

# HU COVID-19 ACTION PLAN

Overview of all of HU's COVID-19 measures

Based on the HU COVID-19 Action Plan  
adopted by the Executive Board

December 14th, 2022





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**Our strategy is:  
meeting less often  
instead of not at all for  
a long time.**

## INTRODUCTION

This action plan describes what measures the HU will be taking at each COVID-19 stage. These measures are all based on the principle of prevention. In taking preventive measures, we seek to prevent any interventions as much as possible.

We have categorised the measures into four scenarios, shown as dark green to red. The stage we are in is not determined by the HU but by the government. This action plan includes decision documents for the scaling down of our activities during the orange and red stages, a roadmap for students and employees who require customisation, and an event roadmap. The HU COVID-19 Action Plan, as adopted by the HU Executive Board on Tuesday, 4 October 2022, serves as the basis for this document. The HU's central participatory body, the University Council, agreed to this plan on 23 November 2022.

The HU COVID-19 Action Plan has a validity of 1 year, making it valid until 23 November 2023. The plan will be reviewed by the corporate staff between 1 April and 1 September 2023. The University Council will also be consulted in this process. The outcomes are translated into recommendations to the Executive Board. These recommendations are subsequently incorporated into a new version of the COVID-19 Action Plan. Again, the University Council has right of consent in respect of this new version.

This action plan is a living document and will be updated on an ongoing basis - partly in response to questions arising from the organisation. The date of the next update is mentioned in this action plan.

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Meeting is an indispensable factor for quality.

## MINDSET AND PRINCIPLES

The quality of our education and research is central to our mindset. We do not tamper with that quality in any of the stages. That quality depends on various elements, such as content, good service provision, didactics, but also the well-being of the HU community. Connection and structure are important for that well-being. During a COVID-19 pandemic, the HU wants to still be a place where you, as a student or an employee, can connect with others, are stimulated to develop and where you can find relaxation. In doing so, of course we take into account the health of our employees and our students, study progress and workload.

Our education is all about (personal) development, exploring boundaries, socialising and seeking frameworks. This means that we cannot compromise on the physical component of our education. The same applies to our research. We conduct practice-oriented research with and in society, with diverse partners in dynamic partnerships. In this too, meeting is an indispensable factor for quality.

During a COVID-19 pandemic, the conditions under which we study and work become more difficult and the quality of education and research may come under pressure. It is then, when coaching young people in their development of becoming professionals takes on different forms. Structure in their lives and interrelationships start to take on more weight. A great number of employees will also feel the need to connect. To ensure the high quality of our education, research and service provision, we continue to work on-site as much as possible. When that is not possible, we offer a quality alternative. In terms of content, our [HU in 2026 ambition plan](#) and our HU vision on education and research, '[Together for the Future](#)', remain our guiding principles.

What will it take to ensure the high quality of education, research and service provision and to safeguard the study and work happiness of the HU community? First of all: the will and discipline of everyone in this community to follow up on necessary measures and to hold each other accountable. Everyone will have to change their behaviour during each stage. Not just because the government requires us to do so, but because we, ourselves, feel that it is important to keep education and research - and thus service provision - going.

The collective choices we make are not always easy and may come at the expense of individual interests. That is why, in addition to collective choices, there is decentralised room for individual casuistry and decentralised considerations. Making collective choices seems to deviate from our steering philosophy, in which there is a lot of room for teams to make decisions. However, our common interest in keeping education and research going during a pandemic necessitates central frameworks.

### National Guidelines and Progression of the Stages

We follow [national guidelines and advice](#). The government decides on the transition to another stage. At that point, the HU has seven days to prepare for the measures outlined in this user action plan. Each subsequent stage lasts at least two weeks. The HU informs everyone about the government decision via e-mail and via (a) message(s) on the intranet.

### Quality of Education and Research

As mentioned, we take the quality of education and research as our starting point, which is in line with the HU vision. This means we design our curricula in line with the HU vision on education and research. Even in stage red, we only apply hybrid education if it is the best solution in individual cases. Our didactic vision as described in the HU vision on education and research is leading. In doing so, we consider whether we should and can approach different target groups differently.

### Spreading Activities

We schedule and conduct tests during the maximum opening hours, to allow education and research to continue as much as possible and to prevent the spread of the COVID-19 virus. In addition, we use seasonal planning for major events.

### Individual Cases

We use HU-wide decision documents with central frameworks to allow institutes, knowledge centres and services to make choices. In addition, we always make an effort to organise customisation for individual students and our employees.

## EVENTS

Annually, from 31 October to 1 April, we do not organise events with more than two hundred participants in the HU buildings.

We speak of an event if - regardless of who the applicant is (student, employee, co-user of HU buildings) - use is made of HU-generic spaces (theory rooms seating more than 42) or general areas (squares, halls and corridors). Only these spaces can be formally scheduled by the events team.

Events related to programme selection and education are exceptions to this rule. Events that can be organised for more than two hundred participants are: open days, orientation days, trial study days, programme selection check and matching days, 21+ test, decentralised selection days, information days and introductions.

### Orange

During the orange stage, all events with more than two hundred participants take place online only, with the exception again of events related to programme selection and education.

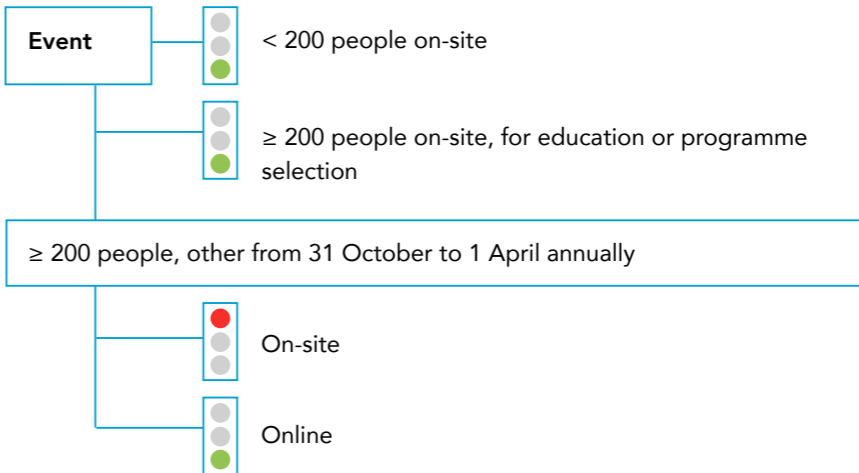
### Red

During the red stage, all events, including those related to education and programme selection with more than 30 participants, take place online only.

