Coronavirus - Measures in force within UCLouvain
As of March 27, 2020

This document cancels and replaces the documents dated March 13 and March 18

Until at least 19 April 2020:

- The university closes access to all buildings (auditoriums, offices, laboratories, libraries, computer rooms, meeting rooms). Only a minimum service will be provided.
- Teleworking is compulsory, except for those identified as providing the minimum service.
- Research, research support, development and service activities that cannot be carried out remotely are suspended.

Until at least 16 May 2020:

- All teaching activities will continue exclusively in remote mode, or will be postponed or cancelled.
- Extra-academic face-to-face student activities are prohibited.
- Events organized by UCLouvain or on the premises of UCLouvain are prohibited.
- Professional or study trips and the hosting of guests from abroad are prohibited.

The practicalities of implementation are detailed below.

1. Adaptation of working conditions (item amended as of March 18, 2020)
Teleworking is compulsory for all staff, except for those identified by the line manager as providing the minimum service. The IT support (Service Desk) for telework remains accessible.

2. Flexible working hours for staff (item amended as of March 18, 2020)
Both for those providing the minimum service and for teleworkers, flexibility in working hours is needed to be able to adapt to the constraints imposed by the national containment measures. This flexibility (in particular in terms of childcare, see ARH document available on the portal: https://uclouvain.be/news-coronavirus) will be agreed between the staff member and his or her line manager, who will decide what can reasonably be implemented.
3. Meetings
3.1. Meetings shall be held exclusively at a distance.

3.2. It is requested that the number of meetings be reduced and their content lightened in order to relieve staff members who have to organize themselves to adapt to the new measures in force.

3.3. The University will take care to adapt the calendar of certain academic and administrative procedures that would be impacted by the measures.

4. Research, research support, development and service activities (item amended as of March 27, 2020)
Research, research support, development and service activities including activities carried out under external contracts that cannot be carried out remotely must be suspended, except for biomedical research on coronavirus. In the event of imperative reasons requiring a presence on the research premises (including administrative support activities for CLCs), a request must be submitted to the Vice-Rector of the Sector for authorization. Where presence is deemed permissible, it is only possible to remain present to the strict extent necessary and in compliance with government “social distancing” measures and legally applicable safety standards.

5. Adaptation of teaching methods (item amended as of March 27, 2020)
Teaching activities are held exclusively at a distance, until at least 16 May 2020.

As our students have to get used to the new teaching methods, it is recommended not to multiply the tools. We recommend Moodle, EZ-cast and Teams. The Louvain Learning Lab (LLL) page for pedagogical advice is available at https://uclouvain.be/fr/etudier/lll/actualites/covid-19-enseigner-a-distance.html
Whether you are a teacher or a student, you will find all the useful information about Teams at http://www.uclouvain.be/aide-teams

6. Practical work (item amended as of March 27, 2020)
In the absence of a remote alternative, practical work is suspended until 16 May 2020 and its reorganization will be planned in coordination with the deans and the heads of the programs concerned.

7. Internships (item amended as of March 18, 2020)
7.1. Internships in the field of health carried out in Belgium continue unless the host institution disagrees. In the event that the student has been in contact with an infected person or presents a cold or flu symptom, the student must be in a situation of incapacity for an internship and be covered by a medical certificate.

7.2. Subject to what is said in point 7.1., traineeships in Belgium continue in telework, are suspended, stopped or replaced by another activity as the case may be. Guidelines have
been sent to the Faculties who will contact their students.

7.3. It is strongly recommended that students who carry out an internship abroad return to Belgium unless there are justified reasons to do so that are agreed by the Faculty.

8. Exams (item added on March 27, 2020)
The university's aim is to maintain the rhythm of the academic year, including the study period (“blocus”) from May 17 to June 1, and the examination session from June 2 to June 27. We are currently examining possible modalities for the organization of the exams.

9. Master theses (item amended as of March 27, 2020)
If a student is unable to generate or collect the data necessary to complete his or her dissertation, he or she is invited to contact his or her promoter in order to adapt the objectives or the temporality of the dissertation.

Supervision meetings or the evaluation of the dissertation will be held exclusively at a distance up to and including 16 May, 2020. If this is not possible, they will be postponed.

10. PhD theses (item amended as of March 27, 2020)
Meetings of the Accompanying Committee may no longer be held in person until 16 May 2020. They will be postponed or organized remotely.

Private defenses can no longer be held in person up to and including 16 May 2020. In case of compelling reasons, the doctoral student and his or her promoter are invited to contact the president of the Doctoral Commission of the field (CDD).

