

General
Meeting
18 May 2020



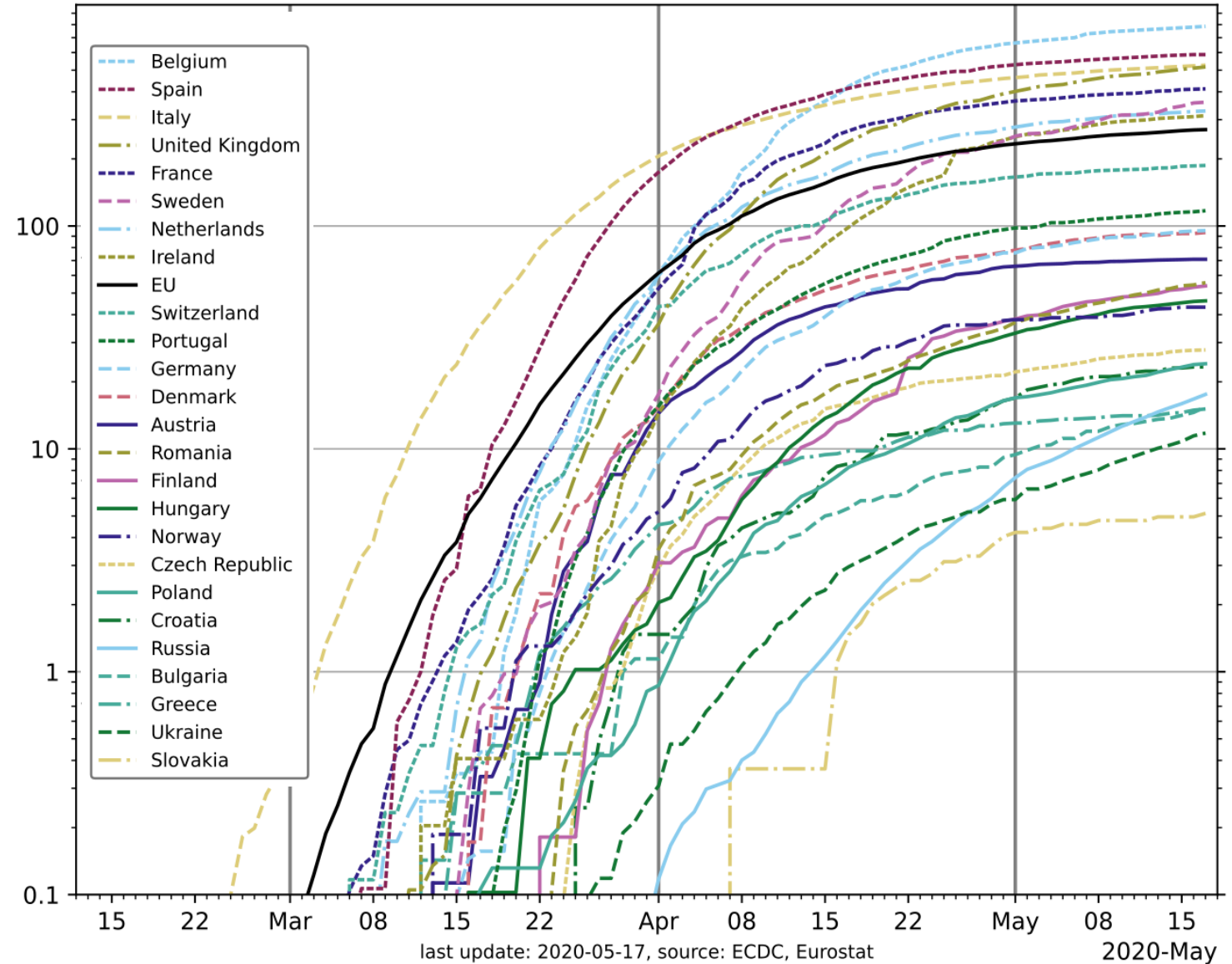
COVID-19 induced a worldwide pandemic and impacted our lives since earlier this year

Even if collectively we managed to “flatten the curve”, many of us have been directly or indirectly affected

Predictions indicate that the virus will continue to impact our society for a significant period

We have to continue to take care of each other!