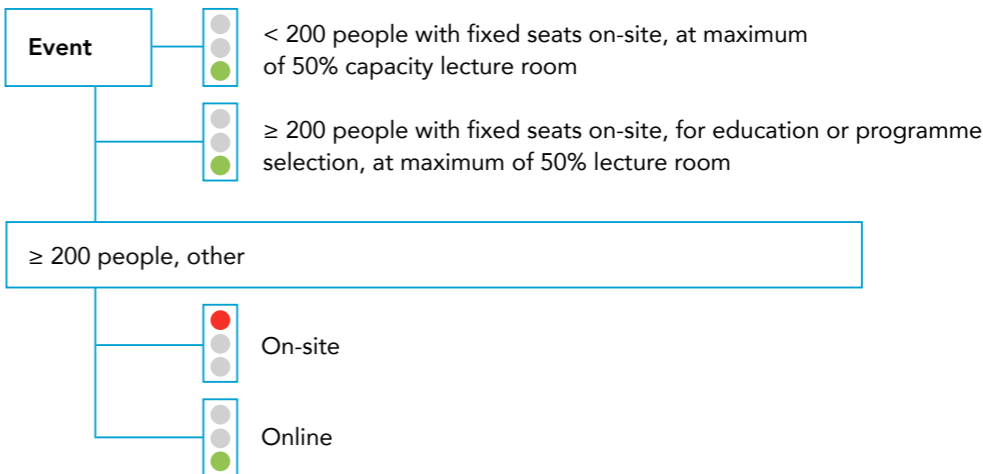
We have created a decision document (flowchart), to help you follow the main decisions on events. General information on the organisation of events can be found here: [requesting events](#) (can only be accessed with an HU account).

## ROADMAP (MAJOR) EVENTS

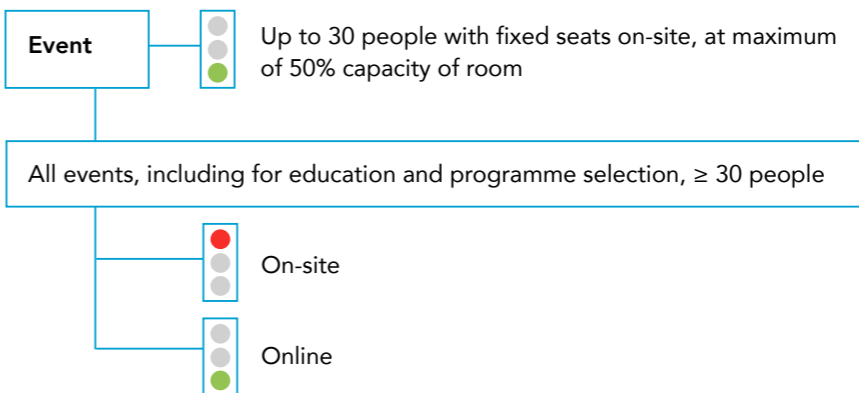
### Stage DARK GREEN / GREEN



### Stage ORANGE



### Stage RED



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The HU is an inclusive university of applied sciences, meaning that the measures are not a prerequisite for access.

# DARK GREEN AND GREEN PREVENTION STAGES

These two intervention stages are entirely focused on prevention; during these stages, there is no large-scale spread of the COVID-19 virus in society. With these preventive measures, we aim to keep our campus maximally accessible and our education, research and service provision maximally physically accessible.

## DARK GREEN: ALWAYS APPLICABLE

In order to keep the doors of the HU buildings open to all of us for as long as possible in the event of a new resurgence of COVID-19, it is important - as also stated in the principles - that the preconditions are in place and that basic measures to prevent the spread of viruses are observed. The measures in the dark green scenario are therefore always applicable.

|            | SCENARIO                                       | HU MEASURES   |
|------------|--|---|
| PREVENTION | 1 – DARK GREEN<br>Basic measures               | 1. Ensuring good ventilation;<br>2. Communication on vaccination of employees and students;<br>3. Basic advice on hygiene and health, as they apply throughout society. |
|            | 2 – GREEN<br>Basic- and precautionary measures | 4. Encouraging the use of self-testing when experiencing symptoms;<br>5. Additional focus on vulnerable groups.   |

## 1. Ventilation

Proper ventilation ensures a healthy indoor climate in buildings by improving air quality and reducing particulates. Ventilation is important for minimising the amount of germs and other airborne particles that are not good for our health.

- A CO<sub>2</sub>-meter is present in almost all HU rooms for the registration of how much carbon dioxide there is in a room. Exhaled air contains CO<sub>2</sub>. The CO<sub>2</sub>-level gives an estimate of the amount of fresh air. Ventilation is controlled by CO<sub>2</sub>-measurements. This means that the air quality is permanently measured and that the ventilation clears air faster or slower depending on the values measured. In addition, the HU does regular manual checks and takes measurements, plus additional measurements when symptoms are being experienced.
- Our buildings comply with the [Bouwbesluit 2012 \(Buildings Decree 2012\)](#).
- Our buildings comply with the [Frisse Scholen 2021 \(Fresh Schools 2021\)](#).
- Concerns about the indoor climate can be reported via [the HU clean air report form](#).



## 2. Communication on vaccination

The HU views it as its responsibility to communicate positively about following the national policy on vaccination and to offer the option of increasing the vaccination coverage on our campus. Vaccinating is not mandatory, but the HU is of the opinion that it does help avoid the stages that require interventions (orange and red). Yet there is also room for those who object to vaccinating. The HU is an inclusive university of applied sciences, meaning that the measures are not a prerequisite for access.

More government information about vaccination can be found [here](#).

