wider than 2 metres.
3. Walking routes are marked so that people can pass each other at a 1.5-metre distance or more. Where the walking routes are too narrow, one-way traffic is installed, and when that is not possible priority-arrow stickers indicate precedence, or entrances and exits are separated.
4. Students are scheduled in teaching rooms with maximum permitted numbers, so that the 1.5-metre distance can be maintained, regardless of the educational model that can vary per programme/faculty according to the ratio online/on campus education. Before the start of each course, students are informed to which extent and in which form they will receive online or on campus education.
5. If a room has to be cleaned by a cleaner, everyone present leaves the room until the cleaner is ready and has left the room.
6. The eating areas at UM that are only available to UM employees and students (using a UM card), are considered cafeterias. Some seating has been removed from UM cafeterias to ensure diners can sit 1.5 metres apart. The various catering companies have been informed about the maximum number of seats per space. Anyone sitting on a chair at a table should always sit 1.5 metres away from others. The tables and chairs should not be moved. If the maximum number of seats is occupied, the maximum number of visitors allowed has also been reached. Those who do not have a seat will have to leave the cafeteria. The eating areas that are freely accessible are set up as take-away locations, so there is no seating.
7. In case of evacuation, the assembly point allows for 1.5-metre distancing. At locations where this is not the case, another area is indicated, and the unit will advise and inform accordingly. In the event of an alarm, the corona steward immediately goes to the assembly point and ensures that 1.5-metre distancing is maintained.
8. When the buildings are arranged according to the corona measures, other walking routes may have arisen and access to the lifts may be restricted. As a result, staff and students with a physical disability may experience problems when entering UM premises for the first time. They are warmly encouraged to request a guided tour or other support from their unit. The 'physical accessibility during COVID-19' contact point has been made known to staff and students.

Measure 6: Avoid crowds

According to the government, the chance of large crowds and the number of instances of social contact between people must be limited as much as possible. This also means that UM must comply with this restriction by implementing appropriate measures.

¹¹ Considering the 1.5-metre distance norm, UM applies as a rule of thumb 7 m² per person in classrooms and meeting rooms and 12.5 m² per person in offices. Subsequently, the building manager will make a detailed calculation of the exact maximum number of people per room based on the arrangement of furniture and walking paths. This maximum number of people will be visible on a sticker on the door to each room.

Implementation:

1. In principle, employees work from home. They can come to the UM locations only if it is necessary for work. For employees who, due to personal circumstances, are unable to work from home, an exception can be made, after obtaining approval from the manager.
2. Within each faculty, teaching sessions start and end at different times (with starting times staggered at 15-minute intervals) so that the use of public transport is spread out and that there is no overcrowding along the walking routes within UM buildings.
3. In and around the UM buildings, a maximum of 4 persons can be in a group and they should keep a distance of at least 1.5-metres. This maximum does not apply to educational meetings.¹²
4. Given that the available space in the buildings is currently limited and to prevent groups forming with a distance of less than 1.5 metres, students should leave UM buildings after the teaching sessions. The UM cafeterias, learning spaces and library locations are open. Visiting the Inner City Library and Randwyck Library requires a reservation:
<https://library.maastrichtuniversity.nl/services/hours-locations/>.
5. Reserving rooms is only possible under certain conditions for education-related activities with a maximum of 4 persons.
6. In connection with the above, it is important that no one work alone in laboratories in order to avoid dangerous situations. Managers of laboratories ensure that at least two people are scheduled and are actually present at the same time.
7. Everyone who comes to a UM building registers when they enter and exit the building. Attendance registration usually takes place with a UM card/registration form. The manner of registration is clearly indicated in front of the entrance. If necessary, this registration can be used for source and contact tracing by the GGD.
8. Festive gatherings are not allowed, except for PhD defences, inaugural lectures, graduation ceremonies or the awarding of diplomas. For these, there are fixed seats at a distance of 1.5 metres and a maximum of 30 persons.
9. Student association activities may not take place, whether or not they are education related.
10. Serving alcohol is not allowed in university buildings and in student association settings.
11. Sports canteens, showers and changing rooms are closed.
12. For indoor and outdoor sports/fitness activities, there is a maximum group size of 4 persons (excluding instructors). For indoor activities, there is also a maximum of 30 persons per independent room. Multiple groups can play sports or exercise next to each other as long as there is a distance of more than 1.5 metres between the groups. There must be a clear demarcation between the groups and they may not mix. Sports and exercise are only allowed if it is possible to keep a distance of 1.5 metres between each person.¹³
13. At teaching sessions or gatherings of more than 100 people¹⁴, the government requires the following:
 - a compulsory reservation in advance (For teaching sessions, the timetable in which students are scheduled serves as a reservation. For all non-education related meetings of more than 100 persons a reservation in advance is required.)
 - registration of attendance conducted upon entry by a corona steward
 - each attendee sits in a fixed seat

