

**CORONAVIRUS
COVID-19**

THE UNAMUR GETS ORGANIZED



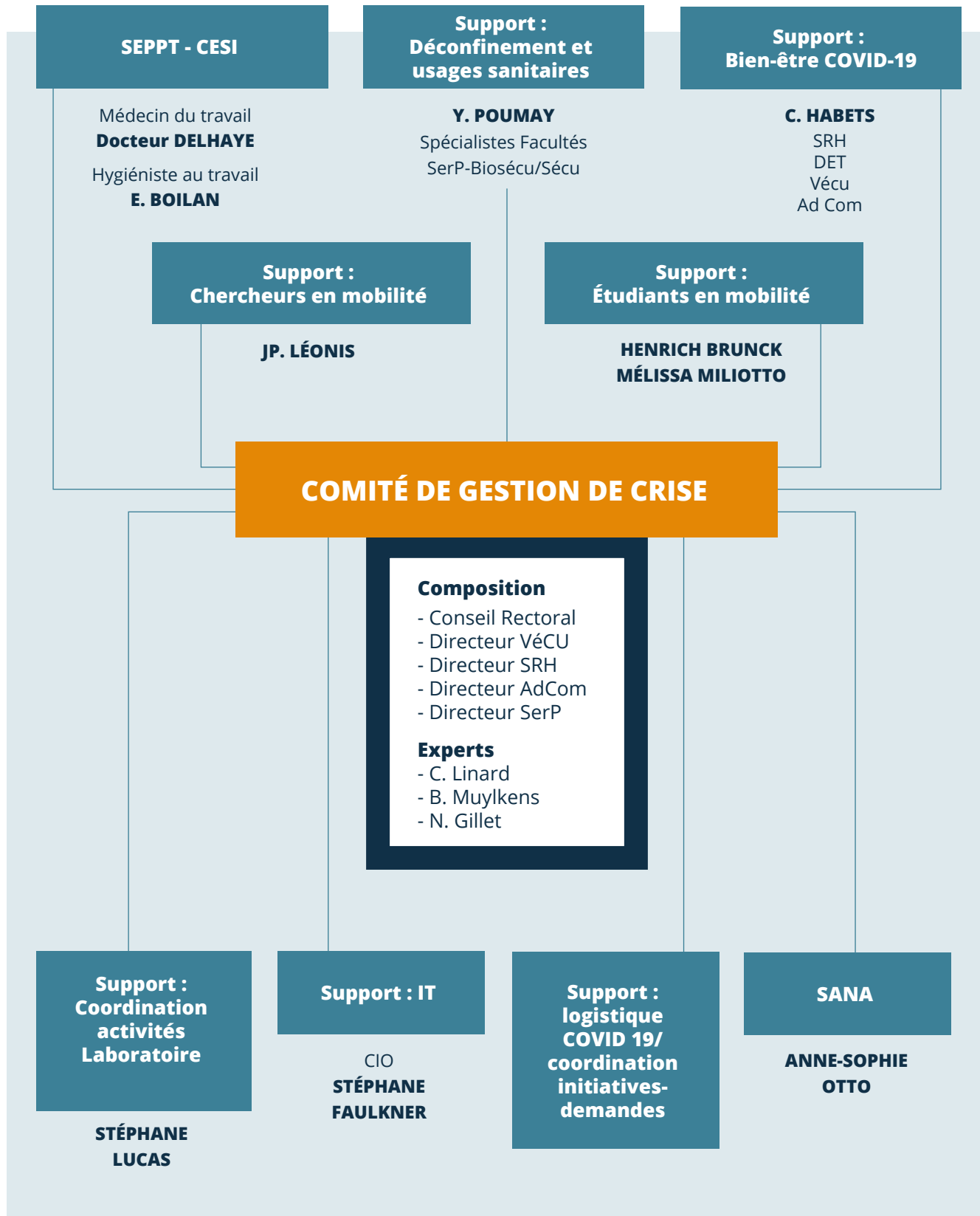
COVID-19 • UNAMUR

DECONFINEMENT GUIDE



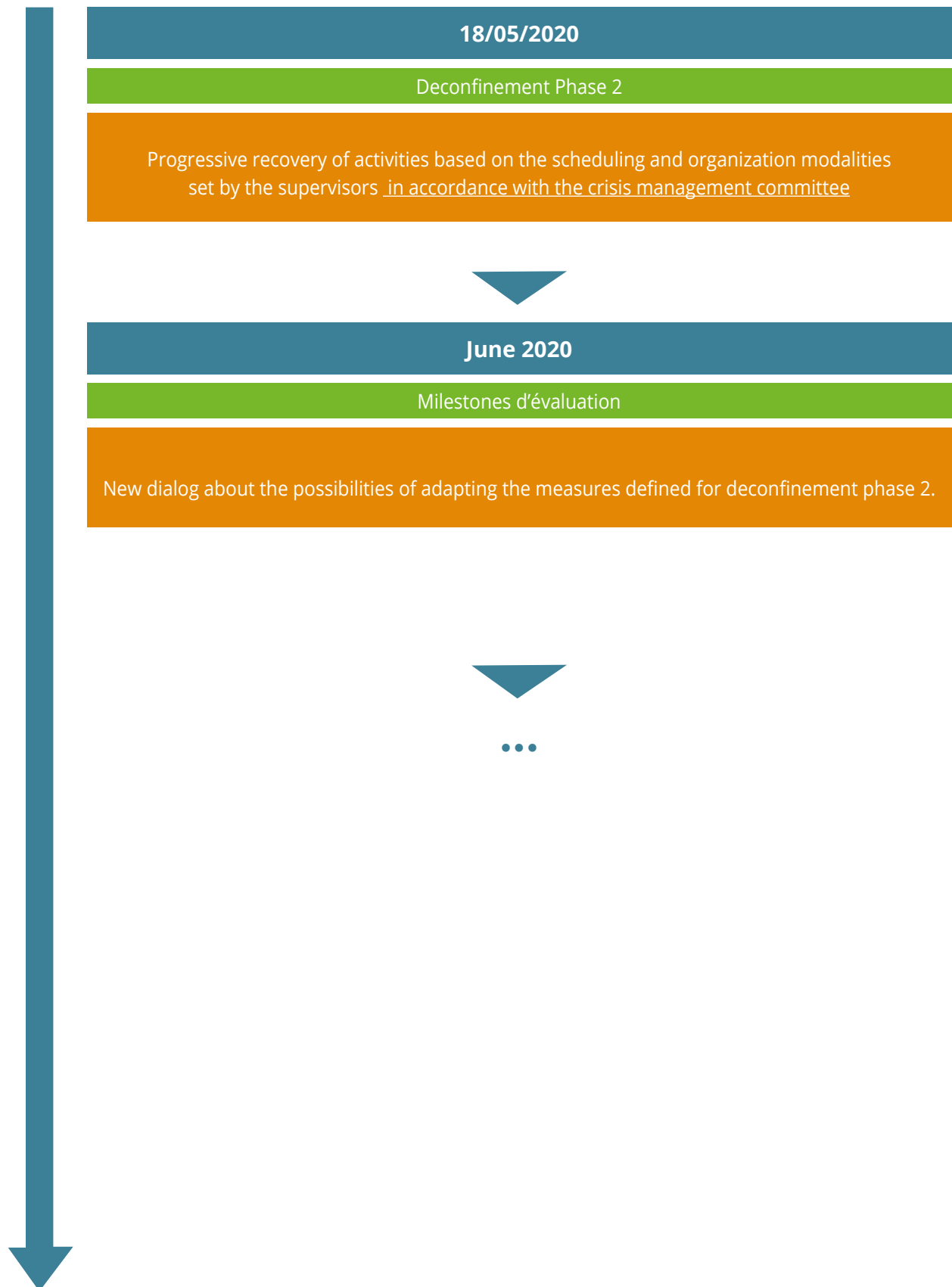
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CRISIS MANAGEMENT COMMITTEE ORGANIZATION AND COMPOSITION



DECONFINEMENT SEQUENCING OF THE ACTIVITIES AT THE UNAMUR





Part 1

GENERAL ORGANIZATIONAL PRINCIPLES APPLICABLE TO ALL INTERNAL STRUCTURES

[For the whole community]

WORK ORGANIZATION

Teleworking policy

In accordance with the federal recommendations:

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

CONFIRMATION : This principle of limiting the presence on-site is still effective during phase 2.

Activities on the premises are limited to what cannot be done remotely and if the social distancing principles are strictly followed.

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

SUSPENDED MEASURE

See web page : <https://www.unamur.be/en/coronavirus/faq-staff>

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 Delhayé

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

Professional displacements abroad

Forbidden

Conferences/meetings/missions/etc with an individual who needs to cross national borders

Forbidden

 **Student internships (stages étudiants)**

Current deconfinement phase : no on-site presence except research laboratories (internships are not forbidden but must be adapted).
Additional information: Internships, even with compulsory credits outside the labs are not allowed because they require in situ coaching, which is difficult to combine with a remote working policy. Observation internships are forbidden.

