

Aan: DIFFER and Syngaschem employees
Van: DIFFER management team, contact: Freya Senf
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Onderwerp: **DIFFER 1.5 m protocol**

The yellow highlighting indicates adaptations of the protocol with respect to earlier versions.

More and more is possible in the Netherlands now that the government has further relaxed its policy. This means that the DIFFER corona measures apply as belonging to the 'concern' category of the DIFFER safety risk roadmap (see next page), with the exception that the maximum occupancy in the building remains 50% (100 people). This will create more space for regular activities and meetings within the walls of DIFFER. And we offer the possibility to come to DIFFER one day a week for office work, even if it is not essential for your work. Please note that explicit permission must still be given to be present in the DIFFER building.

This protocol describes what the lockdown means for DIFFER, in line with the guidelines from the national government and the RIVM.

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1 DIFFER security level roadmap

Current measures in accordance to safety risk level: **concern** (see also [intranet](#)), with the exception that the **maximum occupancy remains 50 %**.

General principles DIFFER corona policy

- Working from home remains the norm
- Health comes first!
Flu-like symptoms?
Stay at home, get tested
and follow GGD and DIFFER instructions
- Keep 1.5 m distance
- Online meetings are the norm
- Wash your hands often
- Keep a daily log with whom you were for more than 15 minutes in the same area

DIFFER measures per covid-19 safety risk level

From security risk	ALERT	CONCERN	SERIOUS	VERY SERIOUS	LOCKDOWN
	Permission MT required ¹				
WORKING IN THE DIFFER BUILDING ² Maximum occupancy ³	154 p. 70 %	154 p. 70 %	110 p. 50 %	66 p. 30 %	44 p. 20 %
<u>Office work</u>	Preferably at home	Preferably at home	At home, except essential	At home, except urgent	At home
<u>Location-based work</u>	Regular activities	Regular activities Max. 6 p per area	Only essential activities Max. 4 p per area	Only urgent activities Max. 4 p per area	
<u>Maintaining building and equipment</u>	Regular activities	Regular activities	Regular activities	Only essential activities	Only urgent activities
CANTEEN ²	Regular catering and seating	Regular catering and seating	Only take-away and seating open	No catering and seating open	
MEETINGS ² At DIFFER	Preferably digital	Preferably digital	Digital, except essential	Digital, except urgent	Digital
<u>Professional meetings and discussions</u> ⁴	Regular meetings Max. 30 p + reservations + fixed seats	Regular meetings Max. 30 p + reservations + fixed seats	Only essential meetings Max. 15 p + reservations + fixed seats	Only urgent meetings Max. 4 p per area	Digital Max. 1 p per area
<u>Informal and social activities</u> ⁴	Regular meetings Max. 30 p + fixed seats	Only essential meetings Max. 30 p + fixed seats	Digital	Digital	Digital
EXTERNAL RELATIONS / CONTACTS ²	Regular activities	Only essential activities Max. 4 p of external relation	Only essential activities Max. 2 p of external relation	Only urgent activities Max. 1 p of external relation	
BUSINESS TRAVELS ² <u>Commuting</u>	Regular means of transport	Regular means of transport	Preferably own transport 	Preferably own transport 	Use own transport
<u>Domestic travels</u>	Regular business travels	Preferably no business travels	Only essential business travels	Only urgent business travels	
<u>Foreign travels</u>	Only essential business travels	Only urgent business travels			
JOB INTERVIEWS ²	Regular	Regular	Partially digital Max. 4 p per area	Partially digital Max. 4 p per area	Digital, possibly guided tour in final stage

¹ Applications via group leaders and these will be assessed by Hans, Stefan and Freya (possibly after consultation with Maikel and Henk).

² Possibility of exception: decided by Hans, Stefan and Freya (possibly after consultation with Maikel and Henk).

³ Limited because you want to be able to secure the 1.5 meter distance at all times and follow-up to national instructions.

⁴ Limited by the maximum capacity of the colloquium room in a seminar setting (no tables, but 1.5 metres away) or (exceptionally) the colloquium room and canteen combined, assuming that each participant sits behind his or her own table and has an action radius of 1.5 metres around each person. Early contact with Facility Manager (Sander) is required.

