Protocol 1,5-meter PhD defences

Version 1.0, 10 June 2020

General Covid-19 regulations for activities in UT buildings

The following regulations apply to all forms of presence in UT buildings during the restrictive measures in the context of COVID19 (Covid-19 virus). These are based on the general guidelines of RIVM (NHS), the protocol of the VSNU and the general UT guidelines.

1. You don’t have (or had in the last 24 hours) of one of the following cold symptoms:
   - Nose cold
   - Running nose
   - Sneezing
   - Sore throat
   - Slight cough
   - Increase in body temperature (up to 38 degrees) or fever (38 degrees and above)
2. Your family members / housemates are fever-free (at least 24 hours).
3. Wash your hands regularly (min. 6x per day) for 20 seconds with soap and water (preferably) or use a disinfectant hand gel (not on dirty hands) with at least 70% alcohol. In any case, clean your hands when you enter a UT building, after sneezing (into your hands) and / or blowing your nose, before (preparing) food, after visiting the toilet, after using public transport and after cleaning.
4. Cough and sneeze into the inside of your elbow.
5. Use paper tissues, then throw it away and wash your hands.
6. Do not shake hands.
7. Keep 1.5 meters (2 arm lengths) apart.
8. Do not touch your face or touch it as little as possible.
9. Where possible, use your own accessories (e.g. keyboard, mouse, pen and (head) phones) and use the cleaning products offered to keep them clean.
10. Close the toilet lid (if possible) after using the toilet before flushing.
11. Keep right in traffic areas and look right when passing. P.S. Passing is allowed at less than 1.5m if it happens within 30 seconds and no physical contact takes place.
12. Use a lift with a maximum of 1 person.
13. Keep at least 4 steps away from a predecessor on a staircase.
14. Only come to a UT building after explicit approval or by invitation.
15. Follow the directions and instructions of the Covid-19 official.
General organization of PhD defences by Twente Graduate School (TGS)

1. A TGD-Covid-19-official oversees compliance and is empowered to send individuals home if they fail to comply with the regulations.
3. The TGS-Covid-19-official makes sure that that everyone present (demonstrably) knows the regulations and conforms to them.
4. The TGS-Covid-19-official makes sure there is good ventilation and coordinates this with the Facility Team Leader of CFM.
5. If aisles or stairs are narrower than 1.20m, the Facility Team Leader looks for options for one-way traffic.
   P.S. Passing is allowed at less than 1.5m if it happens within 30 seconds and no physical contact takes place.
6. The TGS-Covid-19-official ensures that only authorized persons and invitees participate in the activity.

Specific Covid-19-regulations for PhD defences

1. The PhD defences are held in Waaier 4, the meeting of the committee in de senaatskamer.
2. Present during a PhD defence in Waaier 4 are the TGS-Covid-19-official, the beadle, a technician (in the control room or in the senaatskamer), a photographer, the PhD candidate, 2 paraniftms, 15 guests of the candidate, the chair and a maximum of three PhD supervisors. Presence is on a voluntary basis, and in absence of the abovementioned cold symptoms.
3. The committee members join the PhD defence through a video connection. One week before the public defence, they receive the necessary information. They are asked to share a telephone number at which they can be reached during the defence in the case of connection problems.
4. Livestreaming of the PhD defences is possible. The technician notifies the PhD candidate at least one day before the public defence how people can follow the PhD defence using a live stream.
5. During a PhD defence the following persons are usually present: the beadle, a technician, the TGS-Covid-19-official and a photographer. Names of all involved will be handed over to the service desk in Carré at least one day before the defence.
6. The candidate is allowed to bring 15 guests and 2 paraniftms to the defence. At least one week before the defence the candidate sends the list with the names of all guests and paraniftms to the beadle (pedel@utwente.nl).
7. Entrance to the building is only possible with authorization. The TGS-Covid-19-official makes sure authorization for the chair and the supervisors has been arranged. They can use their employee-card to enter the building. We kindly ask them to be present in de senaatskamer at five minutes past twelve, five minutes past two or five minutes past four (depending on the time of the defence). We expect each of them to keep a proper distance when putting on their gowns, and to sit at the indicated seats.

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8. At the day of the defence, the TGS-Covid-19-official makes sure there is a list with the names of all present at the defence at the service desk of Carré. There is a separate list for each defence.

9. The TGS-Covid-19-official ensures that all tables in de senaatskamer will be cleaned with a disinfectant spray (between five past and then past 12, 2, and 4). The tables and the gavel will be cleaned at a quarter past 12, 2 and 4 using a disinfectant spray.

10. The candidate and the two paranifms are expected at five past 12, 2 or 4, the TGS-Covid-19-official will makes sure they can enter the building. We kindly request everyone to be exactly on time, and to keep the necessary distance. In the building, the beadle will lead them to Waaier 4.

11. The 15 guests of the candidate are expected at a quarter past 12, 2 or 4 at the main entrance of Carré. The TGS-Covid-19-official checks whether there are no more than 15 guests and whether the guests also appear on the list that was received from the candidate. The TGS-Covid-19-official checks whether all guest are aware of the UT protocol for 1,5 meter-defences. We kindly ask all guests to be on time, stay as a group together but keep the 1,5-meter distance from each other. The guests will be led to Waaier 4 as soon as possible. Guest who are bot on time will not be allowed to enter the building.

12. In the building, al guests need to comply with the instructions of the TGS-Covid-19-official. People need to take their places at the indicated seats, regardless of whether they are from one household.

13. Prior to the PhD defence, during the break, and immediately after the defence, guests can use the toilets. Please only use the toilets near Waaier 4 and do not use toilets elsewhere in the building.

14. After the PhD defence there is briefly he opportunity to congratulate the young doctor (no hugging, no shaking hands). All participants of the graduation ceremony need to be ready at ten past 12, 2 or 4 to leave the building. Everyone, including the young doctor, the paranifms and the guests need to leave the building as a group led by the TGS-Cocid-19-offical. Whoever is late and cannot join the group outside needs to wait outside Waaier 4 for the TGS-Covid-19-offical. People are not allowed to leave the building on their own.