

COVID-19 protocol template for residents of Bastille


Important details

Name of board / committee / association:	Bellettrie and Fanaat
Maximum number of individuals in the Drakenkelder/Room 105:	20 visitors+1 opener
Motivation for presence in the Drakenkelder/Room 105:	Primary functions and activities of the associations

1. Introduction

This protocol details the rules that need to be followed when entering and staying in the Drakenkelder for activities organised by either Fanaat or Bellettrie.

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 Drakenkelder washes his/her hands at the sink besides the entrance. Using disinfectant gel is also allowed.
 - Everyday all touched surfaces and used materials are disinfected.
 - In case anyone has COVID-19 related symptoms, he/she stays home
 - It is also strongly advised to keep 1.5 meter distance
 - For planned activities (usually from 20:00-0:00), it is mandatory to have a valid Corona Access Pass. This will be scanned when entering the Drakenkelder or at the start of the activity if the individual is already present inside.
 - The opener is responsible for scanning the QR codes
 - The room is aired and cleaned regularly.
 - It is advised to do a self-test before visiting the Drakenkelder.
 - The opener opening the Drakenkelder is the acting corona coordinator, responsible for maintaining the rules. There is always an opener present when the Drakenkelder is open. If any questions arise that the opener cannot answer, one of the board members should be contacted.
 - If it becomes too crowded, the opener or organisation of an activity is allowed to refuse entry to people.
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- The amount of people present in the Drakenkelder can be found on <https://dragoncounter.bellettrie.utwente.nl/crowds/status/>.
- Coffee, tea and use of the fridge is only allowed for members, not visitors.

3. Ground plan

- The Drakenkelder has an area of 203 m² including the shelves and furniture.
- Maximum amount of individuals in the Drakenkelder is 20 and 1 opener.
- The door to the Atrium is always open.
- The windows may be opened if the opener or other individuals in the Drakenkelder find in necessary.
 - If the CO₂ sensor turns to yellow, they must be opened.

