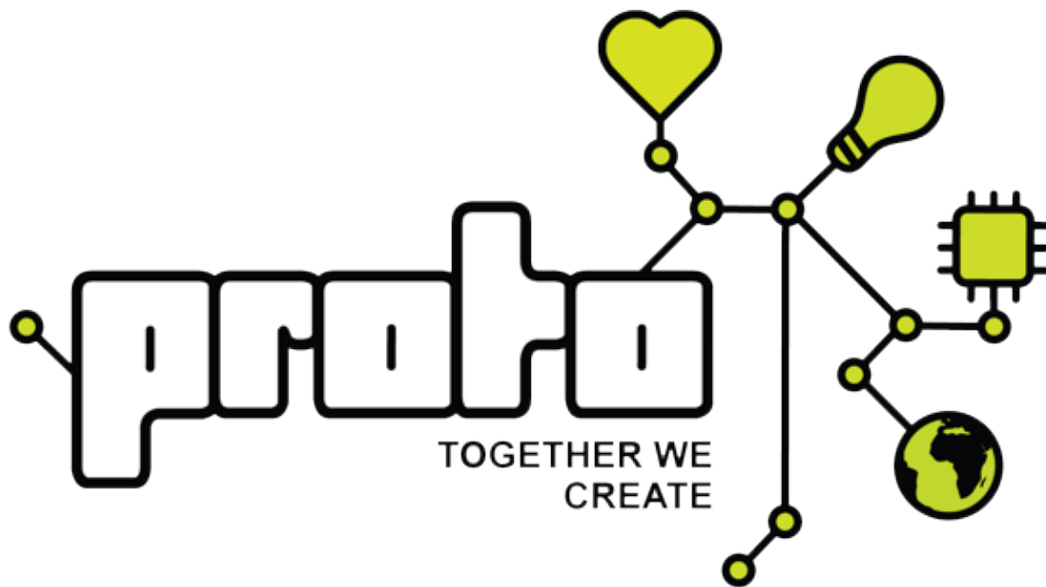


Study Association Proto

COVID-19 Policy Plan 2020 - 2021



Written by the 10th Candidate Board of S.A. Proto

Imke Verschuren, Chairwoman

Jesse Visser, Secretary & Officer of Educational Affairs

Jonathan Matarazzi, Treasurer

Sebastiaan van Loon, Officer of Internal Affairs & Officer of External Affairs

1 Table of contents

| | | |
|----|-------------------------|----------|
| | 1 Introduction | 3 |
| | 2 Protopolis | 4 |
| | 2.1 Main use | 4 |
| 5 | 2.2 OmNomCom | 4 |
| | 2.3 Fish | 5 |
| | 2.4 Balcony | 5 |
| | 2.5 Boardroom | 5 |
| | 3 Activism | 5 |
| 10 | 4 Activities | 6 |
| | 5 Appendix | 7 |

1 Introduction

15 In March of 2020, the Netherlands went into the so called "smart lockdown" due to the COVID-19 pandemic. Among many other things, the usual structure and functioning of study associations was heavily affected.

20 This policy plan aims to give an insight into how S.A. Proto will handle these measures in the coming academic year where online lectures are a part of reality, physical lectures are being held until the evenings and breaks only last one hour.

Along with this, the nationwide measure of maintaining 1,5m distance between people at all times needs to be taken into account for the organisation of the Protopolis as well as activities.

25 We hope this document provides enough clarity into what S.A. Proto will look like during the COVID-19 measures, but if you have any additional questions feel free to contact us via candidateboard@proto.utwente.nl or any other means of communication.

Much love,

30 Imke Verschuren
Jesse Visser
Jonathan Matarazzi
Sebastiaan van Loon

35 **2 Protopolis**

2.1 Main use

The Protopolis will become a working space for the board instead of a relaxing area, so that proper distance can be maintained and the number of people in the Protopolis minimised. One ProtOpener will be allowed in Protopolis to take on room duty during the break (and potential
40 other moments when the board is unavailable) since all board members will have committee meetings every day. Either the board or a ProtOpener may keep the room open and stay there, others are only allowed inside to use the OmNomCom. The toasting iron will be made available only to these people, meaning that only the board and ProtOpener will be allowed to use it to reduce risk of transmissions via this appliance.