## 3. Compliance with basic measures

A number of basic government measures apply to the dark green stage – and therefore to all stages - in order to minimise infection. The HU adopts these measures. These basic measures include:

- Washing your hands regularly;
- Coughing and sneezing into your elbow;
- Not shaking hands;
- Keeping your distance or wearing a face mask in crowded places;
- Ensuring plenty of fresh air (ventilate rooms);
- Taking a self-test regularly;
- Testing yourself in case of symptoms;
- Not vaccinated yet? Get a vaccine and booster shot.

More information about the basic measures can be found here:  
[COVID-19 measures from the central government](#)

## GREEN: MINOR EXPANSION

During the green stage - the second lightest stage - the measures from the dark green stage are expansion with two further measures: the encouragement of self-testing and, in case of infection, isolation at home, paying additional attention to vulnerable groups.

### 4. Self-testing and home isolation

At the HU, self-testing when experiencing symptoms has also proven to be an effective means of preventing infected students and employees from coming to the HU. The HU will therefore ensure that sufficient self-tests are always readily available at the receptions/ entrances for you to take with you and to take the tests at home before returning to the HU. Do you test positive for COVID-19? The HU refers to the government's up-to-date information on home insulation once you test positive:

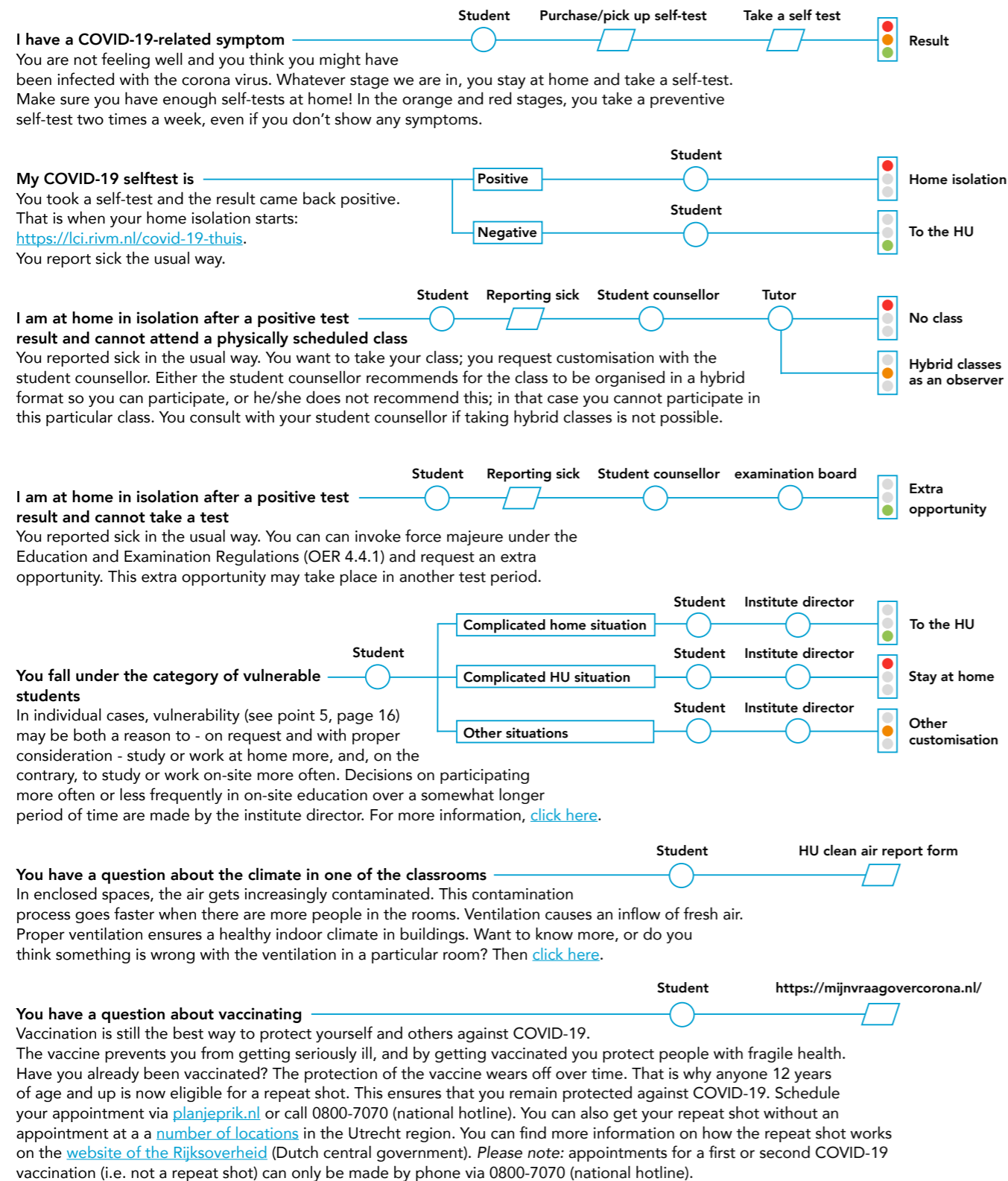
- [FAQ COVID-19](#)
- [Symptoms of COVID-19](#)

But what if you are a student, and you have to isolate at home due to a positive COVID-19 test and you run the risk of missing a study-related test as a result? In that case, students can invoke force majeure under the [Education and Examination Regulations](#) (OER 4.4.1) and request an extra opportunity to (re)sit the test. In a number of cases, and if the testing format lends itself for it, a student can also submit a request for an online proctored home test to the examination board, via the student counsellor.