¹² Link (in Dutch): <https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/nederlandse-maatregelen-tegen-het-coronavirus/openbaar-en-dagelijks-leven/gezelschappen>

¹³ Link (in Dutch): <https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/openbaar-en-dagelijks-leven/sport>

¹⁴ Link (in Dutch): [Rijksoverheid.nl/onderwerpen/coronavirus-covid-19/nederlandse-maatregelen-tegen-het-coronavirus/openbaar-en-dagelijks-leven](https://www.rijksoverheid.nl/onderwerpen/coronavirus-covid-19/nederlandse-maatregelen-tegen-het-coronavirus/openbaar-en-dagelijks-leven)

- to ensure the 1.5-metre distance is maintained while people are entering and exiting the teaching areas and toilets, people will be guided by a sufficient number of corona stewards. They will also ensure there are no traffic jams.

Measure 7: Distancing less than 1.5 metres

The rule of thumb within UM is that a minimum 1.5-metre distancing is safeguarded. When, in exceptional circumstances, this distancing is not possible due to the nature of the work or the type of teaching, protective measures must be taken. These start with the adaptation of the workspaces and when this is not possible through the use of personal protective equipment and a health check.

Implementation:

1. All counters/receptions are fitted with protective glass or plexiglass with a hatch. For receptionists, non-medical face masks have been made available for exceptional situations in which it is temporarily not possible to maintain 1.5 metres.
2. At temporary counters/receptions, mobile glass or plexiglass 'cough screens' are available. Each unit has mobile screens available for those needing them.
3. If the nature of the teaching/research means it cannot be performed while maintaining a minimum 1.5-metre distance (such as where physical activities must be executed), it is strongly recommended that an IIR surgical face mask is worn, similar to healthcare workers who work with non-COVID-19 patients¹⁵ and who may perform risky procedures (such as being close to someone's face for more than 3 minutes^{16 17}). If, due to the nature of the work, wearing a surgical face mask poses a fire hazard, a face shield is additionally recommended.
4. Students, employees (including simulation patients and test subjects) who have indicated they belong to a risk group (see the criteria for this in appendix 1) and who are the subject of research/teaching at a distance of less than 1.5 metres, are protected as a precaution because in those cases the researcher/student must wear a type IIR surgical face mask. See also measure 8 of this protocol.
5. Gloves are mandatory when working with bodily fluids. Gloves are made of nitrile and must comply with EN 374-1,2 and EN 455-1,2,3,4. Gloves must be changed for each patient and cannot be re-used.¹⁸
6. Personal Protective Equipment (PPE), such as splash goggles, doctors' coats, and aprons, are not necessary for non-COVID-19 patients. Employees and students can request such items from their manager/tutor after consultation with the occupational health physician (employees) or health advisor (students).
7. When carrying out their work, emergency assistance officers (BHV) and first-aiders (EHBO) wear face masks that are available at all receptions and in the BHV corona kits. As of 1 September, they received a short online course on COVID-19 measures when giving first aid.
8. For employees belonging to a risk group, see Measure 9.

¹⁵ World Health Organisation, *Advice on the use of masks in the context of COVID-19*, 5 June 2020, p.5.

¹⁶ Federatie Medisch Specialisten, *Leidraad Persoonlijke bescherming in de (poli)klinische setting vanwege SARS-CoV-2*, [Guidelines for personal protection due to SARS-CoV-2 in the outpatient and clinical setting], p.8-9.

