

Implementing VU Corona plan - guide

October 2022

Appendix to 'VU strategy at the time of Corona'

Introduction

We prepared this guide to ensure that the actions in the document 'Strategy VU at the time of Corona' can be smoothly applied if VU Amsterdam needs to switch from one scenario to another. By informing stakeholders at an early stage and preparing where possible, it will be possible to switch in a short time if the situation calls for it and hopefully minimise disruption to education.

This guide contains practical information on the following topics:

- Communication to units, students and staff
- Education
 - o Sector plan summary
 - o Explanation on the use of room when switching to scenario red
 - o Preparing faculties for changes in teaching and assessments

For detailed information and other topics, please refer to the document '[Strategie VU ten tijde van Corona](#)' (in Dutch), which is leading.

This document is a 'working document'. Experience from past years shows that scenarios worked out in advance sometimes need to be adjusted in practice. If this occurs, those involved will be informed.

1. COMMUNICATION TO UNITS, STUDENTS AND STAFF

Communication consists of two parts and runs through two lines: central and decentral (from faculties).

- Information on the measures per scenario is provided on vu.nl/corona so that those involved can inform themselves at any time;
- Once the central government or the Ministry of Education has indicated that a certain scenario is in force, all stakeholders at VU Amsterdam will be informed through various channels. The communication matrix below shows which channels will be used and which action holders will be in charge.

| Scenario | | Target groups | Channels | Action holder | Scope of message | Planning |
|--------------------|--|------------------------------|---|----------------------------------|---|--|
| | | Central communication | | | | |
| All | | Students, staff, visitors | Landing page vu.co.uk/corona = main channel | Corona/C&M project group | Which scenario applies Explanation of measures | Daytime: within 3 hours of national coverage From 17.00: same evening after national coverage |
| Orange, red, black | | Students, staff | Announcement and notification on dashboard vu.co.uk | Corona/C&M project group | Change scenario. Central measures can be found at vu.nl/corona, faculty elaboration will be distributed by email/canvas | Daytime: within 3 hours of national coverage From 17.00: same evening after national coverage |
| Orange, red, black | | Students | Notification on Canvas | Corona/C&M and SOZ project group | Change scenario. Central measures can be found at vu.nl/corona, faculty elaboration will be distributed by email/canvas | 1 working day after national coverage |
| Orange, red, black | | Students, staff | Mailing Executive Board- on transition to scenario orange, scenario red and scenario black | Corona/C&M project group | Empathic message following switch to scenario xx, links to vu.nl for factual information | Daytime: within 3 hours of national coverage From 17.00: same evening after national coverage |

| <i>Decentralised/line communications</i> | | | | | | |
|--|--|--|---------------------------|---|--|---------------------------------------|
| Orange, red, black | | Students | Message on Canvas | Teachers, after instruction FB | Change scenario, further faculty elaboration education (online/on campus) | 1 working day after national coverage |
| Orange, red, black | | Staff faculty/service | E-mail via SMC or Outlook | Dean/director/other | Change scenario, VU policy regarding teaching and/or presence on campus. Tailored to information needs of own faculty/department | 1 working day after national coverage |
| Orange, red, black | | If necessary: inform study associations of measures specific to study associations | E-mail SMC or Outlook | Service responsible for the measure in question | | 1 working day after national coverage |

2. EDUCATION

Sector plan summary

Scenario orange

a. Most of the regular teaching continues to take place as per planned timetabling and the study guide with the following side notes:

- We apply the then current safe distance standard wherever possible
- Where the then applicable safe distance standard is not possible and when moving around, a face mask is worn
- In crowded places, some form of crowd control may be applicable (e.g. walkways or stewards)
- Lectures are provided through distance learning where possible and appropriate

- b.* Assessments take place at VU Amsterdam as planned with the following side notes
- Where possible, we apply the then current safe distance standard in the different halls
 - Where this is not possible and when moving around, a face mask is worn
 - In crowded places, some form of crowd control may be applicable (e.g. walkways or stewards)
 - Where possible and appropriate, the predetermined alternative form of assessment will be used
 - No collective third occasions will be organised for an examination, including in case of quarantine
 - OLP is allowed by the examination board only in individual exceptional cases and only if feasibility can be guaranteed

Study areas >

- There are no capacity restrictions for the use of study places (to study and take online courses).
- A face mask is worn when moving around and where keeping the then applicable distance standard is not possible.

Scenario red

Supplementing the measures in scenario orange:

- a.* We work with planned timetabling for regular education, with a room occupancy rate of up to 50% (see 'explanation on the use of rooms in scenario red).
- b.* Practicals continue unchanged. Where they exceed the 50% attendance per room, other measures will be considered to still allow teaching to continue.
- c.* Assessments takes place at VU Amsterdam as planned with the same side notes as in scenario Orange

Scenario black

In the Ministry's national sector plan, scenario black has not yet been fleshed out, as it is considered unlikely to occur for education. Should this nevertheless be the case, the provisions from the central government are leading and their application will be communicated through the central channel.

Explanation on the use of rooms in scenario red

In scenario red, a maximum of 50% of the seating capacity may be used in each room. Faculties will use the rooms already scheduled in the timetable for teaching activities. The available seating capacity can be used in various ways:

- The halls will remain in use as per the current timetable, but with a maximum occupancy per hall of 50%. Please note that not all halls have [hybrid facilities](#).

- Faculties can shift scheduled rooms (day and time of teaching activities remain unchanged), for example by scheduling a scheduled lecture in a larger room online and using this room for a smaller teaching activity in which all students can then attend using 50% of the room's seating capacity. Planning is up to the faculty and communication is done by the faculty.
- Faculties can empty scheduled rooms by providing the planned teaching activity online. The rooms can be made available for e.g. study space, collaboration or other (meeting) activities with max of 50% seat occupancy. The faculty communicates this to students.
- Practicals and location-bound working groups continue unchanged. If the 50% limit is exceeded in practical rooms, possible adjustments to the room or the lab itself will be considered, as was done last year. The aim is to keep the practicals going as much as possible.

Faculty preparations for changes in teaching and assessments

The faculty determines the extent of preparations for changes in teaching and assessments. After all, these take time and time is scarce. It should be taken into account that there is one working week to make any changes in case of an increased level of measures. The following preparations can be made:

- As early as possible, decide together with programme directors which teaching activities will take place through distance learning and which on campus. If hybrid teaching is chosen, check that the [appropriate facilities](#) are available in the scheduled room.
- Determine as early as possible whether an alternative form of assessment can be used. Because switching to a new scenario can take place shortly before an examination week, take into account that this should be possible within a working week.
- Communicate in good time to lecturers that assessments may occasionally have to take place via OLP and exams to this end must be in Testvision or can be set in Testvision at very short notice.