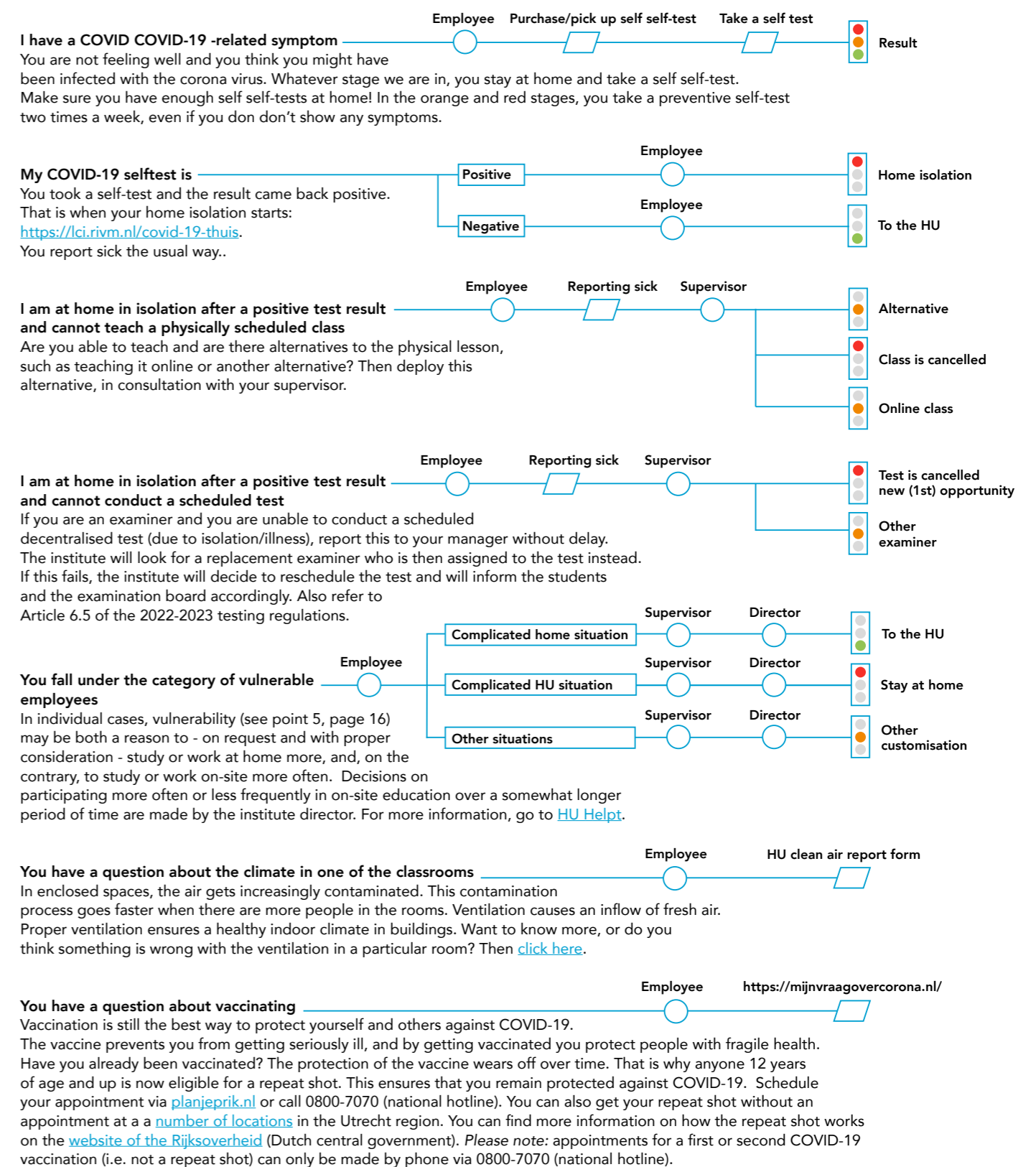
Examination boards always require a statement from the student counsellor when invoking force majeure. The processing time of a request by the examination board is three weeks.

The institute is responsible for providing timely, clear and retrievable information to students on the steps a student must follow to invoke force majeure in relation to a test.

## STUDENT ROADMAP



## EMPLOYEE ROADMAP



## 5. Additional focus on vulnerable students and employees

Who do we mean when we say ‘vulnerable students and employees’? In this COVID-19 Action Plan, we use the following definition:

*Vulnerable individuals are not only students and employees who are physically vulnerable due to (functional) limitations and illness in general, or health risks due to COVID-19 in particular. We also refer to students and employees who are psychosocially vulnerable because of mental health problems and/or living and housing conditions (caring responsibilities for children or vulnerable loved ones, lack of work/study facilities or space, relationship problems, financial problems, etc.).*

The HU makes an effort to provide [support](#) to students who may need it for a variety of reasons. This could be anything from going through a tough time to studying with an functional limitation.

In individual cases, vulnerability may be a reason - on request and with proper consideration - to study or work more at home or, on the contrary, to do so on-site more often. During times of COVID-19, there are both students and employees who cannot come to the HU for various reasons. For example, because they:

- have a medical indication;
- have caring responsibilities for someone with fragile health;
- live together with someone with fragile health;
- are unable to travel to the Netherlands due to COVID-19-related travel restrictions.

We take these students and employees into account and apply customisation. There are also people who, for whatever reason, are really unable to work and study at home. We offer this group a place to work and study at the HU. More information can be found on the pages below:

[Optimal study in times of COVID-19](#)

[Support for studying when you are going through a tough time](#)



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When there is a severe virus outbreak, measures will have to be taken throughout the education sector to ensure that physical education, research and services continue safely.

## ORANGE AND RED INTERVENTION STAGES

When there is a severe virus outbreak, measures will have to be taken throughout the education sector to ensure that physical education, research and services continue safely. These interventions will be complementary to the preventive preconditions described in the previous section. There are two scenarios for intervention: one for in the orange stage and one for in the red stage.

### ORANGE: CAREFULLY MOVING FORWARD TOGETHER

In the orange scenario, the basic measures are supplemented with intensive precautions and contact-limiting measures.

|              | SCENARIO  | HU MEASURES   |
|--------------|---|---|
| INTERVENTION | <b>3 – ORANGE</b><br>Basic + precautionary + contact-limiting | 6. Preventive self-testing, twice a week;<br>7. Wherever possible, applying the safe distance standard;<br>8. Use of walking routes;<br>9. Use of face masks when moving around;<br>10. More intensive use of distance learning;<br>11. Where possible, moving activities outdoors;<br>12. Scaling down activities that do not involve the primary education and research process;<br>13. Spreading out educational activities over the day;<br>14. Home working advice for employees (in line with national guidelines). |

#### 6. Preventive self-testing twice a week

Preventive self-testing means testing even if you have no symptoms! The HU will ensure that there are always enough self-tests readily available for self-testing twice a week. The self-tests are available at the receptions/entrances, so you can take them at home before you return to the HU. The HU refers to the government's up-to-date information on home isolation once you test positive:

- [FAQ COVID-19](#)
- [Symptoms of COVID-19](#)

#### 7. Wherever possible, applying the safe distance standard of 1.5 metres

The HU applies 1.5 metres as a safe distance standard where this is practically feasible and does not interfere with the conduct of education and research. The HU deploys so-called '1.5 metres-coaches' to remind people to observe this distance. The distance standard applies during movements and in the central areas in the buildings leading to the education and research areas and canteens/food courts. And in open spaces, such as the library, the canteens, in queues and at events.

