

Aan: DIFFER and Syngaschem employees
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Datum: 22 September 2020
Onderwerp: **DIFFER 1.5 m protocol**

The national measures to combat the spread of the Corona virus have had effect and are slowly being relaxed. This means DIFFER can begin to pick up the necessary work and experiments again, in a safe and responsible manner. This protocol describes that process, which is in line with the guidelines from the national government and the RIVM.

Contents

1	Prevent the virus from spreading	2
2	Building rules.....	3
	Meeting rooms	5
	Flex spaces	5
3	Laboratory presence	6
4	Custom agreements	7
5	Other ways we take care of you.....	7

1 Prevent the virus from spreading



Working from home remains the default option

The MT decides which people can come to the building again. Your manager will inform you about this. Permission will only be given when you need to perform work that cannot be done from home. Always check with your supervisor beforehand.



Health is our priority

Only come to DIFFER when you feel healthy and have not had symptoms of a cold, shortness of breath or a fever for at least 24 hours. Do the [health check](#) before leaving from home. If one of your house mates are suffering from shortness of breath or fevers, stay at home.



Distance and hygiene

Always maintain 1.5 meter distance from others, [wash your hands regularly](#), do not touch your face, and cough or sneeze into your elbow.



Avoid public transport

Public transport is reserved for people with a vital role for society. Please use private transport when commuting for the time being.



Keep a log of your interactions

We ask you to keep a [daily digital log](#) of people with whom you shared a space for more than 15 minutes total, and whom you were closer to than 1.5 meters for more than 15 minutes. If you should develop corona-related health issues, we can contact these people and take measures to prevent further spreading of the virus.

2 Building rules



Opening hours

The building is open on week days from 7:30 - 18:00.



Wash your hands before entering communal areas

Always wash your hands with soap on entering the building and when the communal areas like hallways and stairs. Always wash your hands thoroughly: refer to this [instruction video](#).



Other measures for improved hygiene

Do not shake hands, wash your hands regularly, do not touch your face and sneeze or cough into your elbow if you need to.



Store face mask in a plastic bag

Traveling with a face mask? Store it in a plastic ziplock bag before you enter the building. Either dispose of the bag and mask immediately in the bin at the entrance, OR take them home to clean the mask thoroughly. Use a fresh mask for your return journey.



Maintain 1.5 meters distance

Please maintain 1.5 meters distance to others at all times. The use of tight spaces like bathrooms and pantries is currently restricted to one person at a time.



One Way traffic

The stairwells and some hallways have been designated as One-Way areas. In emergency situations you can ignore the One Way signs and proceed on the shortest route to the exit.



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Gender neutral bathrooms: entry restricted to max. 1 or 2 people

On each door you find instructions on how many people can make use of a certain toilet area at the same time and the procedure to follow: disinfect your hands prior to entering, keep 1.5 m distance, and wash your hands with water and soap for at least 20 seconds before exiting.

Kitchen, restaurant and terrace rules



Wash your hands

Always wash your hands [thoroughly](#) with soap before entering the kitchen, the restaurant or the terrace.



Pay contactless or with pin

Payments in cash are temporarily not possible. Please pay with your debit card.



No self service

Do not take food from the counter yourself. The kitchen staff will hand your order to you. Warm snacks are prepared after ordering, they will be delivered to your table.



Maximum 30 people per space

The restaurant and terrace each have a maximum occupancy of 30 people. If there are no seats left, please lunch in your office.



Maximum 2 people per table

There is a maximum of 2 people per table.



Do not move chairs or tables

Leave the furniture where it is.



Waste disposal

If you lunched in the restaurant, use the 3 waste baskets to dispose of your waste. If you lunched on the terrace, leave your waste on your tray as you place it in the cart.

Meeting rooms



Respect the maximum occupancy

Project meetings are possible in the 1st and 2nd floor meeting rooms. Please respect each room's maximum occupancy:

- Alexanderzaal 5 people
- Koetshuis + Tuinkamer (combined room) 5 people
- Theehuis, patio space, Aquarium 2 people each



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Flex spaces



Request a flex workspace via your supervisor

If you do not have a permanent desk, or keeping 1.5 m distance in your regular office becomes difficult, ask your manager to apply for a flexspace. Flex spaces are assigned per day; you'll receive a numbered badge at the reception.



Clean your flex space at the end of your working day

When you leave at the end of your working day, take all your belongings with you and clean the desk, mouse and keyboard with the cleaning agents provided.

3 Laboratory presence



Open after consultation

The management decides which research can and cannot be restarted at this time, with input from the group leaders. Your group leader will inform you about this.



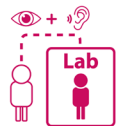
Planning for individuals

The group leaders will develop protocols for access to the laboratories and the equipment. As much as possible, they will plan for the same people to be working together.



Hygiene rules

Maintain the standard 1.5 meter distance in the labs. Extra cleaning of the equipment will not be required as this is covered by the existing standards. There will be custom rules with additional instructions for the laboratories via Stefan Welzel and Hans van Eck, but also for other areas such as the workshop.



Lab buddy

When you perform work in a laboratory, you need another person as a buddy. Discuss this with your manager before coming to DIFFER. This buddy must be in the building while you work in the lab, knows the nature of your activities and regularly checks if everything is ok in the lab. The buddy preferentially comes from the same research group, or from the FE or SF facilitation and instrumentation group.



Protective gear

Additional PPE such as safety glasses, gloves and face masks are only required when the additional lab instructions specify their use. Clean non-personal protective gear with water and soap after use and take care to [carefully remove your gloves](#).



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4 Custom agreements



Custom solutions

Custom and individual solutions will be developed and agreed upon for vulnerable personnel as defined by the [RIVM](#). You will receive an individualized risk assessment and, if necessary, advice from the company doctor. Please contact your manager and Henk Tamsma.



Duties at home

Are you a primary care giver, do you mind children or is your partner a necessary worker? In that case, make a special arrangement with your manager about your deployment.



Staying at home

Please contact your manager and Henk Tamsma if you would rather work from home. In some cases this can include an advice from the company physician.



Reimbursement of private transport

Do you usually use public transport when you commute and are you asked to use private transport? Please contact Henk Tamsma before traveling to discuss if and how possible extra travel costs will be compensated.

5 Other ways we take care of you



Additional cleaning

We organized additional cleaning to make sure doorknobs, handrails, and other common points of contact like the buttons of the coffee machines are free of virus particles.



Printers and coffee machines

The standard rule is to wash your hands whenever you enter the communal areas. For ease of use, we've placed cleaning products at the coffee machines, printers, etc.



Emergency Response Service (BHV)

We will make sure there are always enough Emergency Response Officers (BHV) in the DIFFER building.