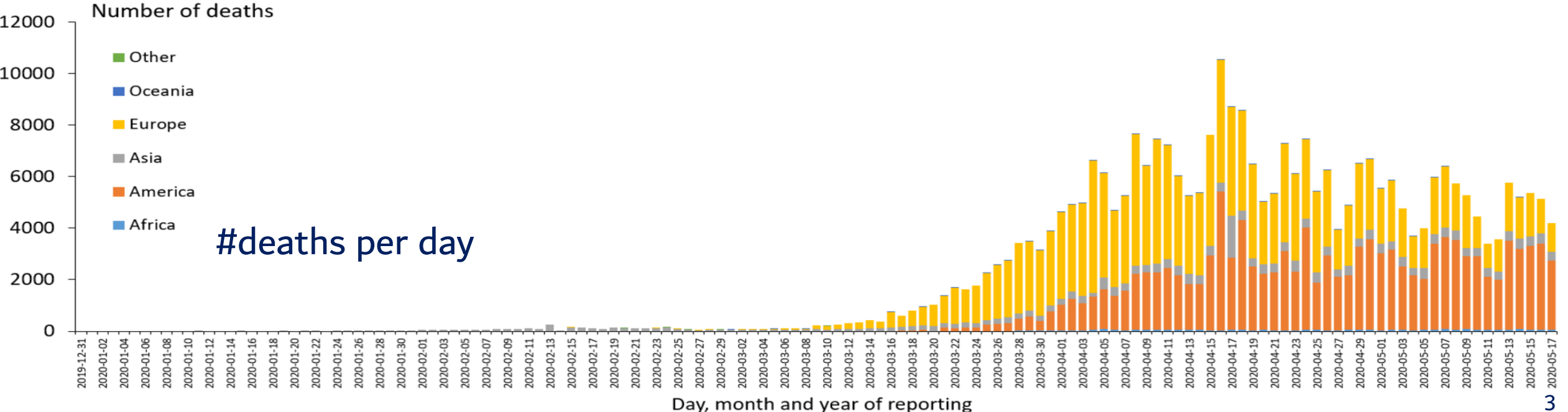
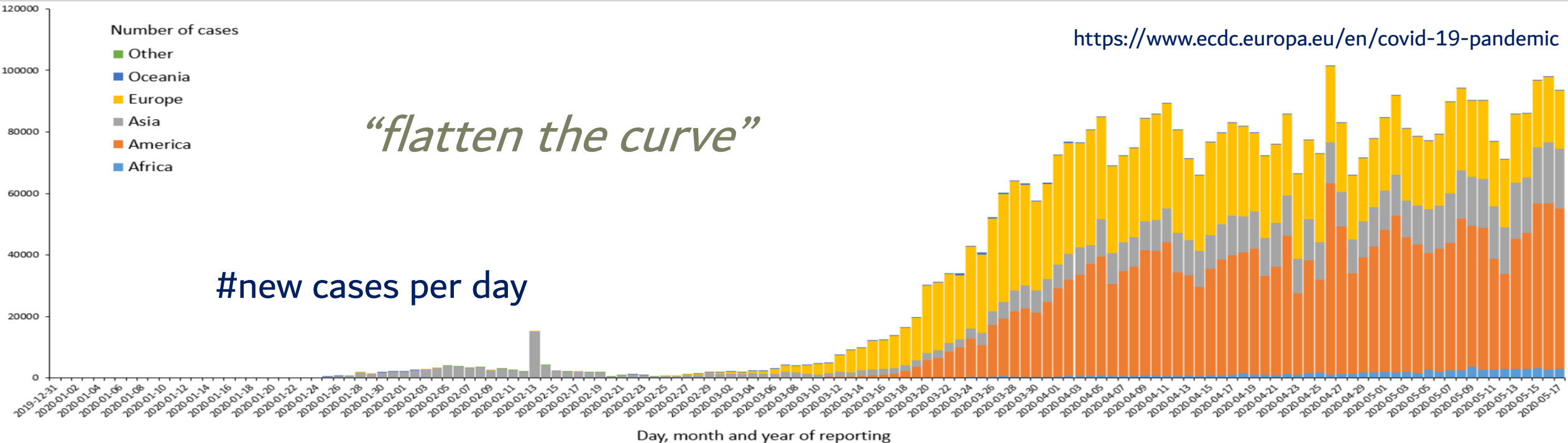
Deaths caused by COVID-19 in European countries per 1 million inhabitants