¹⁷ Regular non-medical face masks are sufficient for non-risk operations in, for example, cutting rooms.

¹⁸ Government of the Netherlands, *wanneer is welk persoonlijk beschermingsmiddel nodig in de zorg? (When is what personal protective equipment needed in Healthcare?)*, 19 May 2020, p.3.

Measure 8: Travel to and from countries or regions with code orange/red status

Work-related or study travel abroad to countries or regions with a colour code of orange/red are not permitted, unless the Executive Board has given its express prior written consent on the basis of a reasoned request. It should be noted in advance that the granting of permission will be handled very cautiously: for the student's or employee's own safety, but also due to the fact that travel insurance currently does not reimburse travel changes and/or cancellations for code orange/red regions or countries. Repatriation from these areas is also problematic. For the current colour codes of countries, see the government website: <https://www.netherlandsworldwide.nl/>

The same applies to exchange programmes with countries or regions with code orange/red status.

Students and employees living outside the Netherlands in a region with code orange status can come to UM every day to study or work, without first having to spend 10 days in quarantine upon arrival in the Netherlands. This does not affect the fact that employees must do this in consultation with their manager and consider whether it is necessary to come to work, because the principle is still that working from home is done as much as possible. Students and employees from code orange areas outside the Netherlands do have to comply with certain conditions during their stay in the Netherlands. They should try to avoid social contacts as much as possible, just like everyone else, keep a distance, observe good hygiene measures, and travel by public transport as little as possible. When in the at-risk area (= country of residence), they should also avoid contact with the local population as much as possible.

Employees and students from a code red area abroad are not allowed to come to UM without first having been in quarantine in the Netherlands for 10 days. For employees living in a code red area, limited work at the UM location can only be allowed if the position is considered an essential function¹⁹, in consultation with the manager. They may only come back to UM after the code has been changed to orange, yellow or green. For colour codes, see: <https://www.netherlandsworldwide.nl/>

Employees and students residing in Belgium or Germany may be subject to the rules of the country of residence with regard to cross-border traffic when the colour code changes to red. In these cases, they do not come to UM locations but work and study from home.

Measure 9: In case of a positive COVID-19 test result

Anyone staying in the Netherlands who has cold-related symptoms, elevated temperature, or fever can get tested by the GGD for COVID-19.

This is possible without a referral from the occupational health physician or general practitioner; one may make one's own assessment of the need for testing. To make an appointment for a test, call the

¹⁹ Essential function:

Employees who cannot be replaced by another employee with equivalent capacities and authorisations and whose physical absence within one of UM's buildings results in an unacceptable delay and/or inconvenience:

- A. the execution of central and/or decentralised administrative or management processes;
- B. teaching or conducting scientific research; or
- C. the implementation of support and operational processes, such as, but not limited to, the provision of information, support and implementation of (ICT) facilities, housing and finance.

corona information line of GGD Zuid Limburg, 088 - 880 5005 (not the national number²⁰). This also applies to students and employees who do not reside in South Limburg but elsewhere (e.g. in other parts of Limburg, Germany or Belgium). There are several testing locations in Limburg: for the addresses of the testing locations in Maastricht, Urmond and Landgraaf-Parkstad see (in Dutch) <https://www.ggdzl.nl/contact/#c7006>. Making an appointment at the testing location in Venlo is also possible via the information line of the GGD Zuid Limburg. The result of the test will follow within 24 hours.

It is also possible to have the test done in your own country of residence (outside NL). It is important that the address of the testing location is shared as soon as possible with UM: for students with the Head of the Education Office (link) and for employees with their manager. They can then—with the permission of the student/employee—confidentially pass this on to the GGD Zuid Limburg so that the source and contact tracing for contacts with UM students and employees can be started as soon as possible.

