Coronavirus - Measures in force within UCLouvain
As of 3 June 2020

This document cancels and replaces the documents dated 13, 18, 27 March, 15, 28 April and 13 May

Until at least 30 June 2020 (and subject to changes in government provisions):

- Telework is strongly recommended wherever possible.
- Staff members shall be allowed access to the buildings for any activity that cannot be carried out remotely, subject to the authorization of the line manager and strict compliance with health measures (Section 1).
- Teaching activities are held exclusively at a distance with the exception of certain exams.
- Extra-academic face-to-face student activities are prohibited.
- Events organized by UCLouvain or on the premises of UCLouvain are prohibited.

Face-to-face teaching activities (section 5) and trips abroad (section 22) will be progressively authorized according to a schedule and rules specified later in the document.

The practicalities of implementation are detailed below.
1. Adaptation of working conditions (item amended as of June 3, 2020)

1.1. **Teleworking** is strongly recommended **wherever possible**.

1.2. 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 10 m².
- 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 is available on the following web page: https://uclouvain.be/news-coronavirus.
- hand hygiene remains imperative (water and soap or hydroalcoholic gel).
- access to cafeterias 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, people at risk 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) will be agreed between the staff member and his or her line manager, who will decide what can reasonably be implemented.

3. Meetings (item amended as of June 3, 2020)

3.1. 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.

3.2. Deliberation and proclamation meetings must be held at a distance.

3.3. Face-to-face meetings are allowed (except for deliberation meetings, see point 3.2.) for groups of up to 15 people, subject to the following conditions:

- the use of a room that allows the respect of the physical distance of 1.5 meters between people (maximum 1 person per 4 m²);
- the cleaning of the surface of the tables by the organizer;
- the strict observance of hygiene measures: wearing a mask, washing hands and precautions in the collective use of documents (see also section 19).

This measure shall apply until 30 June 2020.

3.4. 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 June 3, 2020)
A gradual reintroduction of face-to-face activities is planned in accordance with the provisions detailed in points 5, 6, 7 and 8. Continuing education activities for less than 15 people can be organized while respecting health precautions.

6. Practical work (item amended as of March 27, 2020)
In some faculties, practical work that could not be kept at a distance was planned between the end of the exams and the deliberations in coordination with the deans and those responsible for the programs concerned. When practical work in face-to-face mode is authorized, the sessions will be held in strict compliance with the public health measures in force (physical distance, barrier gestures, cleaning of the premises and equipment). This provision is subject to restrictions that would result from a new governmental order (from the Fédération Wallonie-Bruxelles).

7. Internships (item amended as of June 3, 2020)
Face-to-face internships in all sectors are authorized subject to the agreement of the host institution and the faculty as well as the strict compliance with the hygiene measures put in place in the host institution.

8. Exams (item amended on June 13, 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:

In addition, practical information concerning the exams is available on a specific area of the portal: www.uclouvain.be/info-exams.
For the August session, the modalities of the exams will be communicated at a later stage.

9. Master theses (item amended as of June 3, 2020)

9.1. From 18 May 2020, access to the university infrastructure is possible for data collection or analysis but is limited to the following cumulative conditions:
• the activity cannot be carried out remotely;
• access is authorized following an official request from the promoter to the president of the institute specifying the nature of the activity. Note that if access is authorized, it is given on a strictly individual basis to the student concerned and for a specific activity;
• access complies with the measures detailed in 1.2.

9.2. 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.

9.3. Supervision meetings or the evaluation of the master thesis will be held exclusively at a distance up to and including 30 June, 2020. If this is not possible, they will be postponed. From August onwards, the master thesis defenses can be held either in a face-to-face or a distance format, depending on the method chosen by supervisors and subject to strict compliance with the following conditions:
• for public defenses, the number of people present must be compatible with the rule of social distance, i.e. 1 person per 4m².
• other hygiene measures that will be in force during this period must be respected (wearing of masks, hand washing, handling of documents).

10. PhD theses (item amended as of June 3, 2020)

10.1. Meetings of the Accompanying Committee may no longer be held in person until 30 June 2020. They will be postponed or organized remotely.

10.2. Private and public defenses can no longer be held in person up to and including 30 June 2020. These will be postponed unless the jury is present by videoconference as provided for in the doctoral regulations. From 1 July, public defenses may be held subject to the conditions set out in point 3 for the premises and the limits on the density of people present (1 person per 4m²). Regardless of the number of people present, the physical distance of 1.5 meters between people and other hygienic measures (wearing of masks, hand washing, handling of documents) must be respected. Streaming through Teams will be encouraged to broadcast the public defense.