2 Prevent the virus from spreading

Working from home is the standard, and regular work at DIFFER (after permission).

The MT decides which people can come to the building again. In principle permission will be granted for work that cannot be carried out at home (location-based work) or in case of a sub-optimal homework situation. Besides that we provide the possibility to come one day per week to DIFFER for regular work, if occupancy allows.



Always coordinate with your manager beforehand. On the [digital presence list](#) one can check per day whom has permission to come to DIFFER

If you want to discuss something with a colleague, digitally is the preferred route. Even if you are at DIFFER.

External guests or relations are only allowed for necessary activities and limited to max. 4 persons per external relation.

Health is our priority

Please run the flow diagram in [the daily health check](#) to determine whether you can come to DIFFER (or not). The essence is that you only come to DIFFER when you feel healthy and have not had for at least 24 hours symptoms of nasal cold, runny nose, sore throat, sneezing, mild cough, shortness of breath, an elevated temperature / fever, and/or loss of smell / taste (without nasal congestion). Moreover, we request you to stay home if a house mate has these sort of health complaints, unless it involves a child that still goes to primary school.



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.



Preferably use private transport for commuting

Private transport is the preferred way when commuting for the time being. Travel alone, without colleagues. Using the public transport is permitted.



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 COVID-19-related health issues, we can contact these people and take measures to prevent further spreading of the virus.



3 Building rules



Opening hours

The building is open on regular week days from 7:00 - 23:00h, where after 19.00h work is only allowed in the offices and public spaces. For lab work and events outside 7:00 – 19:00h, you will need to [secure explicit permission in advance](#) due to our safety rules.



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 after use

There is no obligation to wear a face mask in the DIFFER building, but it is allowed for those who prefer it. Train yourself in [properly handling a face mask](#). After use, store it in a plastic ziplock bag and either throw the bag away immediately, OR store the bag to take it home and clean the mask thoroughly. Afterwards clean your hands properly. In any case, use a fresh mask in case you like or need to wear a mask again (for example for the return journey).



All that is possible digitally, we prefer to do so

Small physical meetings and, after permission, larger consultations and meeting up to 30 people are allowed, only when the meeting area size allows to respect to the 1.5 m distancing, fixed seating is used and the meeting is hybrid (such that people can opt to join digitally).

Maximum group size is 6 people for regular work. Keep a distance of 1.5 metres.

Please always maintain 1.5 meters distance to others at all times. For tighter spaces like bathrooms and pantries, the maximum occupancy at a time is smaller and is indicated per area.



The maximum group size also applies to pantries, coffee corners and the like. If it is essential for certain work that there are more than 6 persons in an area, this will be agreed in advance with the facility managers Hans van Eck, Stefan Welzel or with Freya Senf. And we will explicitly look into whether things can be done differently.



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.



Keep a log of your interactions

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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

!! THE DIFFER CANTEEN IS OPEN !!



Wash your hands

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



Pay contactless or with pin

Please pay contactless or with your debit card, since payments in cash are not possible.



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

By preference online meetings, but physical meetings allowed. For larger meeting up to 30 p. only after permission

The 1st and 2nd floor meeting rooms are available for regular smaller meetings. And after permission for larger meeting up to 30 people, only when the meeting area size allows to respect to the 1.5 m distancing, fixed seating is used and the meeting is hybrid (such that people can opt to join digitally).



Please respect each room's maximum occupancy and keep 1.5 m distance:

- Collegezaal 24 people
- Alexanderzaal 8 people
- Koetshuis and Tuinkamer 4 people, each
- Theehuis 3 people
- Patio and Aquarium 2 persons each

After your meeting, you are requested to use the cleaning towels provided to clean the surfaces that were touched, such as the tables, the armrests of chairs and the touch display to use the beamer.

Keep a log of your interactions



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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.



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.

4 Laboratory presence



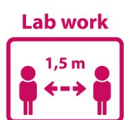
(Research) labs and workshops open, after permission

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



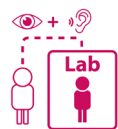
Planning for individuals

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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5 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.

6 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.