INTERPERSONAL CONTACTS

Work meeting/theses defense/individual meetings linked to imperative social needs (isolated foreign researchers, student support...)

Relaxation of the measure: If the necessity of physically meeting people is justified (call for everyone's common sense for the notion of physical presence), punctual meetings are authorized, if all the precautionary measures are followed. The organizing party defines the meeting modalities in conjunction with the hierarchy. On-site theses defenses are held according to the modalities communicated by the vice-rectors in charge of education and research. Seminars, conferences and other similar events are still temporarily forbidden.

The social distancing principle in work organization

The official distance required to guarantee the useful distance between people, whatever the task, is 1.5m.



Workplace evaluation

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.

Physical workstation arrangements / tasks reorganization

If social distancing cannot be guaranteed, workstations/tasks must be rearranged [see following principles].

Use of an individual protection, mask-type [any model] at the workplace

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...)

Shift/spreading of the on-site presence

If necessary, the use of shared equipment or a shared workplace can be adapted, offering use or presence shifts.



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

Shared rooms occupancy density*

1 person for 4m²
+ social distancing measures

* 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...



SOCIALIZING PLACES

Cafeteria/break room

Closed
Additional information: The use of equipment such as fridges, microwaves, sinks ... is possible. The cleaning staff regularly cleans the used equipment – after each use ideally. Kits are available at the commissary (paper and disinfectant)

Drink/sweet dispensers

Not usable

Outside UNamur Forum/ spaces

Applicable federal rules : no grouping allowed

Socializing activities (end of academic year for example)

No socializing event is authorized.

Lunch/good cheer glass... (i.e. thesis defense...)

However linked to important moments in social life, these activities are not permitted within the university premises. Sandwiches or any other kind of buffet are also forbidden.

SHARED EQUIPMENT

Printers/coffee machines

Users must regularly disinfect this type of equipment.

Cleaning spray/disinfectant and paper kits are available at the commissary (économat).

UNamur vehicle use

Borrowing a UNamur vehicle is possible for essential missions.

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

Accompanied driving allowed if crossed sitting applied.

PERSONAL WORK SPACES

Wearing a mask

Wearing a « comfort » mask is not mandatory if a staff member is working alone in an office or if the social distancing general principles are applicable.

[see social distancing principles hereafter)].

Room ventilation

Regularly ventilate room (every two hours)

Individual climatisation systems/ forced ventilation

The use of such equipment in a room where one person can withdraw is authorized.



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 (économate) 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.

I protect you - you protect me



1

When you speak, cough, talk, you release droplets



2

A mask covers your mouth and nose. A mask blocks droplets



3

Less risk somebody is infected. Or that droplets land on an object someone is going to touch.

'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.

Protection equipment order form:
<https://forms.gle/NVW7rk46EzGa4uBr7>

CORONAVIRUS COVID-19

L'UNamur s'organise

Formulaire de demande de matériel de protection

Merci de remplir un formulaire par entité. L'usage du matériel mis à disposition est soumis aux principes généraux de prévention définis dans le guide de déconfinement.

***Obligatoire**

Adresse e-mail *

Votre adresse e-mail

Suivant

N'envoyez jamais de mots de passe via Google Forms.

Ce contenu n'est ni rédigé, ni cautionné par Google. [Signaler un cas d'utilisation abusive](#) - [Conditions d'utilisation](#) - [Règles de confidentialité](#)

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

Shared places

The pre-confinement posters are still applicable.

Each main entrance will display the adequate poster + regular allocation in the buildings.

Lavatories

The pre-confinement posters are still applicable.
Lavatories will display posters.

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

Gel/soap/masks/ distancing

Video/posters/information available

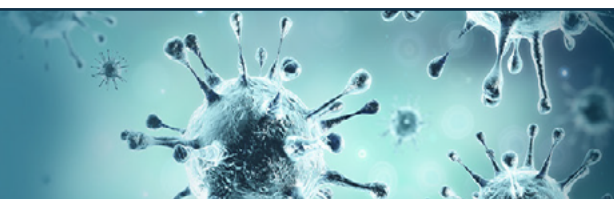
AVAILABLE EQUIPMENT/LOGISTICS

Distancing devices

Devices such as screens, which enable social distancing are supplied with a 1 week production time and according to a needs analysis.