During scheduling, the HU uses optimal distribution of start times, end times and breaks within opening hours to avoid crowding in corridors, canteens and public transport. No classes will be scheduled before 08.00 am.

#### Education areas

In classrooms and other education areas, 1.5 metres distance does not have to be applied during this stage. If a tutor, lecturer or employee feels unsafe because of this, cough and splash screens and workplace tape are used. Report this to your supervisor immediately upon announcement of the orange stage!

#### 8. Use of walking routes

In HU buildings, the setting up and use of walking routes is mandatory, including for the locations in Amersfoort and at the Koningsbergerstraat. As MBO Amersfoort is a co-user of the Amersfoort location, the use of walking routes is applied there in joint use with MBO Amersfoort.

- In all buildings, walking routes are indicated by clear signage.
- The walking routes ensure crowding prevention at the entrances/exits (revolving doors) and in the central areas in the buildings leading to the education and research areas and canteens/food courts.
- Wherever possible, entrances and exits are separated.

#### 9. Use of face masks when moving around

For the orange and red scenarios, the HU requires a face mask when people are moving around.

- In all buildings, wearing a face mask is mandatory when moving from one place to another. Face masks can be collected at the counters for those who do not carry them with them. Of course, wearing a face mask at other times is always allowed if it makes you feel more safe.
- We address one another on (not) wearing a face mask.
- For enforcement, sanctions may be applied for breaking the house rules. In doing so, we follow [the Student's Charter](#) and the [CAO HBO \(Higher Professional Education Collective Labour Agreement\)](#).
- As the MBO Amersfoort is a co-user of the Amersfoort location, the use of face masks is applied there in joint consultation.

#### 10. More intensive use of distance learning

To the HU, distance learning is a component of our blended education from a pedagogical-didactic point of view.<sup>1</sup> During the orange and red stages, all educational activities that exist solely for the purpose of information transfer (lectures)<sup>2</sup> are conducted online. We compensate for the resulting limitation of on-site meetings, by simultaneously scheduling clustered by year. We consider meetings within a study year more important than those in between years.

<sup>1</sup> Blended education is a combination of physical (face-to-face) education, workplace education, learning in learning teams, and online education (...) students can, for example, prepare themselves well through online activities and subsequently come to expand on their knowledge and experience in the physical classroom (vision p. 41)

<sup>2</sup> Lectures are meetings in which the lecturer lectures and the student mainly plays the role of listener. Depending on the nature of the subject, the aptitude of the lecturer and the stage of the study, the characteristics of a lecture may include: stating the broad outlines; providing insight into the system of the subject; addressing the bottlenecks; focusing on current problems in the field; establishing relationships between theory and society; providing insight into methods of problem solving. (source: RUG.nl)

This method of scheduling helps to limit travel movements and increases the value and fun of a visit to a HU location.

The vision on education and research is leading when considering distance learning.

- We do not exclude any group (education, research or support services) from physical meetings during the orange stage. Customisation is possible for vulnerable people and if you are afraid of being physically present.
- Practical education<sup>3</sup> and laboratory research always physically continue and science cafes remain open, subject to industry protocols where applicable. This keeps us connected to the professional practice and its issues.
- The scheduling is clustered by year as much as possible, to optimise meetings and to limit travel movements.
- Educational activities and tests are conducted on-site with a maximum of 30 people per classroom. An alternative will be found for larger groups (splitting up groups). If there is no other option, (alternating) distance learning is an option.
- All programme selection activities count as educational activities. This means that the measures applying to education apply here as well. During the orange scenario, the person selecting a programme is allowed to bring no more than one companion; during the red scenario, all programme selection activities take place online, except for the orientation days (without a companion).
- Certificate award ceremonies count as educational activities, due to the impact they have on students. Organising these award ceremonies within the applicable frameworks for educational activities does require creativity. During the red stage, this means that rooms can only be used at 50% capacity on top of the requirement from the orange stage, entailing that only a maximum of 30 people can congregate per room. If a face mask requirement is in place during this stage, then this requirement also applies to certificate award ceremonies.
- During the orange stage, lecture halls may still be used at a maximum of 50% of their capacity.
- A written justification of any customisation decision is possible. That is how we remain careful and there is less chance of inequality in treatment.

#### 11. Moving activities outdoors

The HU will, where necessary and possible, move its activities outside if they are not (directly) related to education, in consultation with the other users of the USP. Where necessary and possible, temporary facilities will be provided (such as tents).

<sup>3</sup> Form of education that takes place at an HU location because physical presence is necessary for the student's competence development.

**12. Scaling down activities that do not involve the primary education and research process;**

Examples of activities not (directly) related to education or research:

- Events<sup>4</sup>, excluding open days, orientation days, trial study days, programme selection check or matching days, 21+ test, decentralised selection days and information days and introductions;
- public lectures, farewells and promotions/inaugurations, study programme introduction;
- Social activities;
- Departmental meetings, supervisor days, strategy days;
- Activities of study associations;
- Visits to catering and canteens.

The above activities can be scheduled subject to the conditions below:

- Outdoor locations are adequately utilised (in consultation with other USP users).
- Off-peak hours and times when education is less demanding are adequately utilised.
- Outside of off-peak hours, connection with a suitable cluster (study years) is utilised.
- Meetings have a maximum of 30 participants at a time in a room at a physical location.
- The 1.5-metres measure (fixed seating) on-site is secured.
- Face masks are worn during movements.
- A person in the process of selecting a programme is considered a student and can bring one person to information meetings.
- If the activity lends itself to making a reservation/appointment, then it is organised as such (study place in library, picking up orders, etc.).

