Relying on the prognoses of the RIVM, the government has announced that it will relax a number of measures as of 28 April. It has been decided to take a responsible risk, which on the one hand answers the broad call from society for a relaxation and on the other hand keeps the occupation of IC beds in the hospital manageable.

This means that the DIFFER corona measures are in place in accordance to category “various serious” in the DIFFER safety risk roadmap (see next page). Currently activities in the DIFFER building will be reduced to urgent location-based task only (keep 1.5 m distance!). Note that explicit permission has to 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: **very serious** (see also [intranet](#))

#### 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 1.5 minutes in the same area

#### DIFFER measures per covid-19 safety risk level

<table>
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<th>From security risk</th>
<th>ALERT</th>
<th>CONCERN</th>
<th>SERIOUS</th>
<th>VERY SERIOUS</th>
<th>LOCKDOWN</th>
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<tr>
<td><strong>PROPERTY</strong></td>
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</table>
| Working in the DIFFER building 
  Maximum occupancy | 50 %  | 50 %    | 50 %    | 30 %        | 20 %     |
| Office work        |       |         |         |             |          |
| Predominantly home work |     |         |         |             |          |
| Only essential activities | |         |         |             |          |
| At home, except urgent |     |         |         |             |          |
| At home            |       |         |         |             |          |
| Location-based work |       |         |         |             |          |
| Regular activities |       |         |         |             |          |
| Regular activities |       |         |         |             |          |
| Only essential activities | |         |         |             |          |
| Only urgent activities | |         |         |             |          |
| Maintaining building and equipment |       |         |         |             |          |
| Regular activities |       |         |         |             |          |
| Regular activities |       |         |         |             |          |
| Regular activities |       |         |         |             |          |
| Only essential activities | |         |         |             |          |
| Only urgent activities | |         |         |             |          |
| CANTEEN 
  Regular catering and seating |       |         |         |             |          |
| Regular catering and seating |       |         |         |             |          |
| Only take away and seating open |     |         |         |             |          |
| No catering and seating open |     |         |         |             |          |
| **MEETINGS**       |       |         |         |             |          |
| At DIFFER          |       |         |         |             |          |
| Predominantly digital |     |         |         |             |          |
| Digital, except essential | |         |         |             |          |
| Digital            |       |         |         |             |          |
| External relations / contacts 
  Regular activities |       |         |         |             |          |
| Only essential activities | |         |         |             |          |
| Only urgent activities | |         |         |             |          |
| Business travels 
  Regular means of transport |       |         |         |             |          |
| Regular means of transport |       |         |         |             |          |
| Regular means of transport |       |         |         |             |          |
| Use own transport |       |         |         |             |          |
| Domestic travels |       |         |         |             |          |
| Regular business travels |       |         |         |             |          |
| Preferably no business travels | |         |         |             |          |
| Only essential business travels | |         |         |             |          |
| Only urgent business travels | |         |         |             |          |
| Foreign travels |       |         |         |             |          |
| Only essential business travels | |         |         |             |          |
| Only urgent business travels | |         |         |             |          |
| JOB INTERVIEWS |       |         |         |             |          |
| Regular |       |         |         |             |          |
| Regular |       |         |         |             |          |
| Partially digital |       |         |         |             |          |
| Partially digital |       |         |         |             |          |
| Digital, possibly guided tour is final stage | |         |         |             |          |

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1. Applications via group leaders and these will be assessed by Hans, Stefan and Fraya (possibly after consultation with Maked and Henk).
2. Possible exception decided by Hans, Stefan and Fraya (possibly after consultation with Maked and Henk).
3. Limited because you want to be able to secure the 1.5 meter distance at all times and follow-up on national guidelines.
4. Limited by the maximum capacity of the coloum room in a seminar setting (no tables, but 1.5 metres away) or (exceptionally) the coloum 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 Gonder is required.
2 Prevent the virus from spreading

Working from home is the standard, and only urgent location-based work at DIFFER (after permission).
The MT decides which people can come to the building again.
Permission can be requested through your group leader and will only be given if you have to perform work that cannot be carried out at home (location-based work). 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 urgent activities and limited to max. 1 person 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 should be avoided.

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
Only urgent physical meetings and consultations are allowed with a maximum of 4 people, only when the meeting area size allows to respect to the 1.5 m distancing.

Maximum group size is 4 people. 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 4 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
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.

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

!! UNTIL FURTHER NOTICE IS THE DIFFER CANTEEN CLOSED !!

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

Only physical meetings allowed that are urgent
The 1st and 2nd floor meeting rooms are available to work with max. 4 person at the same time, only when the meeting area size allows to respect to the 1.5 m distancing.

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

- Alexanderzaal 4 people
- Koetshuis + Tuinkamer (combined room) 4 people
- Theehuis, patio space, 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
We ask you to keep a 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.

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.

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.
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.