

## COVID-19 protocol Drakenkelder

### Important details

Name of associations	Bellettrie and Fanaat
Maximum number of people in office:	15 (at least 1 opener)
Motivation for presence in DK:	Primary function of both associations

### 1. Introduction


This protocol details the rules that need to be followed when entering and staying in the Drakenkelder.

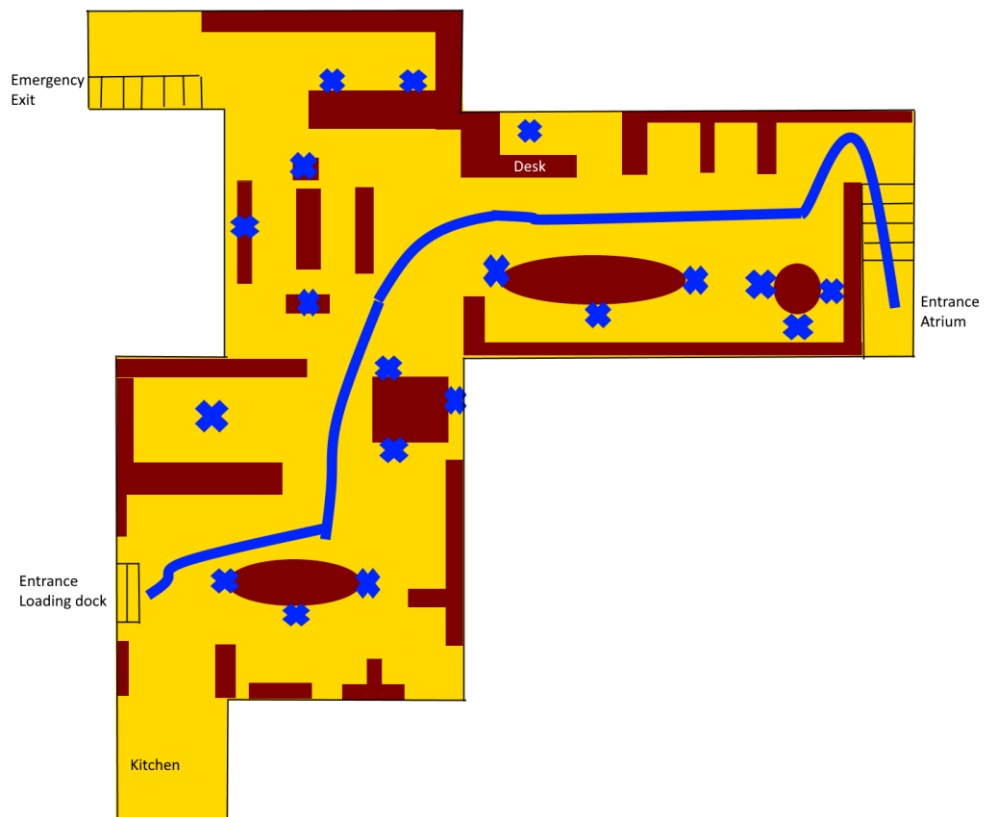
Opener: an individual that is allowed to open the Drakenkelder and enforce its rules.

### 2. General rules

- Rules defined by SU and UT are agreed upon and followed at all times, according to appendix A.
- Everyone who enters the office disinfects his/her hands with disinfection gel which is placed near the entrance.
- Everyday all touched surfaces and used materials are disinfected.
- In case anyone has COVID-19 related symptoms, he/she stays home.
- Everyone keeps 1,5 meter distance from each other.

### 3. Ground plan

- Maximum amount of people in the Drakenkelder is 15 (including at least 1 opener).
  - Windows and doors are open as much as possible.
  - A plastic barrier is hung by the desk to protect the opener behind the desk.
  - Around the desk a few markers at 1.5m distance are placed.
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*At each table (2 oval, 1 round and 2 rectangular) is space for 3 individuals at 1.5m distance indicated by crosses. Blue line indicates the walking path from front to back entrance. (Map is not on scale but a rough sketch)*

#### 4. Opening hours

- The Bellettrie is guaranteed to be open on Mon-Fri between 13:00-13:30 and 19:00-20:00 and Monday and Wednesday between 20:00-0:00. Openers are allowed to enter earlier and leave later to clean the room.
- Fanaat is guaranteed to be open on Tuesday and Thursday between 20:00-0:00
- Openers are allowed to open the room outside these opening hours.

