COVID-19 • UNamur
Deconfinement guide
Crisis management committee organization and composition

**Composition**
- Conseil Rectoral
- Directeur VéCU
- Directeur SRH
- Directeur AdCom
- Directeur SerP

**Experts**
- C. Linard
- B. Muylkens
- N. Gillet

**Support : Déconfinement et usages sanitaires**
Y. POUMAY
Spécialistes Facultés
SerP-Biosécu/Sécu

**Support : Bien-être COVID-19**
C. HABETS
SRH
DET
Vécu
Ad Com

**Support : Chercheurs en mobilité**
JP. LÉONIS

**Support : Étudiants en mobilité**
HENRICH BRUNCK
MÉLISSA MILIOTTO

**Support : Coordination activités Laboratoire**
STÉPHANE LUCAS

**Support : IT**
CIO
STÉPHANE FAULKNER

**Support : logistique COVID 19/ coordination initiatives-demandes**
SANA
ANNE-SOPHIE OTTO
**Deconfinement sequencing of the activities at the UNamur**

<table>
<thead>
<tr>
<th>Jan 2020</th>
<th>Feb 2020</th>
<th>March 2020</th>
<th>04/05/2020</th>
<th>18/05/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal' life situation</td>
<td>Pre-confinement phase</td>
<td>Federal confinement</td>
<td>Deconfinement Phase 1</td>
<td>Deconfinement Phase 2</td>
</tr>
<tr>
<td>Gradual stop of the activities</td>
<td>Phasing down of the activities</td>
<td>Progressive re-activation of some activities based on specific identified needs</td>
<td>04/05 &gt; 17/05 Evaluation by each person in charge of the resumed activities modalities [\nabla] risk evaluation grid by supervisors + preparation of the back-to-work measures</td>
<td>Progressive recovery of activities based on the scheduling and organization modalities set by the supervisors in accordance with the crisis management committee</td>
</tr>
</tbody>
</table>
WORK ORGANIZATION

Teleworking policy

In accordance with the federal recommendations:

**Teleworking, for all tasks that enable it, is maintained at the UNamur.**

On-site activities are limited to what cannot be performed remotely and as long as the principles of social distancing are strictly observed [see below].

Occasional and exceptional displacements to work site

Any person who is teleworking but needs* to occasionally come to the site is authorized provided:

• A preliminary note to the guard service, by email (securite@unamur.be) with your supervisor in cc.

*removing equipment/files on site, recording of a course, removing documents from the reprography...

Mandatory notification of the on-site presence

Maintaining of the notification procedure:

> Supervisors are asked to send a record of the employees authorized on-site.

**Validation of the presence on the UNamur premises**

*Research: Vice-Rector in charge of Research – C. Michiels, helped by S. Lucas | vice-recteur.recherche@unamur.be*

*Education*

Vice-Rector in charge of Education – A. Castiaux | vice-recteur.enseignement@unamur.be

*Other staff members*

Human Resources Department | developpement.rh@unamur.be | HR phone line: +32 (0)81 72 4600 (from 10 to 12 am & from 2 to 4 pm).


The files must also be sent to: direction.sigec@unamur.be so that the cleaning services can organize the adapted services/heating activation, escort of the guard service...
WITHDRAWAL FROM WORK BY PRECAUTIONARY PRINCIPLE

Protection of the medically vulnerable staff

> Chronicle illnesses, impaired immune system...

The protection of the vulnerable staff must be a priority. Given the current crisis situation, it is important to consider that the vulnerable staff need to limit any interpersonal contact linked to their professional activity:

Any person in the case can contact:
- Their personal physician
- The occupational physician* for specific medical advice if linked to the work context

If you think another reason can limit your presence on site, your physician's medical advice is also requested.

* This is not specific medical advice about pathologies or any other consultation, which are your general/specialized practitioner’s competence in the treatment of your illness.

External service for prevention and protection at work (SEPPT):

CESI
Tel : +32(0)81 25 35 85

Occupational physician
Dr François Delhaye

Staff member with Covid19-like symptoms

Any person presenting Covid19-like symptoms must immediately leave the workplace. The staff member advises his/her supervisor and the HR director.

Return to work is conditioned to a medical advice to be sent to your supervisor and HR director.
### Staff member who has been in contact with a person who has been tested positive or presenting Covid19-like symptoms

Any person who has been in contact with a person who has been tested positive or presenting Covid19-like symptoms applies a precautionary principle and symptoms must **immediately leave** the workplace. The staff member advises his/her supervisor and the HR director.

Return to work is conditioned to a medical advice to be sent to your supervisor and HR director.

### Awaited attitude toward colleagues from an already immune person

It is awaited that any staff member who has been tested with an official method and presents antibodies* against Covid19 complies to the prevention and social distancing principles applicable at the UNamur.