<https://commons.wikimedia.org/wiki/File:COVID-19-Europe-selection-relative-deaths-log.svg>

"flatten the curve"

#new cases per day



webportals to general information

- ◆ Federal government Belgium:
<https://www.info-coronavirus.be/en/>
- ◆ Information from ULB:
<https://www.ulb.be/en/coronavirus-covid-19-information-and-safety-measures>
- ◆ Information from VUB:
<https://www.vub.be/en/backtocampus#home>
- ◆ Especially the “precautions” part of the VUB website

In general a
phased exit
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This meeting

Main objective of this meeting: inform IIHE members about the measures being taken related to safety and health during this phased back-to-the-IIHE period

1. The functioning of IIHE services
2. IIHE regulations
3. Access to the IIHE
4. Weekly schedule
5. Outgoing and incoming travel
6. Opportunity for Questions & Answers

Weblink to the IIHE regulations in place during this period:
<https://drive.google.com/drive/folders/1GPU3h3u81BA4k4kVHGcGWTu-VmUOwLle>

The IIHE administration & IT teams

- ◇ General rule: **work from home**, and arrange with your supervisor(s) a work schedule that seeks continuity of research and education
- ◇ IIHE administration: although the offices of the IIHE secretariat (ULB and VUB) remain closed, Audrey and Sofie remain reachable via email
- ◇ IIHE IT services: similar for the offices of the IIHE IT team, and our IT team remains reachable via email and other media
- ◇ If there is a need for administration or IT support that requires presence at the IIHE, please contact the administration or IT team, as well as the IIHE directors. We will try to find alternative solutions, and only upon explicit agreement we might proceed to a real presence at the IIHE.
- ◇ Surface mail is collected every week and available in your mailbox in the social room. If it looks important you'll be contacted by email. If you expect something important, please inform Sofie (VUB) or Laurent (ULB).
- ◇ Many thanks to Audrey, Sofie, Marleen, Adriano, Denis, Olivier, Romain, Shkelzen, Stéphane for their continuous support!

IIHE regulations for access

- ◆ Making progress with research that depends on specific equipment and/or installations is jeopardised today. Within the spirit of the ongoing phased exit strategy we started earlier this month to verify how to mitigate this.
- ◆ Accordingly, and with a view on your safety and our collective safety, we provided via the mentioned weblink an overview of the “IIHE-COVID19” regulations in place from 11 May 2020 onwards (an extract on the next slide)
- ◆ They built on the general regulations defined by the VUB
- ◆ We request you inform yourselves about these regulations and you comply with them; these regulations will evolve, e.g. when more people are present at the IIHE
- ◆ The VUB cleaning team and the VUB technical services (e.g. for technical emergency intervention) have been asked to comply with these regulations
- ◆ Not everything can be written in regulations, and we count on your common sense. We sincerely thank you for your continuous efforts.