A service of book reservation and pick-up is available. The modalities for access to this service are specified on the libraries' website: https://uclouvain.be/fr/bibliotheques.
12. Access to Learning Centers (item amended as of June 3, 2020)
Access to the Learning Centers is closed until 30 June 2020 inclusive.

13. Access to computer rooms (item amended as of June 3, 2020)
Access to the computer rooms is closed until 30 June 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).

14. Access to the university canteens (item amended as of June 3, 2020)
University restaurants are closed until further notice. Arrangements for reopening will be available on the website: https://uclouvain.be/fr/decouvrir/resto-u

15. Access to the MuséeL (item amended as of May 13, 2020)
From 18 May 2020, the MuséeL will reopen its doors but with limited access. Details of how to get there are given on the MuséeL website: http://www.museel.be/fr

16. Access to other UCLouvain infrastructures (item amended as of May 13, 2020)

16.1. For those students having received authorization, limited access to certain auditoriums, classrooms and study rooms is provided during the “blocus” and the examination session.

16.2. With regard to access to the infrastructure for visitors who are not members of UCLouvain, the conditions of application set out in point 1.2. for university staff also apply to their activities which cannot be carried out remotely and which involve:

- external scientific collaborators
- volunteers participating in human experiments
- patients coming for clinical consultation at the university’s premises
- employees of non-profit organizations who share the university's premises.

For external professionals coming to carry out work, the Heritage Administration (ADPI) organizes their presence on site.

17. Mailing and receipt of parcels (item added on March 18, 2020)
The procedures for receiving parcels and distributing mail will be specified with the entities.

18. 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.
19. **Document management** *(item added as of May 13, 2020)*
Although there is no evidence that the virus is transmitted through the handling of paper or cardboard, occupational medicine recommends a delay of 24 hours before handling examination papers, books or other documents or packages.

20. **Events** *(item amended as of June 3, 2020)*
Any event not covered by the above points 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.

21. **Extra-academic student activities** *(item amended as of April 15, 2020)*
21.1. The activity areas managed by the student associations remain closed night and day until 30 June 2020 inclusive.

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

21.3. 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.

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

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

22. **Travel abroad** *(item amended as of June 3, 2020)*
22.1. Study trips organized by the faculties of UCLouvain must be postponed or cancelled. This provision is valid until 30 June 2020 inclusive. From 1 July, study trips within the European continent are permitted subject to the following restrictions:
- The faculty and the host institution (if applicable) have given their authorization;
- The following precautions should be taken when booking flights and accommodation AND at the time of departure:
  - the country of destination and possible transit countries authorize the arrival of persons from Belgium on their territory.
  - the country of destination is not on the list of countries for which the Belgian government prohibits or advises against non-essential travel: [https://diplomatie.belgium.be/fr](https://diplomatie.belgium.be/fr).

22.2. All student mobility departures abroad (exchange programs) still planned between now and 30 June 2020 inclusive must be postponed or cancelled. As of 1 July, departures within the framework of student mobility (exchange programs) **within the European continent** and departures within the framework of joint degree programs **(all** Coronavirus - measures in place as of 3 June 2020 6
destinations) are authorized subject to the following conditions:

- The faculty and the host institution have given their authorization;
- The following precautions should be taken when booking flights and accommodation AND at the time of departure:
  - the country of destination and possible transit countries authorize the arrival of persons from Belgium on their territory.
  - the country of destination is not on the list of countries for which the Belgian government prohibits or advises against non-essential travel: https://diplomatie.belgium.be/en.

The faculties will receive more precise information on these provisions for outgoing student mobility.

22.3. From 15 June 2020, professional travels abroad by staff members are permitted with the following restrictions:

- At the time of booking flights and accommodation AND at the time of departure:
  - the country of destination (and possible transit countries) authorize the arrival of persons from Belgium on their territory.
  - the country of destination is not on the list of countries for which the Belgian government prohibits or advises against non-essential travel: https://diplomatie.belgium.be/en.

23. Reception of persons from abroad (item amended as of June 3, 2020)

23.1. The reception of visitors from abroad who are not yet in Belgium is strongly discouraged until 30 June 2020 inclusive.

23.2. International students enrolled in the regular programs of UCLouvain and international students on an exchange program (incoming mobility) are welcome. Their access to the territory will depend on the border controls in their country, the transit countries and in Belgium. They will follow the sanitary measures in force in Belgium and at the university. The faculties will receive more precise information on the provisions for incoming student mobility.

23.3. For anyone coming from abroad, it is important to make sure that host transmits institutional information on the measures taken to limit the spread of the virus and the possibilities of access to care in Belgium. We are counting on the collaboration of everyone to help make this information accessible.

24. 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.
25. **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.

26. **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.

We are very grateful for your continued cooperation.

Vincent Blondel
Rector

Dominique Opfergelt
General Administrator