Floor marking

Order via order form above



VIVRE À NOUVEAU ENSEMBLE RECOMMANDATIONS GÉNÉRALES



Port du masque de confort ou
d'une protection bucco nasale équivalente
(foulard ou écharpe)



Respect des sens de circulation
quand ils sont mis en place



Nettoyer et/ou désinfecter
les imprimantes et machines à cafés
après chaque usage, par l'utilisateur
(les sprays et papiers
sont disponibles à l'économat)



Saluer ses collègues à distance,
par un geste de la main ou de la tête



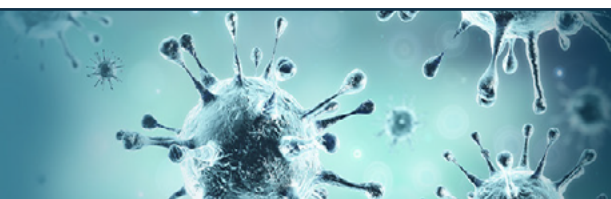
Ne plus utiliser les cafétérias et coins
« pause » jusqu'à nouvel ordre



Ne plus utiliser les distributeurs
de boissons ou de friandises



Ne pas se rendre dans les pièces
où votre présence n'est pas nécessaire



VIVRE À NOUVEAU ENSEMBLE UTILISATION DES SANITAIRES

**DANS CES SANITAIRES,
MERCI DE VEILLER AU RESPECT DES CONSIGNES SUIVANTES :**



Lavez-vous les mains

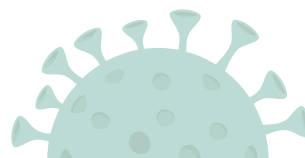


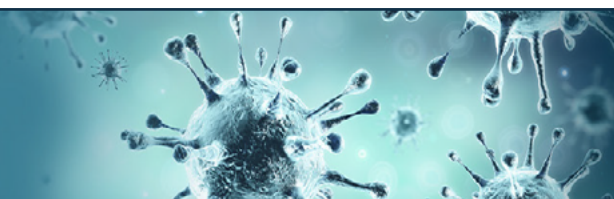
Préférez le séchage des mains
au moyen de papier



Gardez vos distances

**SI DU SAVON VIENT À MANQUER,
ENVOYEZ UN MAIL À L'ADRESSE : NETTOYAGE@UNAMUR.BE**





VIVRE À NOUVEAU ENSEMBLE RECOMMANDATIONS GÉNÉRALES

**AFIN DE MENER À BIEN LE DÉCONFINEMENT ET LIMITER ENCORE DAVANTAGE LE
RISQUE DE TRANSMISSION DU VIRUS COVID-19,
MERCI DE RESPECTER LES RECOMMANDATIONS SUIVANTES :**

RESPECTEZ LES GESTES BARRIÈRES :



**Lavez-vous
régulièrement les mains**



**Toussez et éternuez
dans votre coude**



**Ne touchez pas
votre visage**

RESPECTEZ AU MAXIMUM LA DISTANCIATION SOCIALE



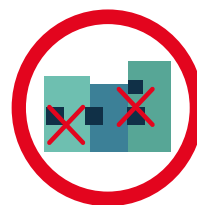
**VEILLEZ À UNE BONNE UTILISATION DES DISPOSITIFS
ET DES AMÉNAGEMENTS MIS EN PLACE SUR LE CAMPUS**

VIVRE À NOUVEAU ENSEMBLE LES ESPACES INDIVIDUELS DE TRAVAIL

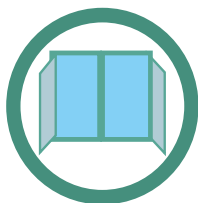
**J'AI REPRIS POSSESSION DE MON POSTE DE TRAVAIL
SUR LE CAMPUS, QUE FAIRE ?**



Le port du masque de confort ou d'une protection bucco nasale équivalente n'est pas obligatoire (à condition d'être seul.e dans votre bureau ou à bonne distance d'un.e collègue)



Ne vous rendez pas dans les pièces où vous ne devez pas être présent.e



Aérez vos bureaux



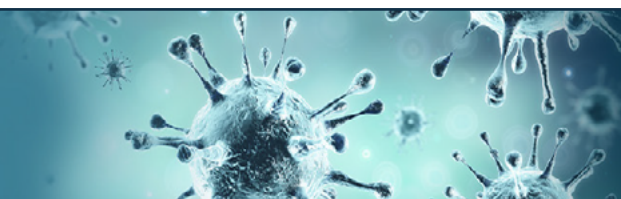
Si vous souhaitez utiliser un ventilateur ou un système de climatisation individuel : fermez la porte de votre bureau



Saluez vos collègues à distance



Étalez vos heures de repas par rapport à celles de vos collègues. Si possible, mangez à l'extérieur, loin de la foule



VIVRE À NOUVEAU ENSEMBLE

DÉPLACEMENTS D'UN ÉTAGE À L'AUTRE

JE ME DÉPLACE D'UN ÉTAGE À L'AUTRE, QUE FAIRE ?