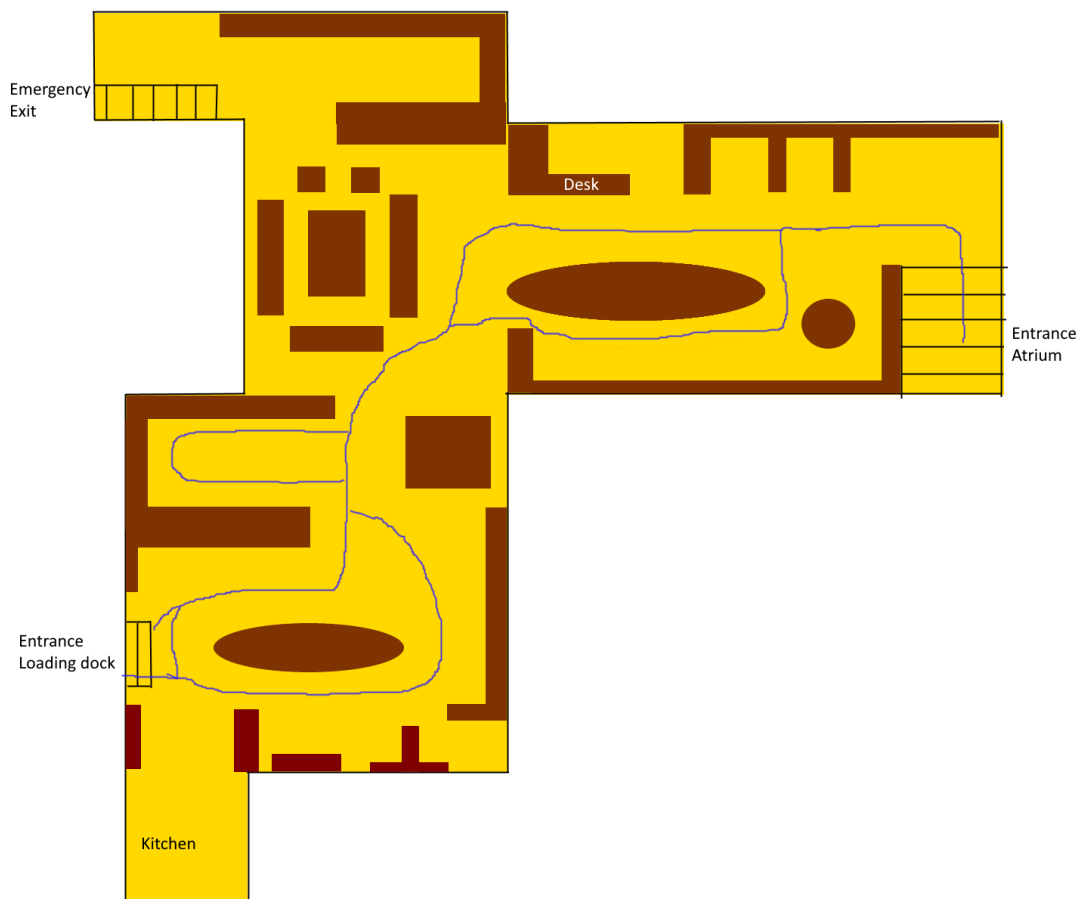



Figure 1: General map of the Drakenkelder with common walking paths. Furniture and shelves (brown) and the stairs (black stripes) are only an estimation and not to scale.

4. Opening hours

- The Bellettrie is open on Monday-Friday between 12:45-13:30 and 19:00-20:00. These hours are the guaranteed opening hours for the library.
 - The library can be opened outside of these hours, but only if a Bellettrie opener is present. These opening hours are not regular.
 - During holidays the library is not guaranteed to be open.
- The Bellettrie is also open for activities weekly on Monday and Wednesday from 20:00 and every other week on Friday from 20:00.
- Fanaat is open for activities on Tuesday and Thursday from 20:00 and every other week on Friday from 20:00.
- An opener is allowed to open the Drakenkelder outside of regular opening hours.
- When the Drakenkelder is open, it is possible to see how many people are in the Drakenkelder using the following website.
(<https://dragoncounter.bellettrie.utwente.nl/crowds/status/>)
- Several types of activities can be held in the Drakenkelder. They are separated between regular and irregular activities. Rules per type of activity can be found in the corresponding sections.
 - There is always an opener of one of the associations present when the Drakenkelder is open. They are responsible for upholding the rules.
- All activities will end at 0:00, including clean-up. Activities are allowed again after 6:00 the next morning.
- A Corona Access Pass is required for planned activities
 - These activities include, but are not limited to:
 - Writing evenings
 - Board game evenings
 - Dungeons & Dragons/Pathfinder/Vampire etc
 - Dance Dance Revolution
 - Animarathons
 - Konnichiwa Minicon
 - Fanaat Open

5. Regular activities

- Regular activities are defined as activities that happen at least on set times. They usually last between 1-5 hours. They are organised by a committee or board. These include, but are not limited to, the following (separated per association):
 - Bellettrie
 - Lending out and taking in books (twice daily during weekdays)
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- Dance Dance Revolution (Monday evening)
- Creative writing (Wednesday evening)
- Animarathon (bi-weekly Friday evening)
- Fanaat
 - Boardgame evening (Tuesday and Thursday evening)
 - Magic the Gathering (bi-weekly Friday evening)
- Regular activities have priority over irregular activities. This means that if the limit of the number of individuals inside the Drakenkelder is exceeded by non-participants, the participants of the regular activity do not have to leave the Drakenkelder if they are within the limit of individuals.

6. Irregular activities

- Irregular activities are defined as activities that do not have set times. They usually last between 10 minutes to 3 hours. They can be organised by members who are not part of a committee or board normally responsible for these activities (this depends on the activity. Activities marked with a * have to be organised by a committee or board member). These include, but are not limited to (separated by association):
 - Bellettrie
 - Gezelligheid
 - Reading
 - Lending out and taking in books*
 - Library maintenance*
 - Committee meetings*
 - Fanaat
 - Gezelligheid
 - Playing boardgames
 - Playing tabletop RPGs
 - Committee meetings*
- If there are only irregular activities and the limit of the number of individuals inside the Drakenkelder is exceeded, the current opener is responsible for making the decision about who is allowed to stay inside (usually in consultation with the people currently inside the Drakenkelder).

7. Conclusion

In order to communicate the rules to all members, the protocols are sent to all members of both associations. 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 Amarna Pels (Bellettrie) or Jelle Nijland (Fanaat)

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Appendix

A.1 General regulations Student Organisations

General

On the 14th of September the cabinet indicated that the measures taken to prevent the spread of corona will largely expire from 25th of September. The biggest change for society, concerns the abandonment of the 1.5 meter measure.

