Coronavirus - Measures in force within UCLouvain
As of April 28, 2020

This document cancels and replaces the documents dated March 13, 18, 27 and April 28

Until at least 16 May 2020:

- All teaching activities will continue exclusively in remote mode, or will be postponed or cancelled.

- Teleworking should be maintained wherever possible.

- The university limits access to all buildings (auditoriums, offices, laboratories, libraries, computer rooms, meeting rooms).
  - Until 3 May, only a minimum service will be provided.
  - From 4 May, limited access will be granted as described below (sections 1 and 4) for research, research support, development and service activities as well as teaching support activities that cannot be carried out remotely.

Until at least 30 June 2020:

- 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 are prohibited and the hosting of guests from abroad is strongly discouraged.

The practicalities of implementation are detailed below.
1. **Adaptation of working conditions** *(item amended as of April 28, 2020)*

1.1. Teleworking should be maintained wherever possible.

1.2. From 4 May, when teleworking is not possible and presence in the UCLouvain buildings is necessary and authorized by the line manager,

- the workplace must be adapted to maintain a physical distance of 1.5 meters between people with a maximum of 1 person per office or per 10m².
- access to the buildings will be limited so as not to exceed 20% simultaneous occupancy, calculated globally on the basis of the actual personnel FTE of a department.
- the wearing of a mask covering the mouth and nose is necessary whenever there is another person who can be crossed. As a reminder, the use of surgical or FFP2/3 masks is primarily reserved for medical staff. Wearing a mask aims to stop the spread of the virus in the air (via splutter) and prevents infected persons (including asymptomatic persons) from spreading the coronavirus to others. Recommendations on the use and maintenance of masks will be soon announced and available on the following web page: [https://uclouvain.be/news-coronavirus](https://uclouvain.be/news-coronavirus)
- hand hygiene remains imperative (water and soap or hydroalcoholic gel).
- access to cafeterias and meeting rooms is forbidden.
- the use of lifts should be avoided when there is an alternative.

The observation of the correct application of the above provisions will be carried out by SERP (Security and radioprotection service).

1.3. Contaminated, frail people or those who have been in close contact with infected people cannot go to the workplace. If teleworking is not possible, people must be put in work incapacity, justified by a medical certificate.

2. **Flexible working hours for staff** *(item amended as of April 28, 2020)*

Both for those who perform their duties on university premises 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](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 as well as teaching support activities (item amended as of April 28, 2020)
Research, research support, development and service activities including activities carried out under external contracts as well as teaching support activities that cannot be carried out remotely must be the subject of a request for authorization for access to the line manager. Where the presence is deemed permissible, it remains possible only to the extent described in point 1.2.

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 amended on April 28, 2020)
The university's aim is to maintain the rhythm of the academic year, including the study period (“blocus”) and the examination session. The exam modalities were communicated on 27 April and are available on the following web page:
https://uclouvain.sharepoint.com/sites/Communication/Lists/Cadastre/AllItems.aspx

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).

Public defenses must be postponed. 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).

Access to libraries, Learning Centers, MuséeL and study rooms is closed until 16 May, 2020 inclusive.

For libraries, procedures for reserving books and picking them up at the reception desk will apply progressively as of May 4 and will be specified on the libraries' website: https://uclouvain.be/fr/bibliotheques

12. Access to computer rooms (item amended as of April 28, 2020)
Access to the computer rooms is closed until 16 May 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 April 28, 2020)
University canteens are closed until at least 16 May, 2020 inclusive.

14. Access to other UCLouvain infrastructures (item amended as of April 28, 2020)
Access to the auditoriums, offices, laboratories and meeting rooms is closed until 16 May 2020 inclusive except for those who received an authorization. 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](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 April 15, 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 30 June 2020.

18. **Extra-academic student activities** (item amended as of April 15, 2020)

18.1. The activity areas managed by the student associations remain closed night and day until 30 June 2020 inclusive.

18.2. Extra-academic activities taking place in the UCLouvain buildings (conferences, class dinners, recruitment dinners, meetings, rehearsals, etc.) are cancelled until 30 June 2020 inclusive.

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 30 June 2020.

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 April 15, 2020)

19.1. Study trips organized by the faculties of UCLouvain must be postponed or cancelled. This provision is valid until 30 June 2020 inclusive.

19.2. All business travel abroad by staff members shall be prohibited until 30 June 2020 inclusive.
19.3. All student mobility departures abroad still planned between now and 30 June 2020 inclusive must be postponed or cancelled.

20. Reception of persons from abroad (item amended as of April 15, 2020)
20.1. The reception of visitors from abroad who are not yet in Belgium is strongly discouraged until 30 June 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:
- 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 will keep you informed of developments in the situation.
We are very grateful for your continued cooperation.

Vincent Blondel
Rector

Dominique Opfergelt
General Administrator