Examples of activities in the orange stage that can only take place by appointment:

- Exchanging and returning IT equipment and telephones;
- Collecting orders, diplomas and degree certificates;
- Physical mail delivery;
- Maintenance work and projects executed by employees and third parties;
- Individual student counselling;
- Company doctor;
- Job applications, RGW interviews, introductory interviews with new employees;
- The HU's Annual Opening, Education and Research Festival, the Feeling-At-Home Festival, Sustainability Day, supervisor days and other major events not related to education are organised online only during the orange stage. For more information, view the flowchart above.

**13. Spreading out educational activities over the day**

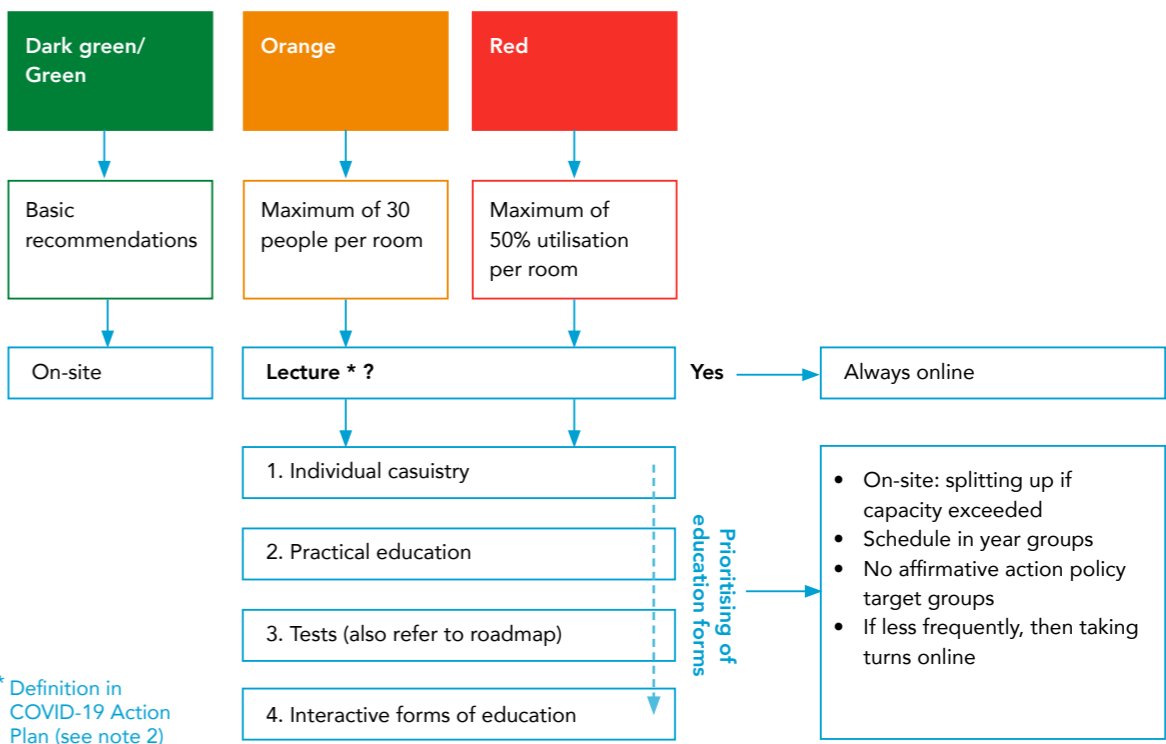
- The HU's opening hours are from 07.00 to 22.00. Education will be scheduled from 08.00 am. If monitoring of the COVID-19 Action Plan shows that this does not sufficiently contribute to keeping the doors of the HU open for education, research and service provision, the 08.00 am time may be adjusted.
- Everyone is encouraged to use spaces during the off-peak hours.

<sup>4</sup> An event takes place if use is made of HU-generic areas (theory rooms larger than 42), or general areas (squares, halls and corridors). Only these spaces can be booked by the events team. For more information, go to the 'Events' chapter at the beginning of this document.

- The start and end times of education, research and service provision are spread out over the day as much as possible. Time slots are used where necessary.
- Scheduling is clustered by year in order to optimise meetings and reduce travel movements.
- Whether and how the spreading out of education during opening hours is utilised, is the decision of the director who draws up the activity mix (within the frameworks as set by the Executive Board). Directors will discuss these spreading options (before scenario orange or red takes effect) with the decentralised participatory authority. The participation regulations determine the role of the decentralised participatory body.
- A new stage will be announced a week in advance, so that everyone can adjust to the new stage. However, the guidelines per stage are predetermined, as of the adoption of this COVID-19 Action Plan. This means that the schedules can be prepared well in advance. The instruction to directors is therefore: going forward, utilise the available space and predetermine the educational mix per module for the orange and red stages.