Implementation:

1. Extensive communication is provided to employees and students informing them that they do not have access to the UM buildings if at least one of the health-check questions (see Measure 1) is answered with 'yes'.
2. UM's internal procedure is designed to ensure that as soon as the person informs UM that they have tested positive for COVID-19, or as soon as the GGD provides this information to UM, a check is immediately carried out to determine which UM students or employees the 'patient' has had contact with in the period during which he/she is or was contagious. As a rule, there are no 'close contacts' in and around the UM buildings, which means that those with whom the 'patient' has had contact do not have a greatly increased risk of contracting the virus. Because in those cases there may be a slightly increased risk, these contacts will be informed as soon as possible. They do not have to be quarantined but are advised, also on behalf of the GGD, to monitor their health carefully for 10 days.
3. Employees or students who are required by the GGD to remain in a mandatory/recommended 10-day quarantine (in the event of a positive result from a household member or other close contact or who has returned from a high-risk country), in principle, only have to report their absence to their manager or study advisor if they were expected at UM during their quarantine period. They will not have access to UM buildings during these 10 days.
4. Employees who are unable to work from home due to coronavirus symptoms should report sick to their line manager following the usual UM sickness reporting procedure.
5. Students can contact the health counsellor with COVID-19 related questions (phone: 043-3883992, or email: healthcounsellor@maastrichtuniversity.nl).
6. For students, if they or someone in their immediate environment becomes infected with COVID-19 and has a positive test result, they might experience a study delay and/or other personal problems. They can discuss this with their study advisor. See <https://www.maastrichtuniversity.nl/support/during-your-studies/student-guidance/study-advisers>.
7. Reporting a positive COVID test result to UM is not mandatory! In the interest of monitoring a safe working environment at UM, reporting to the Head of the Education Office (for students) or to the manager (for employees) is nonetheless appreciated.

²⁰ By using this regional number, the GGD Zuid Limburg will have an immediate overview of the situation at the educational institution and can, as soon as the results are known, quickly and adequately take the necessary measures.

8. Employees or students who test positive may only return to UM after a minimum of 7 days after the onset of the symptoms and after symptoms have ceased for more than 24 hours.
9. In the 'UM protocol in case of COVID-19 infection', more detailed information can be found in case someone has received a positive COVID-19 test result.

Measure 10: Risk groups

According to the RIVM, those with certain conditions are more likely to develop more severe symptoms if they become infected with COVID-19. See appendix 1 for these conditions.

Protocols from the National Coordination Centre for Communicable Disease Control (LCI) and RIVM²¹ show that employees can do their own work as long as they do **NOT**:

- work with COVID-19 patients
- work with COVID-19 suspects
- work with COVID-19 contaminated materials
- have insufficient protective measures available, causing them to have to perform their work without protective measures (for example, when a cover screen cannot be used at a patient desk)

Unless it concerns specific COVID-related research, the work at UM cannot be classified under the above-mentioned points. In principle, therefore, on the basis of the above, any employee belonging to the definition of 'risk group' could perform his or her own work at UM (when their physical presence is deemed necessary due to a critical or essential function).

The same applies to students. Unless it concerns specific COVID related research, education at the UM is not COVID-19 related. In principle, students belonging to the definition of 'risk group' can participate in all educational activities that are physically offered.

Even though the basic principles regarding the work of employees belonging to a high-risk group are relatively unambiguous, UM wants to offer sufficient scope in its HR and study policy under the Corona regime for exceptions for employees and students who are concerned.

Implementation:

1. Employees, whether or not they belong to a risk group, who feel it is NOT safe to do their work discuss this with their manager and they can always seek advice about this from the occupational health physician. If the fear of contracting the virus remains, also after consultation with the occupational health physician, their work can be continued from home in consultation with their manager. If this is not possible due to the nature of the work, other appropriate activities are assigned that can be performed at home.
The same applies to:
 - Employees who are not required to physically come to work if they have a close relative or, for example, a household member that they care for in a risk group. They are allowed to work, but they are not required to. They can also continue their work at home in consultation with their manager. If this is not possible due to the nature of the work, other suitable activities can be temporarily assigned that can be performed from home.

²¹ Link (in Dutch) lci.rivm.nl/kwetsbare-medewerkers.

