

# Working at VU Amsterdam

A socially distanced university



## Basic rules to keep in mind



**Do you have symptoms?  
Stay home and get tested**  
If you or your roommates are short of breath or have a fever, you must all stay home



**Avoid crowded places**  
Do you need to use public transport? Plan your trip carefully and stick to the rules



**Keep a distance of 1.5 metres**  
When it's difficult to maintain distance from other people: give others space by leaving



**Work and study from home  
as much as possible**



**Wash your hands often  
and cough and sneeze  
into your elbow**

## If you come to the VU campus to work, the following rules apply

- ❑ **Only come to the campus for approved activities**  
And when working from home is not an option
- ❑ **Only use main entrances**  
Hand sanitizer is available at these entrances
- ❑ **Use your VU card to check in when you enter a building**  
Don't forget to check out when you leave
- ❑ **Head straight to where you'll be working, follow the instructions and stick to the walking lanes**  
When you pass others, keep to the right and avoid unnecessary contact
- ❑ **Stick to your own working area as much as possible**  
Don't go anywhere on campus unless you need to be there
- ❑ **Don't stay on campus longer than you need to**

These measures are in addition to the campus safety regulations already in force. In case of emergency, call **22222** or **020 - 598 2222**

## Working on campus

A coordinator for coronavirus measures has been appointed per faculty, service or department. They are responsible for the plan of work and the mutual agreements concerning working hours and attendance. The coordinator is the point of contact for members of staff regarding working arrangements at VU Amsterdam.

- **At work, make sure you keep a distance of 1.5 metres from your colleagues**  
No chairs can be removed from workspaces and no desks may be taped off
- **Do not switch workstations and stick to your own work area during the day**  
Limiting your use of lifts and stairs creates space for others to share the campus
- **Clean your workstation when you arrive and when you leave at the end of the day**  
Cleaning materials are available
- **Take coffee and lunch breaks at different times from your colleagues**  
Prevent queueing at coffee, soft drinks and snack vending machines
- **You can hold meetings or consultations in your own work area, provided that you remain 1.5 metres apart**  
Hold meetings online as much as possible

Additional procedures have been drawn up for education and research. These can be found at [vu.nl/campus-in-coronatijd](https://vu.nl/campus-in-coronatijd). Familiarize yourself with the procedures before you come to the VU campus.

## Leaving the campus

- **Clean and tidy your workstation**  
Remember that a colleague may need to use the workstation the following day
- **Leave the building using the shortest route**  
Use the stairs whenever possible
- **Do not forget to check out using your pass!**

**Together, we'll get corona under control**

At VU Amsterdam, we behave responsibly and give each other space