Coronavirus - Measures in force within UCLouvain

As of March 13, 2020

As of Monday, March 16, all face-to-face teaching activities switch to distance learning mode, or are postponed or cancelled. The modalities chosen for distance learning will be communicated by the course holders.

Telework should be extended wherever possible.

Research activities that cannot be carried out remotely must be suspended.

These measures are valid until 19 April 2020 inclusive.

The practicalities of implementation are detailed below.

1. Adaptation of working conditions
   1.1. Teleworking should be extended wherever possible. This is done in order to reduce interpersonal contacts in the workplace but also to reduce the number of people using public transport.
   1.2. Where telework is not possible, the workplace must be arranged to maintain a physical distance of one meter between people. This includes adjustments to the physical working environment.
   1.3. Fragile persons or those who have been in close contact with infected persons are invited to contact their line manager to see the possibilities of teleworking. If telework is not possible, people should be declared medically unfit to work and ask for a medical attestation.

2. Flexible working hours for staff
   Both for those whose presence is needed at the workplace and for teleworkers, flexible working hours are recommended. In certain circumstances, flexible working hours will not be possible and it is up to the line manager to decide what can reasonably be implemented.

3. Meetings
   3.1. In principle, face-to-face meetings are cancelled.
   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 activities
Research activities that cannot be carried out remotely must be suspended. In the event of imperative reasons requiring a presence on the research premises, a request must be submitted to the Vice-Rector of the Sector for authorization. Where presence is deemed permissible, it shall remain possible only to the extent strictly necessary and in compliance with government decisions and legally applicable safety standards.

5. Adaptation of teaching methods
No face-to-face activities can be organized until 19 April 2020. Teachers are invited to use tools that allow for a distanced teaching mode. A letter has been sent to the teachers to specify the possible modalities.

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 www.uclouvain.be/aide-teams.

6. Practical work
In the absence of a remote alternative, practical work is suspended until 19 April 2020 and its reorganization will be planned in coordination with the deans and the heads of the programs concerned.

7. Internships
As long as the activities continue at the internship site, the internship can be maintained in accordance with local guidelines. In the event that the internship is maintained but the student has been in contact with an infected person or has a cold or flu symptom, the student must place himself/herself in incapacity and request a medical attestation.

If the student is unable to carry out his or her internship, he or she must contact his or her Faculty as soon as possible to find out the provisions in effect.

This provision also applies to internships abroad.

In the case of traineeships governed by a legal framework (defining, for example, the services to be provided in order to obtain a professional qualification), this point will be dealt with by the relevant authorities.

The recommendations addressed to UCLouvain staff members, including those encouraging teleworking, also apply to trainees hosted within UCLouvain entities.

8. Master thesis
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.
If the dissertation requires a presence in a laboratory, it can only be maintained in strict compliance with local guidelines. If the dissertation is maintained but the student has been in contact with an infected person or has a cold or flu symptom, the student must stay at home and inform his or her promoter.

No face-to-face supervision meetings or dissertation evaluation are permitted until April 19, 2020. These will be postponed or arranged remotely.

9. Theses
Meetings of the Accompanying Committee may no longer be held in person until 19 April 2020. They will be postponed or organized remotely.

Private defenses can no longer be held in person until 19 April 2020. These will be postponed unless the jury is present by videoconference as provided for in the doctoral regulations.

Public defenses must be postponed. In case of imperative necessity, the doctoral student and his or her promoter are invited to contact the president of the Doctoral Commission for the field (CDD).

10. Access to Libraries, Learning Centers and Study Facilities
10.1. Access to libraries and Learning Centers is maintained but limited. Students are invited to comply with the terms and conditions of access and possible arrangements regarding the number of people who can be present simultaneously in order to guarantee the recommended physical distance between people (1 meter). These arrangements will be posted at the entrance of the libraries and Learning Centers and will be updated on the libraries' website: https://uclouvain.be/fr/bibliotheques.

10.2. University premises to which students have free access (study or group work rooms) are closed.

11. Access to computer rooms
Access to the computer rooms is maintained but limited. Sanitary arrangements are put in place to limit the risk of contamination. Students are invited to comply with the sanitary arrangements, access and possible provisions regarding the number of people who can be present simultaneously in order to guarantee the recommended physical distance between people. These provisions will be posted at the entrance to the computer rooms.

12. Access to the university canteens
By order of the federal government, all restaurants in Belgium must close between 14 March and 3 April inclusive. As a result, all university catering services are closed at all sites.

13. Events
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 19 April 2020.
14. **Extra-academic student activities**

14.1. The activity areas managed by the student associations remain closed night and day until April 19th inclusive. This closure implies that no activities can be organized there.

14.2. Extra-academic activities taking place in the UCLouvain buildings (conferences, class dinners, recruitment dinners, meetings, rehearsals, etc.) are cancelled until 19 April inclusive.

14.3. Extra-academic activities organized by student associations outside the UCLouvain buildings, whether on university property or not, are also cancelled up to and including 19 April.

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

14.5. Student associations must refrain from organizing any event outside the UCLouvain sites which involves students and/or members of the university community.

15. **Travel abroad**

15.1. Study trips organized by the faculties of UCLouvain must be postponed or cancelled. This provision is valid until 19 April 2020.

15.2. All professional trips abroad by members of staff are prohibited until 19 April 2020, except for imperative reasons. In that case, the request must be submitted to the immediate superior, irrespective of the duration of the journey.

15.3. All student mobility departures abroad still planned between now and 19 April 2020 must be postponed or cancelled.

16. **Reception of persons from abroad**

16.1. The reception of international persons who are not yet in Belgium is now prohibited until 19 April 2020. In case of imperative reasons, the general principles for the reception of persons who are not yet in Belgium, whether students or international colleagues, are the following:

- The person must have travel permission from his/her home institution.
- The person must be made aware of the level of propagation of the virus in Belgium.
- The person must accept responsibility for the risk of contamination.
- The person must be symptom-free at the time of departure.
- Once on site, the person must agree to follow the measures taken to limit the spread of viruses.
- The host may advise against coming if the level of spread of the virus is too high.

16.2. 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.
For further information:
- The UCLouvain information page: https://uclouvain.be/news-coronavirus
- For bachelor and master students: aide-sante@uclouvain.be
- For doctoral students and staff members: personnel-sante@uclouvain.be

We are aware of the upheaval and effort that these measures entail for each and every one of you. We are very grateful for your participation in the collective effort that these measures require. To limit the progression of the COVID-19 pandemic and preserve access to care, especially for the most fragile, we must all adopt responsible and supportive behaviors.

We will not fail to keep you informed of developments in the situation. The measures that will apply beyond 19 April 2020 will be communicated at a later date and no later than 3 April 2020.

Vincent Blondel
Rector

Dominique Opfergelt
General administrator