45 There will be disinfectant available for the people within the room as well, be it the board or a ProtOpener. The room will also be available for quick questions, but mulling around will not be allowed. If someone needs a board member or the ProtOpener for a longer amount of time they can move to a space outside of the Protopolis to talk. A registry list will be present so that
50 people can write down their details and they can be contacted if a person with the corona virus has been in the Protopolis. This list is for the board/ProtOpener as well as people using the OmNomCom and will only be used to contact visitors of the Protopolis in case of a COVID-19 infection. If the board or ProtOpener notices that any person entering the Protopolis does not adhere to the rules and refuses to, even after their behaviour has been addressed, the
55 member will be asked to leave the Protopolis. The board will regularly talk to other study associations about the measures they are taking in and around their association rooms.

2.2 OmNomCom

The OmNomCom will be open with supervision from the board or ProtOpener present. Every time only one person, besides the people working there, is allowed inside the room to order
60 their food. If the board or ProtOpener present sees that this number is being exceeded, they will ask the last person that entered to leave the room until the first person has left. Outside of Proto, a few lines taped to the floor will indicate safe waiting distances. For this, covering tape will be used to avoid staining of the floor. A stylus will be hung next to the OmNomCom screen which can be used by members to complete their orders. The stylus is disinfected by
65 the last person to use it. Then after leaving the room there is disinfectant available to clean one's hands again. Information on the budget needed for these measures can be found in the financial policy plan on the DokuWiki. Before anyone enters the room they must disinfect their hands, which also goes for the board and ProtOpener present.

70 Coffee and tea will be placed outside of the Protopolis together with a stack of paper cups and all other necessary accessories so people do not have to touch any drawers or enter the room. These will be placed on a table next to the coat rack outside of the Protopolis. The same taped queue will be used for this as the queue for the members waiting to use the OmNomCom. Refilling of the coffee and tea will be done by the board or the ProtOpener when
75 the containers are empty. If the ProtOpener is the only one present, they will close the door to the Protopolis and ask people to wait with entering until they have refilled the coffee and tea. The disinfectant outside of the Protopolis can be used by the people who want coffee or tea. We will not allow the usage of mugs since this means more people entering the Protopolis to grab and later wash their mug. During the first one or two quartiles we do not expect to have
80 to order as much food as usually, so the board will stock the OmNomCom themselves when

an order comes in. If this does not work, an OmNomCom member will be let into the room to stock it every week.

2.3 Fish

85 The Aquarium will be kept clean by the FishCie outside of Protopolis opening hours. During this cleaning one board member must be present to ensure that everyone sticks to the COVID-19 rules in place.

2.4 Balcony

90 A request will be made for the chairs to be removed here so that people cannot work on the balcony anymore. If people are allowed to sit there no one can walk across the balcony without violating the 1.5 metre rule. Since the SmartXp will most likely be used for lectures, this also takes away from studying space. The candidate board fears that apart from the study spaces designated by the University, not much in the proximity of the Protopolis will be available.

2.5 Boardroom

95 If this is allowed by the University, we would like to use the board room as a place for relaxing. Since this room is a much more open space than the Protopolis and it is close to the green benches, this can be a place for people to safely hang out together. A University assessor will decide how many people are allowed in the boardroom. If this number is higher than 3, we will place chairs in such a way that proper distance can be maintained between people. The other furniture in the room will be moved based on the placement of the chairs. If this number 100 is low and we get permission to use the board room as a chill space, the couches from Proto will be moved to this room. Otherwise, a way will be found to decrease the room the couches take up in Protopolis by stacking or selling them, or throwing out one of the couches. This would also allow room for a new, nicer couch in the future. This couch will be bought as soon as COVID-19 measures are lifted and the Protopolis can function at full capacity. If all this 105 is feasible, the boardroom will not be used for weekly board meetings or as a working room for other meetings. Weekly board meetings will take place in the Protopolis, the Protopolis will be closed during these meetings. Other meetings will take place in other rooms of the University of Twente. If their rules do not allow for enough people inside of a University room, this meeting will have to take place online or somewhere off-campus.