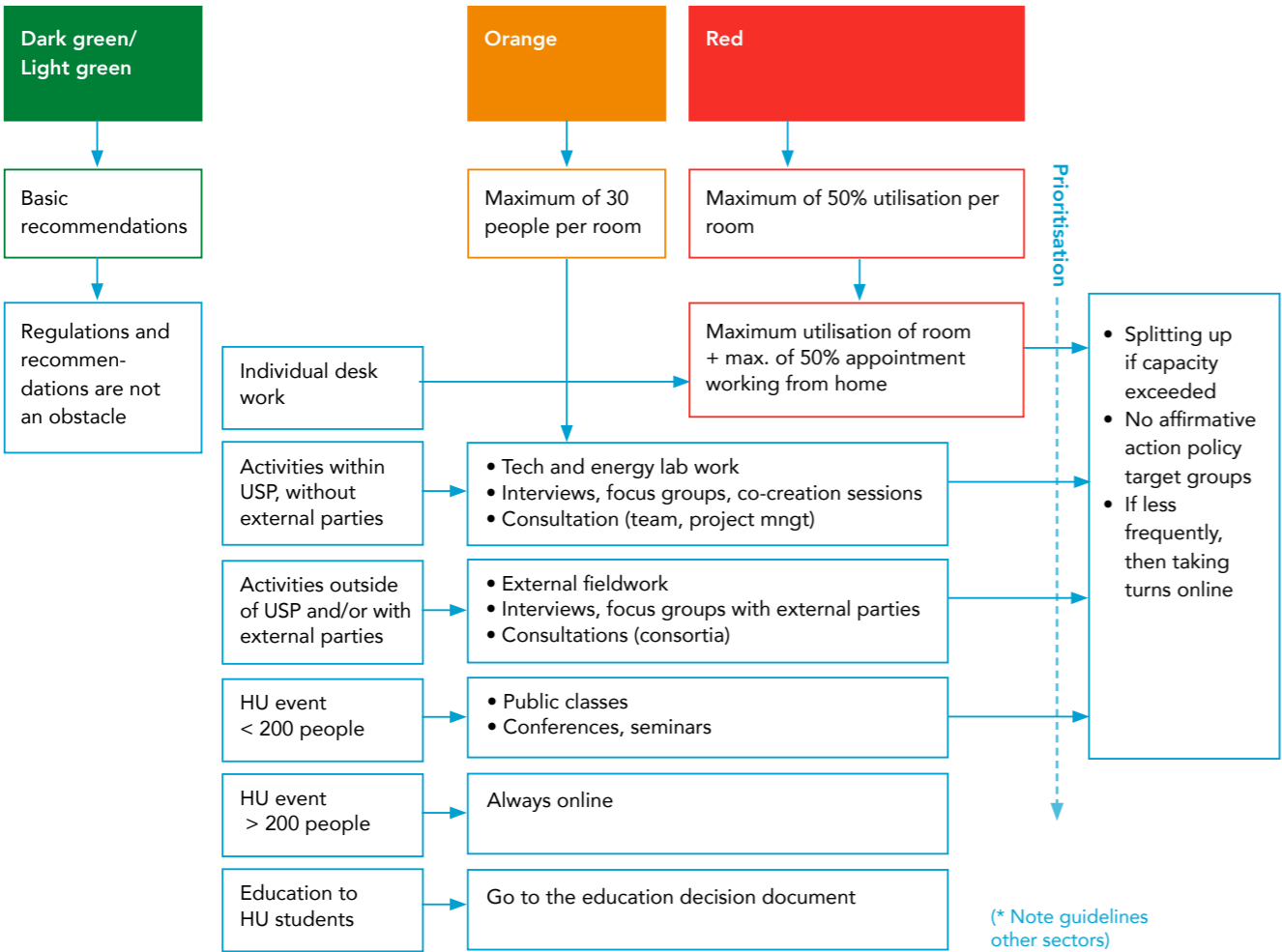
For the scaling down of the educational activities, the ground rules as formulated in the following overview apply.

**Schedule for scaling down educational activities**



For research, the following schedule for scaling down applies

Schedule for scaling down research



Test regime at the HU on-site and online roadmap

The HU's testing options change in accordance with the measures taken by the government, the USP and the local security departments in relation to COVID-19. This roadmap shows which form of conducting tests can be utilised for each test regime. The institute director is responsible for the deployment of online proctoring and must record the decision-making process per online proctored test. If conducting tests at the HU is not possible, the decision tree on alternative forms of testing applies.\* Online proctoring remains a last resort in this matter.

| Pandemic stages according to the government (OCW)** |  |   |   |   |
|---|--|---|---|---|
| Test site   | STAGE 1<br>All tests are conducted at the HU.            | STAGE 2<br>All tests are conducted at the HU. | STAGE 3<br>Max. of 30 people in one room. All tests are conducted at the HU, except for individual casuistry. | STAGE 4<br>Max. of 50% presence in a room. All tests are conducted at the HU, except for individual casuistry.*** |
|   | At the HU (written tests and digital tests on fixed PCs) | ●   | ●   | ●   |
|   | At the HU (on the student's personal laptop)             | ●   | ●   | ●   |
|   | From home (online proctored test taken at home)          |   | ●   | ●   |

\* Go to [Digital HU \(Digitale HU\)](#)

\*\* Go to [Sector plan COVID-19 for mbo and h\(b\)o](#)

\*\*\* In the event of an unforeseen emergency scenario due to viral circumstances other than those currently applicable, national measures may be required that are more severe than in the worst-case scenario of this roadmap. When this happens, the roadmap will no longer be leading and the (overall) direction will shift to the government. If (new) government measures are announced that impact the administration of testing, this roadmap will be updated.

**14. Home working advice for employees**

- The HU's 'hybrid working' policy applies during the orange stage. Information on hybrid working can be found at [hybrid working at the HU](#) (can only be accessed with an HU account).
- Extra attention is paid to employees who belong to risk groups or who, due to personal (health) reasons or those of loved ones, want to make arrangements with their employer regarding (physical) attendance.
- Meetings with more than 30 participants take place online, or are divided over smaller-scale physical alternatives.
- The HU measures also apply to sublessees of the HU's premises (including HU Amersfoort and Koningsbergerstraat). The locations of the Institute of Education and Remedial Education elsewhere in the country abide by the policy of the lessor of those premises. This concerns: [Jan Tooropstraat 136, Amsterdam](#) and [Johanna Westerdijkplein 75, The Hague](#).

**RED: MOVING FORWARD TOGETHER WITH MUCH FEWER PEOPLE AT THE SAME TIME**

High-quality working and learning in a safe environment is one the HU's core values. This means providing as much structure as possible and meeting as often as possible. During the red scenario, however, further intervention is necessary, with contact-limiting measures that come on top of the measures from the previous stages.

|              | SCENARIO  | HU MEASURES   |
|--------------|---|---|
| INTERVENTION | <b>4 – RED</b><br><b>Worst case: far-reaching contact-restricting</b> | 15 Maximum of 50% simultaneous presence of employees on location, customisation for institutions possible;<br>16 Intensifying attention to the social function of education and keeping an eye on vulnerable groups of students;<br>17 Limitation of contact moments: maximum spread of educational activities in time and space. |

**15. Maximum of 50% presence of students and lecturers in a room and at HU sites**

In order to meet the 50% obligation, the HU has determined that:

- A maximum of 50% of all employees and students are allowed to be in a room at the same time, compared to the pre-COVID-19 period.
- The measure is implemented in conjunction with the implementation of measure 17; maximum spread over the day.