#### 5. Borrowing and returning books

- To borrow a book it must be presented to the opener at the desk. The book will then be entered into the computer, stamped with the return-by date and handed back.
- To return a book it must be presented to the opener, entered into the computer and placed in a designated crate.

- Do not touch books you are not intending to borrow.
- Books are placed in quarantine for at least 36 hours before they are placed back on the shelves.

## 6. Boardgames

- People will use laptops to play games unless the players have a game which can be played corona-proof. The board will be asked to evaluate their way of playing.
- All people in the Drakenkelder use their own equipment, e.g. keyboard, mouse, screen.
- Used games are placed in quarantine for at least 36 hours before they are allowed to be used again.

## 7. Conclusion

In order to communicate the rules to all members we will brief the team. In case anything changes in the governmental regulations, this document will be re-evaluated and altered if necessary. In that case we will communicate the changes with the Student Union for a new approval.

## 8. Contact

In case of questions, please contact:

Bellettrie: Amarna Pels


[bestuur@bellettrie.utwente.nl](mailto:bestuur@bellettrie.utwente.nl)

0681896601

Fanaat: Rover Vos

[bestuur@fanaat.utwente.nl](mailto:bestuur@fanaat.utwente.nl)

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# A Appendix

## A.1 General regulations Bastille

Bastille Rules to keep you safe during the Corona Crisis!

When violating the rules, you may be denied access to the building for an extended period of time.

### KEEP DISTANCE

- Always stay away 1.5 m from other people

### WASH YOUR HANDS!

- When you leave home to go here: wash your hands
- When you enter the building: wash your hands
- When you leave the building: wash your hands
- Before touching shared materials (like the kitchen, toilet, meeting rooms): wash your hands.
- You can use disinfectant spray to clean materials.

### SERVICE DESK

- Do not approach the service desk. All questions can be asked by calling 053-4896703
- Only visit the service desk when you need something from the desk, like a key.

### REGULATIONS

- You can only enter the building with a new confirmed night pass. All night passes before the closing of the UT are removed.
  - You can only get a night pass via Mohammed (m.alkathemi@utwente.nl) from Student Union.
- Meeting rooms reservations can be made until 17:00 the day before. Make sure you do not move the chairs in order to keep the distance of 1.5 meters.
  - Meeting rooms 1,2 or 3 are usable for a conference call or a meeting with max. 2 persons
  - Meeting rooms 4 and 5 have a maximum of 6 persons
- Do not use the elevator. This can only be used in high exception with permission from the servicedesk employee.

## A.2 General Corona Regulations for activities at the UT



The following regulations apply to all forms of presence in UT buildings during the restrictive measures in the context of COVID19 (Coronavirus). These are based on the general guidelines of RIVM (NHS), the protocol of the VSNU and the general UT guidelines.

1. You don't have (or had in the last 24 hours) of one of the following cold symptoms:
    - Nose cold
    - Running nose
    - Sneezing
    - Sore throat
    - Slight cough
    - Increase in body temperature (up to 38 degrees) or fever (38 degrees and above)
  2. Your family members / housemates are fever-free (at least 24 hours).
  3. Wash your hands regularly (min. 6x per day) for 20 seconds with soap and water (preferably) or use a disinfectant hand gel (not on dirty hands) with at least 70% alcohol. In any case, clean your hands when you enter a UT building, after sneezing (into your hands) and / or blowing your nose, before (preparing) food, after visiting the toilet, after using public transport and after cleaning.
  4. Cough and sneeze into the inside of your elbow.
  5. Use paper tissues, then throw it away and wash your hands.
  6. Do not shake hands.
  7. Keep 1.5 meters (2 arm lengths) apart.
  8. Do not touch your face or touch it as little as possible.
  9. Where possible, use your own accessories (eg keyboard, mouse, pen and (head) phones) and use the cleaning products offered to keep them clean.
  10. Close the toilet lid (if possible) after using the toilet before flushing.
  11. Keep right in traffic areas and look right when passing. P.S. Passing is allowed at less than 1.5m if it happens within 30 seconds and no physical contact takes place.
  12. Use a lift with a maximum of 1 person.
  13. Keep at least 4 steps away from a predecessor on a staircase.
  14. Only come to a UT building after explicit approval or by invitation.
  15. Follow the directions and instructions of the corona official.
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