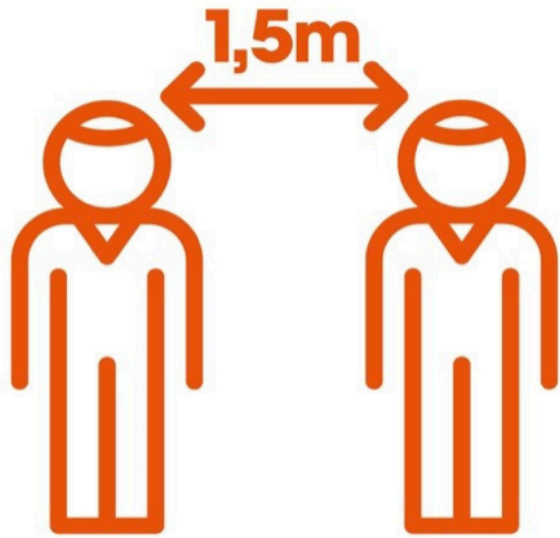
Snapshot of VUB precautions

◇ <https://www.vub.be/en/backtocampus#precautions>



Follow the signage and keep to the right

- Keep to the right in corridors, on stairways and campus paths.
- Move counterclockwise in closed spaces.
- Follow all signposts and instructions.
- Avoid passing each other. If that is not possible, the person leaving the room has priority.
- Only one person at a time may use the lifts. Take the stairs whenever possible.
- On narrow stairways, the person coming down has priority.



Always keep distance of 1,5m

- Teleworking remains the norm.
- Only employees or students whose presence is essential may come to campus.
- Anyone who comes to campus must fully respect social distancing. Also while entering or leaving a room.



Wash your hands regularly

- Limit the number of people in washrooms according to the number of sinks. If this prevents people from maintaining 1.5m distance, limit numbers further. Wait your turn outside.
- Flush the toilet with the lid closed.
- Wash your hands before and after using the toilet.
- Do not use electric hand dryers. Use only paper to dry your hands.
- If paper or soap is running out, alert infradesk@vub.be right away.
- There is an intensive cleaning of public spaces. Services keep their workspace clean.

Wear a mask from 25 May



- Wear from 25 May a mask in VUB buildings, until you reach your workstation. After that, the rules specific to your department apply.
- This means:
 - Outside on the campuses:
 - a mask is strongly advised at any time
 - a mask is obligatory when a lot of people gather, cf. the rules of the government
 - a mask is obligatory for stewards
 - Inside in VUB buildings:
 - a mask is obligatory
 - in public spaces and at service desks
 - in exam rooms or workspaces when specific instructions prescribe them
 - you can take off your mask when there are no instructions
 - at a written exam as soon as everybody is seated and the responsible person explicitly gives permission
 - at an oral exam if there is enough protection through plexi glass
 - at your workspace



To put on your face mask

1. Disinfect your hands.
2. Hold the mask by the elastic.
3. Place the elastic over your ears.
4. Make sure the mask covers your nose, mouth and chin. Wear it for max 8 hours.
5. Avoid touching it. If you do touch it, wash or disinfect your hands again.



To take off your face mask

1. Push your chin forward.
2. Hold the mask by the elastic, remove from your face and do not touch the front of the mask.
3. Place the mask with the dirty side down in a washable container until it can go in the washing machine at 60°C.
4. Or wash it immediately at 60°C. (max 50 times).
5. Wash your hands again with soap and water.

Adjust your behaviour

Everyone is responsible for ensuring that the virus is spread as little as possible, i.e. slowed down. Even if you're not sick yourself, you can spread the virus. The Vrije Universiteit Brussel therefore asks all students, academics and staff to adjust their behaviour accordingly and to observe the following prevention and hygiene rules:

- Try to avoid body contact: keep a sufficient distance (i.e. one metre) from each other. Do not greet each other with a kiss or a handshake;
- Wash your hands regularly and thoroughly;
- Cough in a paper tissue (and throw it away in a closed bin afterwards), or in your elbow.
- Use paper tissues to blow your nose;
- Avoid touching your face with your hands as much as possible;
- Air the rooms frequently;
- Stay at home in case of illness;
- Teleworking is possible. To discuss with your head of department. Make sure your Skypeforbusiness is active/online so you can easily stay in touch with colleagues.