**Our strategy is: meeting less often instead of not at all for a long time**

- The new maximum capacity is displayed on all rooms and in the systems for booking rooms. Excess seats will be removed to encourage behaviour under these rules.
- People other than tutors and lecturers are asked to perform individual activities (reading, writing, etc.) from home, with a maximum of half of their appointment. Directors ask employees to announce their arrival in registration lists and thus help prevent the exceeding of the 50% presence in the rooms. In doing so, it may be possible that we



deviate from the current national advice on working from home. This measure takes precedence over the agreements made in the HU policy on Hybrid Working.

- Departments with open office plans (office gardens) make arrangements to alternate attendance. Meetings within (RGW and occasional) teams take precedent over meetings between teams.
- It is important for each group to meet on a regular basis. This promotes the quality of education and research and the vision on this education and research is leading.
- Our connection to the professional practice remains as important as ever for the quality of our education, but it will have an online focus. This meets the desire to limit travel. Individual counselling by external parties does still take place physically at an HU location.
- Practical education<sup>5</sup> and laboratory research always proceed physically, in compliance with industry protocols (where applicable). Science cafes also remain open. That is how we stay connected to professional practice and its issues.
- Activities on-site not directly related to education or research (see enumeration under measure 12) are allowed, provided seats are fixed and with 50% as described.
- Large events (with more than 200 participants and therefore including the HU's Annual Opening, Education and Research Festival, the Feeling-At-Home Festival, Sustainability Day and supervisor days) take place online only. All programme selection activities fall under the educational measures; the scaling-down as in education applies here.
- Written tests take place at an HU location, with fixed seating and at 50% capacity in one room. If this is not possible, the roadmap and the decision tree 'Alternative testing formats' apply. Online home proctoring remains a possibility here, but only as a last resort. A written substantiation of decision-making for online home proctoring will be used (in accordance with the BOB (Beeld-Oordeel-Besluit, Image-Opinion-Decision) methodology), to meet the due care standard of sound decision-making.

<sup>5</sup> Form of education that takes place at an HU location, because physical presence is necessary for the student's competence development.

- Practical tests<sup>6</sup> take place on-site, with - if the testing format allows for it - use of the 1.5-metres measure and taking into account the 50%-measure.
- Upon scheduling within the available capacity, educational activities that are aimed purely at information transfer (lectures<sup>7</sup>) remain online - as in they do in the orange stage. When putting together the educational mix for a study programme, the principles during times of COVID-19 are the same as before.
- The institute directors use available COVID-19 decision documentation as support for their scaling-down decisions.
- Whether and how the spreading out of education during opening hours is utilized, is the decision of the director who draws up the activity mix (within the frameworks as set by the Executive Board). Directors will discuss these spreading options (before scenario orange or red takes effect) with the decentralised participatory authority. The participation regulations determine the role of the decentralised participatory body.
- Information activities only take place online, with the exception of orientation days. Orientation days are classified as educational activities and are therefore restricted by the same measures that apply to education.

**16. Intensifying attention to the social function of education and keeping an eye on vulnerable student groups.**

By enabling meetings of students and employees even during the red stage, the HU emphasises the social function of working and learning at the HU. The HU not only pays attention to vulnerable students but also to vulnerable employees. There are students and employees who cannot come to the HU due to various reasons, such as:

- they have a medical indication;
- they have caring responsibilities for someone with fragile health;
- they live together with someone with fragile health;
- they are unable to travel to the Netherlands due to COVID-19-related travel restrictions.

We take these students and employees into account and apply customisation. For the implementation, view the flowchart at measure 4.

There are also people who are unable to work and study at home for whatever reason. We offer this group room to work and study at the HU in the event of serious restrictive government measures. This emphasises the importance of meeting and connecting and as such the social function of learning and working in the HU buildings. For the implementation, view the flowchart at measure 4.

6 Form of testing in which competences related to the actual practice of the profession the student is being trained for are tested. Because of the competences to be tested, this form of testing preferably takes place physically.

7 Lectures are meetings in which the lecturer lectures and the student mainly plays the role of listener. Depending on the nature of the subject, the aptitude of the lecturer and the stage of the study, the characteristics of a lecture may include: stating the broad outlines; providing insight into the system of the subject; addressing the bottlenecks; focusing on current problems in the field; establishing relationships between theory and society; providing insight into methods of problem solving. (source: RUG.nl)

**17. Limiting contact moments**

- Maximum spread of education over the day/week. We extend business hours in all buildings: from 07.00 to 22.00 including Fridays and Saturdays. The CAO (Collective Labour Agreement) and the Arbeidstijdenwet (Working Hours Act) apply. No education will be scheduled before 08.00 am.
- We increase the spread of education across the modules by having tests conducted in a less concentrated way. This reduces the use of separate test weeks.
- The HU testing policy is leading.

**Travelling Abroad**

The HU follows the decision of the Netherlands Association of Universities of Applied Sciences (Vereniging Hogescholen) as described below.

*Universities of applied sciences follow the travel advice of the Ministry of Foreign Affairs (BUZA), even if this travel advice is (only) prompted by COVID-19 (measures) in the country to which the student is traveling.*

In concrete terms, this means that if BUZA issues an orange or red travel warning for certain countries, the universities of applied sciences will not facilitate travel to these countries (they do not grant facilities, do not offer support, do not send a counsellor, etc.). Click [here](#) for current travel advice. However, universities of applied sciences are free to make well-reasoned exceptions for individual or specific situations. In the event of an exception, we advise making clear agreements with employees and students and to document these agreements, especially with regard to the insurance and duty of care of universities of applied sciences.

# COLOPHON

**Final editing**

Remco Mourits

**Translation**

Urgent Vertalen

**Photography**

Corné Clemens

Femke van den Heuvel

**Design**

RAAK Grafisch Ontwerp, Utrecht

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