However, not all measures will expire. In addition, the cabinet has decided to make the use of the corona-admission ticket which will be mandatory for the catering industry, for events and for theatre/ cinema. Below a brief overview can be found of what these changes mean from the 25th of September:

- Both inside and outside, the obligation to keep 1,5 meters distance is released, keeping a distance remains sensible and is of course still allowed;
- The mouth-masks obligation expires;
- The maximum group size of 75 people is released.

The following measures still apply for the upcoming period:

- Continue to wash your hands regularly, cough or sneeze into your elbow, do not shake hands;
- Perform a self-test regularly;
- In case of symptoms, you stay at home and have yourself tested.

Organisation of drinks

Study associations

The organisation of drinks by study associations in designated areas in- or outside on campus is possible within the current measures, without using the corona-admission ticket. The primary target group for these activities are students and university staff. However, the amount of people that may be present in a drinks room is limited by the ventilation capacity.

On-campus catering for students and employees of the university (such as our canteens, for example) are exempted from the corona admission ticket requirement.

Horeca facilities

When organising drinks in horeca facilities in the city or on campus that have a broader target group, the horeca rules of the government apply. This means that the corona-admission tickets have to be used and no maximum capacity applies, with a mandatory closing time between midnight and 6:00 am.

Events, theatre and art / culture performances



The corona ticket is mandatory for events and art / culture performances. There is no maximum number of visitors for events and performances that take place outside. For indoor events and performances with a fixed seat, 100% of the capacity may be used. The following applies for both types of events: the catering is closed after midnight, with the exception of takeaway options.

For indoor events and performances without a fixed seat, the capacity is limited to 75% of the regular capacity, with a mandatory closing time between midnight and 6:00 am.

Sports

The basic measures apply to the exercise of sports activities. No corona-admission tickets are needed for the outdoor pool, Stall, Ludica, and the sports canteen in the Sports Centre. For the use of the changing rooms, this admission ticket is also not needed.

Organisation promotions, graduation, inaugural lectures and farewell speeches


For promotions, graduation, inaugural lectures and farewell speeches, the basic measures apply, even if external guests come. The ventilation capacity of a room can limit the group size. If a reception is given afterwards in a catering facility on campus, the obligation to use the corona admission ticket can be waived.

A.2 General Corona Regulations for activities at the UT

The following codes of conduct apply to all forms of presence in UT buildings during the restrictive measures in the context of COVID-19 (coronavirus). These are based on the general guidelines of RIVM (NHS), the protocol of the VSNU and the general UT guidelines.

1. You may enter the campus or a UT building, provided you have been free from any symptoms of the coronavirus disease. These symptoms are:
 1. Cold-like symptoms (such as a runny nose, sneezing and/or a sore throat)
 2. Coughing
 3. Shortness of breath or pneumonia
 4. An elevated temperature (up to 38 degrees)
 5. A fever (above 38 degrees)
 6. A sudden loss of smell or taste (without a blocked nose)

If you have any of these symptoms, make an appointment to get tested.



2. Check the tool if you have come into contact with someone who has been infected: www.utwente.nl/can-i-come-to-campus.
3. Wash your hands regularly (min. 6x per day) for 20 seconds with soap and water or use an anti-bacterial hand gel that contains at least 70% alcohol (only for clean hands) Clean your hands at least whenever you enter a UT building, after sneezing or blowing your nose, before preparing/eating food, after using the toilet, after traveling with public transport and after cleaning activities.
4. Cough and sneeze into the inside of your elbow.
5. If you cough/sneeze, use a paper tissue, then throw it in a dustbin and wash your hands.
6. Do not shake hands.
7. Do not touch your face or touch it as little as possible.
8. Wherever possible, use your own work materials (eg keyboard, mouse, pen and (head) phones) and use the cleaning products offered to keep them sanitised
9. If possible, close the toilet lid after using the toilet and before flushing.
10. In general traffic areas (e.g. halls, corridors, stairwells) keep to the right and look to your right when passing.

For organising parties:

1. Appoint a corona official who oversees compliance with the regulations and give them the authority to send individuals home, if they fail to comply with the regulations.
 2. Inform everyone present about the duties and authorities of the corona official.
 3. Make sure that everyone present knows the regulations (demonstrably) and conforms to them.
 4. Make sure there is good ventilation in your building (co-ordinate this with the Facility Team Leader of CFM).
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