110 3 Activism

At the start of the year, committees can present themselves during a physical or online committee market which will also be promoted by the study. As of writing this we are organising a physical committee market, but we do not know if that will still be possible several weeks into the new academic year. The committee market will be organised on the Wednesday of the Integration 115 Week. More information on this week can be found in the general policy plan of candidate board 10.0 on the DokuWiki. We will not ask committees about their definitive plans earlier than this first committee market since maybe old committee members can decide they do not want to work on their committee tasks during the COVID-19 period, while newly acquired members could have ideas that also motivate the old members. Before the committee market, 120 the remaining members will be asked about what they want to do with that committee in the new academic year. We hope that the current committee members are motivated enough to

organise events in times of COVID-19 together with new members who might bring new and fresh ideas to the table.

- 125 To encourage every committee to be creative and stay active despite the majority of activities being online or with 1,5m distance between people, the committee budgets will be divided as if it was a normal year. Small quarterly evaluations will be held to see how the committee is feeling. At the half year mark we will look at the budget plan again to see if committees have so much budget left due to inactivity that their funds can be rerouted to other ends. A
- 130 committee may decide amongst themselves if they want to be less active for a period of time. This will not affect the active member status of the committee members. We will encourage every committee to come up with a list of ideas to work on once COVID-19 measures are lifted so that there will be no activity gap when everything goes back to normal.
- 135 Committee meetings will be held digitally for the first part of the year, then it will be assessed whether it is possible to meet in person again. If the University allows it, committees can decide to meet physically on campus again. This depends on the number of people the University allows in meeting or project rooms around the campus. If committees want to meet physically before this time, this will have to be done off-campus. This will not actively be
- 140 promoted by the board, but committee members may raise the possibility among themselves. Committees will have to plan their meetings a little more carefully since lecture hours will vary a lot in the upcoming year. There will be evening lectures and breaks will be shorter, so the usual committee meeting times will not always be possible. A suitable meeting moment will be decided together with the committee. All committees are categorised based on how
- 145 important physical meetings are for functioning. This division is made based on the nature of the meetings of a committee (for example, the Handyman simply cannot do anything if there are no physical meetings whilst the pLAN can easily organise activities with online meetings). A list can be found in the appendix section 5 of this document. Since we think it is likely that space will be limited, physical committee meetings will be prioritised based on this division.
- 150 In this appendix, a list with a categorical committee division can be found. Committees in category 1 will hopefully be able to meet face to face again at the start of the academic year, either on or off campus. Committees in category 2 will have to wait for the university to open up again for free entrance unless they have access to an appropriate off-campus location.
- 155 And finally the committees in category 3 will have to wait for the 1.5 meter regulations to end. Committees currently listed in category 3 may be able to meet sooner if there is enough space available to facilitate these meetings.

4 Activities

- 160 If an activity is not in line with government regulations, it will not be organised whether it is on campus or not. However, we will try to find a way to still organise regular activities, since we feel that as a study association it is partially our responsibility to give our members the opportunity to come out of their social isolation. Every potential on-campus activity will be communicated with campus facility management to see if it can actually be organised on campus. Activities that are organised off-campus will be assessed on whether or not it can be
- 165 organised responsibly. Due to the new physical lecture times, activities will become harder to plan. This will be done taking student schedules into account as much as possible. For example, evening activities will start later and more activities will be organised during the weekend.

5 Appendix

170 The following list only consists of committees that have regular group meetings or have to access the Protopolis.

Category 1

These committees cannot do much if they do not meet in person:

- Handyman
- 175 • DIYCie 2.0

Category 2

For these committees it is nice if they meet in person or can access the Protopolis, but things can get done online:

- Audit
- 180 • Acquisition
- DIYCie 1.0
- EducaCie
- Have You Tried Turning It Off And On Again committee
- OmNomCom

185 Category 3

It makes little difference if these committees meet in person or online:

- ACE
- Almanac
- Alumni
- 190 • Camp
- Culture
- DisCo
- EEMCS Trip
- Entropcy
- 195 • FYC
- Gala
- Kick-In
- Lustrum

- 200
- pLAN
 - ProtoTrip
 - Integration Week
 - Sportcie
 - Symposium