*proving they are immune in the current state of knowledge*

### SPECIFIC PROFESSIONAL CONTACTS

<table>
<thead>
<tr>
<th>Professional displacements abroad</th>
<th>Forbidden</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conferences/meetings/missions/etc with an individual who needs to cross national borders</td>
<td>Forbidden</td>
</tr>
<tr>
<td>Student internships</td>
<td>In the current deconfinement stage: no on-site presence, except research laboratories [internships are not forbidden but must be adapted to the situation as much as possible]</td>
</tr>
</tbody>
</table>
### INTERPERSONAL CONTACTS

| Work meetings | Principle = videoconference meetings **exclusively**.  
[Exceptions possible for ‘strategic’ meeting but reserved to the crisis committee] |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The social distancing principle in work organization</td>
<td>The official distance required to guarantee the useful distance between people, whatever the task, is 1.5m.</td>
</tr>
<tr>
<td>Workplace evaluation</td>
<td>Supervisors must analyse the rooms occupied by more than one staff member, to check if the aforementioned principle is respected and what arrangements must be made in order to comply with social distancing.</td>
</tr>
<tr>
<td>Physical workstation arrangements / tasks reorganization</td>
<td>If social distancing cannot be guaranteed, workstations/tasks must be rearranged [see following principles].</td>
</tr>
<tr>
<td>Use of an individual protection, mask-type [any model] at the workplace</td>
<td>Please note that wearing a surgical-type mask is to be considered the last solution to fulfil. The general legal prevention principles involve collective measures in priority (workstation/work organization adaptation...).</td>
</tr>
<tr>
<td>Shift/spreading of the on-site presence</td>
<td>If necessary, the use of shared equipment or a shared workplace can be adapted, offering use or presence shifts.</td>
</tr>
</tbody>
</table>
Part 2

**ORGANIZATIONAL MEASURES IMPLEMENTED FOR A PRIMARY PREVENTION OF INTERPERSONAL CONTAMINATIONS ON THE WORK SITE**

[For the whole community]

### LIVING TOGETHER

#### ROOMS OCCUPANCY DENSITIES

<table>
<thead>
<tr>
<th>Shared rooms occupancy density*</th>
<th>1 person for 4m² + social distancing measures</th>
</tr>
</thead>
</table>

* Labs/pools/shared offices/…
  * Not concerned: SAPEFUN, which are applying specific measure for childcare.

### INTERNAL DISPLACEMENTS

#### Shared corridors and zones

‘Comfort’ masks or equivalent (scarf-like) is **highly recommended** for all internal displacements.

If possible, a running direction avoiding crossings is implemented in public or delivery spaces.

#### Lifts

The use of lifts is discouraged, especially with several people.

The amount of people wearing a mask-like protection is limited and mentioned on each lift door.

The use of stairs is recommended...
## SOCIALIZATION PLACES

<table>
<thead>
<tr>
<th>Socialization Place</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria/break room</td>
<td>Closed</td>
</tr>
<tr>
<td>Drink/sweet dispensers</td>
<td>Not usable</td>
</tr>
<tr>
<td>Outside UNamur Forum/spaces</td>
<td>Applicable federal rules: no grouping allowed</td>
</tr>
</tbody>
</table>

## SHARED EQUIPMENT

<table>
<thead>
<tr>
<th>Equipment Type</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printers/coffee machines</td>
<td>Users must regularly disinfect this type of equipment.</td>
</tr>
<tr>
<td></td>
<td>Cleaning spray/disinfectant and paper kits are available at the commissary (écomat).</td>
</tr>
<tr>
<td>UNamur vehicle use</td>
<td>Borrowing a UNamur vehicle is possible for essential missions.</td>
</tr>
<tr>
<td></td>
<td>Comply with the SIGeC procedures: steering wheel / dashboard /GPS screen/gear lever cleaning kit available for the last user.</td>
</tr>
<tr>
<td></td>
<td>Accompanied driving allowed if crossed sitting applied.</td>
</tr>
</tbody>
</table>

## PERSONAL WORK SPACES

<table>
<thead>
<tr>
<th>Work Space Type</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wearing a mask</td>
<td>Wearing a « comfort » mask is not mandatory if a staff members is working alone in an office or if the social distancing general principles are applicable.</td>
</tr>
<tr>
<td></td>
<td>[see social distancing principles hereafter]).</td>
</tr>
<tr>
<td>Room ventilation</td>
<td>Regularly ventilate room (every two hours)</td>
</tr>
</tbody>
</table>
Individual climatisation systems/ forced ventilation

L’utilisation de tels équipements dans les locaux utilisés par une personne qui peut s’isoler par une porte est autorisé

AVAILABLE EQUIPMENT / LOGISTICS

PROVISION OF PROTECTION MASKS

Surgical type masks

‘Normed’ surgical-type masks are available for staff members whose job does not make social distancing possible, notably by the application of one or more of the following measures:

• Adaptation of the task to fulfil with the collaborator: modus operandi, interaction mode modification...