It should be noted that the provisions of the FNRS relating to mandates will be adapted.

11. Access to Libraries, Learning Centers, MuséeL and Study Facilities (item amended as of March 27, 2020)
Access to libraries, Learning Centers, MuséeL and study rooms is closed until 19 April, 2020 inclusive.

12. Access to computer rooms (item amended as of March 27, 2020)
Access to the computer rooms is closed until 19 April 2020 inclusive. Those who do not have the equipment to take the distance learning courses are invited to contact the students' social services (Service d’aide).

13. Access to the university canteens (item amended as of March 27, 2020)
University canteens are closed until 19 April, 2020 inclusive.
14. Access to other UCLouvain infrastructures (item amended as of March 27, 2020)
Access to the auditoriums, offices, laboratories and meeting rooms is closed until 19 April 2020 inclusive except for those identified as providing minimum service. In this case, the use of a badge will be required.

15. Mailing and receipt of parcels (item added on March 18, 2020)
15.1. The Lemaître store, the Lavoisier store, the SSS central store and the reception point of the Institut de Duve ensure a permanent presence for the reception of parcels. The Lemaître store will ensure a permanence via a dispatching call (010/47 24 24) which will ensure the opening and closing of the store upon request. For the Mons and Charleroi campuses, see the specific provisions on the portal: https://uclouvain.be/news-coronavirus.

15.2. The procedures for receiving and distributing mail will be specified with the entities.

16. Signatures (item added on March 18, 2020)
Documents are signed by the authorities at least once a week in accordance with the procedures described by the general services concerned.

17. Events (item amended as of March 27, 2020)
From 14 March inclusive, any event organized by UCLouvain or on its premises must be postponed or cancelled regardless of the number of participants. This precaution is valid until 16 May 2020.

18. Extra-academic student activities (item amended as of March 27, 2020)
18.1. The activity areas managed by the student associations remain closed night and day until 16 May 2020 inclusive. This closure implies that no activities can be organized there. The extension of this measure until 30 June is under consideration.

18.2. Extra-academic activities taking place in the UCLouvain buildings (conferences, class dinners, recruitment dinners, meetings, rehearsals, etc.) are cancelled until 16 May 2020 inclusive. The extension of this measure until 30 June is under consideration.

18.3. Extra-academic activities organized by student associations outside the UCLouvain buildings, whether on university property or not, are also cancelled up to and including 16 May 2020. The extension of this measure until 30 June is under consideration.

18.4. Extra-academic student sports activities organized by the Sports Service, sports kots or other entities are suspended until further notice.

18.5. Student associations must refrain from organizing any event outside the UCLouvain sites which involves students and/or members of the university community.
19. **Travel abroad** *(item amended as of March 27, 2020)*

19.1. Study trips organized by the faculties of UCLouvain must be postponed or cancelled. This provision is valid until 16 May 2020 inclusive.

19.2. All business travel abroad by staff members shall be prohibited until 16 May 2020 inclusive.

19.3. All student mobility departures abroad still planned between now and 16 May 2020 inclusive must be postponed or cancelled.

20. **Reception of persons from abroad** *(item amended as of March 27, 2020)*

20.1. The reception of visitors from abroad who are not yet in Belgium is now prohibited until 16 May 2020 inclusive.

20.2. For incoming mobility students who are already at UCLouvain or guests who are in Belgium, it is important to ensure that they have all the institutional information on the measures taken to limit the spread of the virus and that they know how to access healthcare in Belgium. We are counting on everyone's collaboration to help make this information accessible.

21. **Social distancing** *(item amended as of March 18, 2020)*

We would like to remind all members of the university community of the crucial importance of social distancing instructions also outside the academic buildings, especially on and around the campuses. These social distancing measures are crucial to curbing the spread of the coronavirus. It is everyone's responsibility to protect the health of everyone, especially the most vulnerable.

22. **Maintaining social contact at a distance** *(item amended as of March 18, 2020)*

At those special times when physical distance is imposed, it is important to ensure that social contacts between employees are maintained. The Teams platform, for example, enables you to do this. Be creative! We will share best practices through further communication.

23. **For more information:**

- For bachelor and master students: aide-sante@uclouvain.be
- For doctoral students and staff members: personnel-sante@uclouvain.be

We will keep you informed of developments in the situation.
The gradual implementation of the measures has enabled us to prepare for this new step that must be taken to limit the spread of the coronavirus. We are very grateful for all the efforts you have put in place so far, which have allowed for a smooth and gradual transition to a new way of operating at our university.

Vincent Blondel
Rector

Dominique Opfergelt
General Administrator