Préférez les escaliers, dans la mesure du possible

DANS LES ESCALIERS :

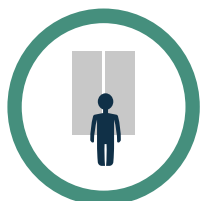


Priorité aux personnes qui descendent

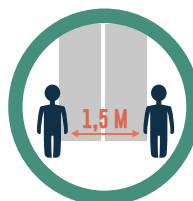


Gardez vos distances

DANS L'ASCENSEUR, LE NOMBRE D'UTILISATEUR EST LIMITÉ :

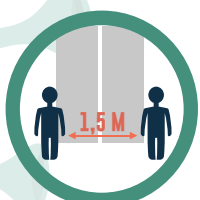


à **1** personne
dans les petits ascenseurs



à **2** personnes
dans les ascenseurs plus grands

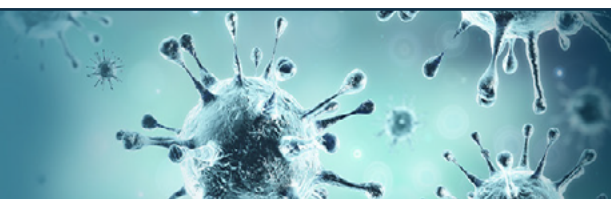
SI VOUS PRENEZ L'ASCENSEUR AVEC UNE AUTRE PERSONNE :



Gardez vos distances



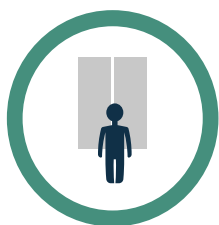
Le port du masque ou d'une protection
bucco nasale équivalente
(foulard ou écharpe) est vivement recommandé



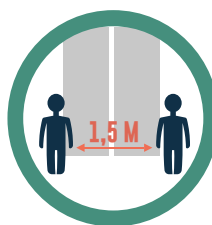
VIVRE À NOUVEAU ENSEMBLE

CONSIGNES D'UTILISATION DES ASCENSEURS

LE NOMBRE D'UTILISATEURS EST LIMITÉ À

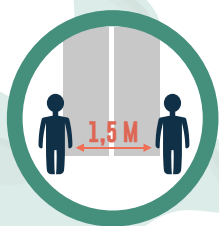


1 personne
dans les petits ascenseurs



2 personnes
dans les ascenseurs plus grands

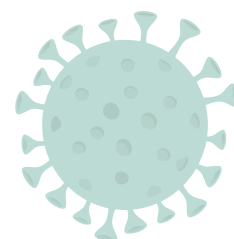
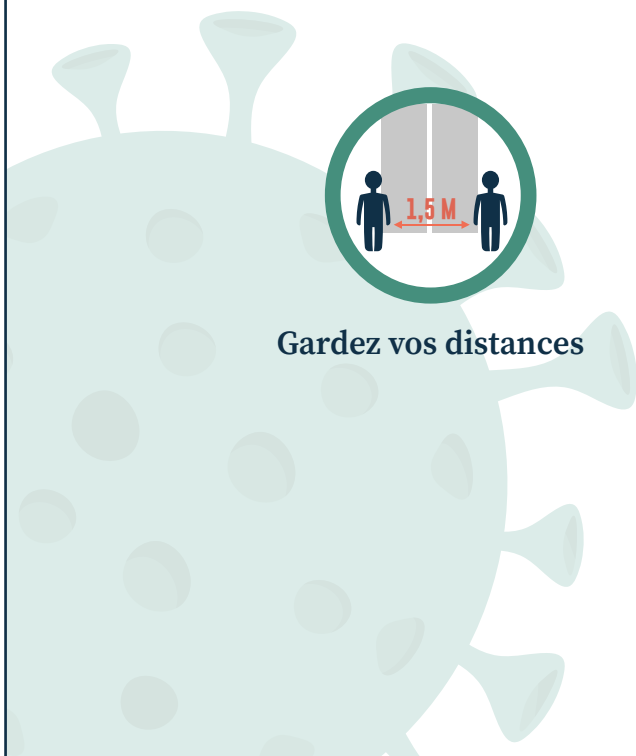
SI VOUS PRENEZ L'ASCENSEUR AVEC UNE AUTRE PERSONNE :



Gardez vos distances



Le port du masque ou d'une protection
bucco nasale équivalente
(foulard ou écharpe)
est vivement recommandé



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COVID-19**

L'UNAMUR S'ORGANISE



UNIVERSITÉ
DE NAMUR