• Adaptation of space, time: shift between people / staff rotation/ displacement of equipment in a different zone/...

• Social distancing by ‘remoteness’
  - Floor marking,
  - Placing of physical screens, in rigid materials, transparent or not...
  - ...

The masks currently available can be reused 5 times after washing according to the suppliers indications. The prescriptions are available on: https://www.unamur.be/en/coronavirus

Maintenance is made by the owner.
Any change in this procedure will be clearly communicated as soon as the material is available [problem of the global individual protection supply].

The commissary (économat) ensures the distribution every Monday, on demand on the previous Friday at 12:00 and only for the identified staff (boxes of 50).

An order form is available.

Hotlines on Wednesdays and Fridays from 9:00 to 1:00. These are the delivery days. Orders must be places and prepared.

Nobody enters the shop. For security equipment orders, a form is available.

The commissary will block the door with a table and Plexiglas. The orders will be delivered on a cart under the table.

Students/visitors: Exceptionally, masks can be given (1 mask per ½ day) for presence on site. Availability only in case of punctual non-recurrent omission.

‘Comfort’ or equivalent (scraf-type) mask

These masks are meant to reinforce all the other implemented barrier acts.

Wearing a mask or any other face protection is highly recommended on site, according to the predefined modalities.

Wear these masks according to the predefined modalities.

No UNamur supply* of ‘comfort’ masks or equivalent. The staff authorized on site and do not receive a surgical-type mask because they are not in the category must wear their own protection.

*NOTE: The Walloon-Brussels Federation will supply one mask per staff member and student in high school institutions. The supply dates and modalities are not known yet.
**Medical gloves availability**

Latex or vinyl laboratory-type gloves are not available for staff members or students. The official recommendations mention that wearing gloves does not replace to wash hands with soap regularly.

Except for very specific situations where hand-to-hand exchange is mandatory.

**Hydro alcoholic gel availability**

No individual or systematic gel supply, except for specific missions and contexts:

- Front desk
- Contact with persons while on duty (IT staff, postal mail, commissary, reprography...)
- ...
- 

Fixed distribution points will be progressively implemented on demand.

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**Protection equipment order form:**

[https://forms.gle/NVW7rk46EzGa4uBr7](https://forms.gle/NVW7rk46EzGa4uBr7)
Interior door blocking to prevent usage of doorknobs

In order to limit contacts with doorknobs, some interior doors will be left open:

Some other doors have an essential role for fire prevention and cannot be blocked:

If this kind of arrangement is necessary, the applicant draws a maintenance plan and submits it to the Prevention service. The applicant will receive posters. Reminder: fire extinguishers cannot serve as a doorstop.

CLEANING

Lavatory cleaning

Based on the on-site presence, lavatories will be cleaned twice a day.

Consumable supply

In case of soap, paper or any other item shortage, send an email to: nettoyage@unamur.be

Doors/doorknobs cleaning

Door and knobs of the principal entrances will be cleaned several times a day. It is impossible to continuously clean door. We remind you a regular washing of your hands with soap and water is still necessary.

UNamur vehicles

Comply with the SiGeC procedures: steering wheel / dashboard /GPS screen/gear lever cleaning kit available for the last user.

Practical modalities:
Vehicle orders at: reservation-vehicules@unamur.be
The pouches can be collected at the main entrance front desk during opening hours.
## DISPLAY PROCEDURES – ‘STRONG’ AND GENERALIZED DISPLAY

### GENERAL PREVENTION INSTRUCTIONS DISPLAY

<table>
<thead>
<tr>
<th>Shared places</th>
<th>The pre-confinement posters are still applicable. Each main entrance will display the adequate poster + regular allocation in the buildings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lavatories</td>
<td>The pre-confinement posters are still applicable. Lavatories will display posters.</td>
</tr>
</tbody>
</table>

### SENSITIZING/PREVENTION TOOLS

| Barrier acts reminder | Precaution principles:  
1. Barrier acts  
2. Social distancing  
3. Regular washing of hands  
4. Good use of the implemented measures |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gel/soap/masks/distancing</td>
<td>Video/posters/information available</td>
</tr>
</tbody>
</table>

### AVAILABLE EQUIPMENT/LOGISTICS

<table>
<thead>
<tr>
<th>Distancing devices</th>
<th>Devices such as screens, which enable social distancing are supplied with a 1 week production time and according to a needs analysis.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor marking</td>
<td>Order via order form above</td>
</tr>
</tbody>
</table>