Do not hesitate

- Are you sick? Don't hesitate: stay at home and consult your doctor immediately.

VUB

- Did you have contact with a Corona patient? Don't hesitate: inform the VUB immediately via coronavirus@vub.be, stay at home and consult your doctor.
- Have you been diagnosed with the Coronavirus? Don't hesitate. Stay home and notify the VUB immediately via coronavirus@vub.be. VUB wishes you all the best!

ULB

For ULB persons, please contact Dr. Alain Levêque (alain.leveque@ulb.be) who is the coordinator of ULB's coronavirus response, and include your surname, name, date of birth and/or ULB ID. Briefly explain why you are contacting him, and provide a telephone number. Alain Levêque will get in touch with you.

IIHE regulations for access *(an extract)*

- ◆ When entering the IIHE, everybody is requested to **wear a mask**. When you are alone inside your office or your dedicated lab space masks are not compulsory. When entering the IIHE you are requested to wash your hands thoroughly and materials are available in the IIHE social room.
- ◆ For each IIHE member coming to the institute a “**safety & disinfection package**” is made available, follow the instructions in the IIHE social room. With a view to provide sufficient packages, you are requested to inform the directors when you collected a package. Disinfection waste is to be collected in dedicated bags, and these bags are to be deposited in the social room at the space indicated.
- ◆ Only 4 persons are allowed at the same time in the **IIHE social room**. Every time you are entering the IIHE social room you are requested to wash your hands thoroughly. You are requested to thoroughly clean with water and soap all kitchen materials you used, and to disinfect all surfaces and other items used in the social room.
- ◆ **Close and lock the IIHE entrance doors**, your office and workspace doors when you leave the IIHE. The IIHE entrance doors should be closed and locked at all time during this period.
- ◆ **Individual transport** is encouraged to come to the IIHE. Try to avoid using the public transport during peak hours to come to the IIHE.

VUB regulations for safety in laboratories

- ◇ The VUB made available general regulations for the safety in laboratory spaces
- ◇ The VUB requires everyone working in research laboratories at the VUB (including the IIHE) to be informed about general safety aspects, especially in current times this is essential
- ◇ For all IIHE members who have not yet done, we request you to read the related documents available via the weblink
- ◇ When you arrive back at the IIHE in the coming weeks, print and sign the declaration of read and agreed. You are requested to deposit the signed document in the mailbox in front of the office of Marleen/Sofie (1G006). Surely you can do this digitally as well, and provide Sofie with the signed document via email (sofie.vandenbussche@gmail.com).

Access to the IIHE

- ◇ In case your work requires frequent access to the IIHE laboratory and/or office spaces, please discuss this with your supervisor and/or team, and accordingly inform the IIHE directors, especially *when, where, who, why*
- ◇ Provide the IIHE directors as well the phone number on which you will be reachable while at the IIHE
- ◇ Inform the IIHE directors if there is a safety risk connected to the work, for example high-voltage, the use of gases, heavy weights, ...
- ◇ If we have an overall picture, we can develop coherent solutions to accommodate the access requests and in accord with general regulations of our host university

Weekly IIHE access schedule

- ◆ Taking into account the requests received by Thursday, every Friday we communicate the **IIHE access schedule** for the next week
- ◆ The weekly schedules are available via the weblink
- ◆ Surely, such a schedule is only useful if indeed no other persons are present at the institute; therefore, it is requested that no IIHE members are present at the institute other than those indicated in the schedule
- ◆ The weekly schedule is fixed every week, and only in emergency or very exceptional cases the weekly schedule can be revisited on the fly