- Pregnant women are not required to come to work physically. There is currently no certainty regarding the risks for this group. They can also continue working from home. If this is not possible due to the nature of the work, other suitable work can be temporarily assigned that can be performed from home.
- 2. Students belonging to a risk group as defined by RIVM can in principle follow online education, with the exception of specific practical programme elements. They will inform their study advisor of their long-term absence.
- 3. See also measure 6, section 4 for extra protection in research/education at < 1.5 metres. If desired, they can also request the same surgical mask themselves.

Measure 11: Enforcement

All UM buildings are equipped and organised in accordance with this protocol, as of 31 August 2020. This is supervised by means of a check by an audit committee consisting of a safety advisor and an occupational health and safety advisor.

Compliance to the rules, such as 1.5-metre distancing and hygiene measures, is a responsibility that primarily lies with employees and students. However, adherence may lessen. Therefore, everyone should call one another to account for their conduct; where necessary, a corona steward does this.

Implementation:

1. Before the start of the 2020 academic year, all UM buildings were audited by an audit team (safety advisor and occupational health and safety advisor) for compliance with all safety measures in this Safety Protocol. The audits have been carried out and all buildings meet all requirements.
2. Each unit appoints employees in rotation for a short period, alongside their usual work, to address colleagues when it comes to potentially risky behaviour. They receive written instructions on the rules that they must uphold.
3. Each unit provides a sufficient number of corona stewards for student enforcement in and around the UM buildings. The corona stewards are hired by InterUM. The employment agency also takes care of the recruitment and selection, scheduling and registration at HR's Staff Career Centre for a skills training before the stewards begin their work.
4. All UM corona stewards are recognisable by their corona vests, which must be worn.
5. The corona stewards can hold staff and students accountable for their behaviour if they do not comply with the corona measures.
6. Those who violate the corona measures within UM can be temporarily denied access to the UM buildings by the building managers, after ignoring a warning.
7. Employees and students are encouraged to report unsafe situations regarding COVID-19 in and around UM locations to corona@maastrichtuniversity.nl. Enforcement will be evaluated on a regular basis and the protocol will be adjusted where necessary.

Appendix 1: Overview of risk groups with an increased risk of severe illness from COVID-19:²²

1. People aged 70 or older
2. Adults with one or more of the following conditions:
 - People with **chronic respiratory or lung problems** who are being treated by a lung specialist.
 - Chronic **heart patients** who therefore qualify for a flu shot.
 - People with **diabetes** that is not fully controlled and/or involves complications.
 - People with **kidney disease** who need dialysis or waiting for a kidney transplant.
 - People who are **less resistant to infection** because they are taking medication for an autoimmune disease, and people who have had an organ transplant or stem cell transplant. People who have a blood disease. People with reduced immunity because they take immunity-reducing medicines. Cancer patients during chemotherapy and/or radiation, or within 3 months after receiving such treatment. People with severe immune disorders, which require treatment from a doctor. People who do not have a spleen or who have a spleen that does not function properly do not run an additional risk of serious COVID-19 symptoms, but they do run the risk of a possible (secondary) infection with pneumococci.
 - People with an **HIV infection** who are not (or not yet) being treated by a doctor or with an HIV infection with a cluster of differentiation 4 or below 200/mm².
 - People with severe **liver disease**.
 - People who are **severely overweight**.

²² National Institute for Public Health and the Environment, rivm.nl/en/novel-coronavirus-covid-19/risk-groups.

Appendix: 2 Correct use of a (surgical) face mask

The WHO offers the following guidance on the correct use of face masks, derived from best practices in health care settings:²³

- perform hand hygiene before putting on the face mask;
- place the mask carefully, ensuring it covers the mouth and nose, adjust to the nose bridge, and tie it securely to minimise any gaps between the face and the mask;
- avoid touching the mask while wearing it;
- remove the mask using the appropriate technique: do not touch the front of the mask but untie it from behind.
- after removal or whenever a used mask is inadvertently touched, clean hands with an alcohol-based hand sanitiser, or soap and water if hands are visibly dirty;
- replace masks as soon as they become damp with a new clean, dry mask;
- do not re-use single-use masks;
- discard single-use masks after each use and dispose of them immediately upon removal.

²³ World Health Organisation, *Advice on the use of masks in the context of COVID-19*, 5 June 2020, p.12.