Example for this week

IHE activities in the institute											
Week: 18-22 May 2020											
	Monday 18 May		Tuesday 19 May		Wednesday 20 May		Thursday 21 May		Friday 22 May		
	8:00-12:00	13:00-18:00	8:00-12:00	13:00-18:00	8:00-12:00	13:00-18:00	8:00-12:00	13:00-18:00	8:00-12:00	13:00-18:00	
WHO	Pierre-Alexandre Petitjean	Pierre-Alexandre Petitjean	Pierre-Alexandre Petitjean	Pierre-Alexandre Petitjean	Pierre-Alexandre Petitjean	Pierre-Alexandre Petitjean			Pierre-Alexandre Petitjean	Pierre-Alexandre Petitjean	
WHERE	OG143/OG137	OG143/OG137	OG143/OG137	OG143/OG137	OG143/OG137	OG143/OG137			OG143/OG137	OG143/OG137	
WHAT	JUNO	JUNO	JUNO	JUNO	JUNO	JUNO			JUNO	JUNO	
WHO	Sofie Van den Bussche			Laurent Favart							
WHERE	1G006/SocialRoom			OG011/SocialRoom							
WHAT	organisation			organisation							
WHO		Gilles De Lentdecker	Gilles De Lentdecker	Laurent Petre		Laurent Petre			Benoit Denegre		
WHERE		OG114/OG136/OG102A/OG125	OG114/OG136/OG102A/OG125	OG114/OG136/OG102A/OG138		OG114/OG136/OG102A/OG138			OG114/OG136/OG102A/OG132		
WHAT		CMS GEM electronics	CMS GEM electronics	CMS GEM electronics		CMS GEM electronics			CMS GEM electronics		
WHO	Emil Bols	Emil Bols	Rachel Simoni	Rachel Simoni	Emil Bols	Emil Bols			Rachel Simoni	Rachel Simoni	
WHERE	OG109/CleanRoom/1G007	OG109/CleanRoom/1G007	1G007	1G007	OG109/CleanRoom/1G007	OG109/CleanRoom/1G007			1G007	1G007	
WHAT	Tracker metrology setup	Tracker metrology setup	Office work	Office work	Tracker metrology setup	Tracker metrology setup			Office work	Office work	
WHO	Ali Khalilzade	Ali Khalilzade	Ali Khalilzade	Ali Khalilzade						Ali Khalilzade	
WHERE	OG102D/OG136	OG102D	OG102D	OG102D						OG102D/OG136	
WHAT	CMS Tracker	CMS Tracker	CMS Tracker	CMS Tracker						CMS Tracker	
WHO	Pascal Vanlaer								Pascal Vanlaer		
WHERE	OG119								OG119		
WHAT	Online teaching								Online teaching		
WHO					Laurent Thomas	Laurent Thomas					
WHERE					OG138	OG138					
WHAT					Office work	Office work					
WHO		Barbara Clerbaux				Barbara Clerbaux			Barbara Clerbaux	Barbara Clerbaux	
WHERE		OG116				OG116			OG116	OG116	
WHAT		Online meetings				Online meetings			Online meetings	Online meetings	
Total		5	5	4	5	3	5	0	0	5	4

Outgoing and incoming travel

- ◇ Travel restrictions are in place throughout the world and imposed by governments
- ◇ The access to several research institutions is restricted, e.g. CERN (<https://home.cern/news/news/cern/cern-and-covid-19>)
- ◇ At the VUB, international travel is not allowed for study or research purposes until 13 September 2020
- ◇ At the ULB, it could be allowed but should be requested
- ◇ Incoming visitors to the IIHE, i.e. non-IIHE members for example for seminars or research collaborations or outreach, are in general not allowed but can very exceptionally be considered upon a timely requested to the IIHE directors (via email)
- ◇ Except for exams, there should be no bachelor or master students at the IIHE

- ◇ Regulations for the Belgian apartments nearby CERN are available via the weblink

Thank you!

Back-to-the-IIHE

... but health and safety first!

Questions & Answers