

DTAS

Author: Bernard Blaszczyk

Date: 07/28/2020

Document version number: 6

Recipients: copil covid

Document character:

Public ☐Internal ☒Confidential ☒Do not broadcast without permission ☒Other ☐

NOTE

Ref. Protocol 3.0_THESE public defense_20200727

**Cluster 3.0:
Examinations and face-to-face activities Q3:
Protocol - Public defense of thesis**

Attachments : /

Comments: /

FRAME

- When an event of this type is organized by September 14, the following protocol is to be applied.

PROTOCOL

- Each participant will present themselves with their personal mask.

ULB staff involved in the organization of the event will have received a mask provided by ULB and available within each department / faculty.

On the Campus (outdoor spaces), wearing a mask is recommended, mainly when walking placements and, especially when the physical distance of one meter fifty no longer be respected

In ULB buildings, wearing a mask is compulsory, including during the event.

- Participants are expected to use environmentally friendly modes of transport or public transport to present themselves on site.
However, participants may have access to public or (possibly) universal car parks.
silence surrounding the campus.
With some exceptions, no signage is provided between the car park and the building concerned. If needed, this signage will be carried out under the responsibility of the organizing department.
- Disinfectant gel will be present in the entrance hall of the building.
- Circulation in buildings:
 - As far as possible, traffic will be one-way.
 - In all cases, the routes will be signposted so as to optimize the routes to the audio roof (or reception area) and limit contacts as much as possible.
 - If necessary, the organizing department can contact the infrastructure department for an order for specific equipment.
- A reception area will be provided by the organizing department. It should allow participants to be patient while respecting the rules of distance (1.5 m).
- Wearing a mask is compulsory throughout the establishment, including during the event (inside of auditoriums and classrooms, labs, practical work, computer rooms, libraries and rooms study).
- The organizing department must provide an audience whose size allows each participant to be installed respecting the distancing rules in force.
To know :
 - Ensure a distance of 1.5 m between people.
 - Audiences may not, under any circumstances, be used in more than one seat in two.

In addition, except for justified exceptions and authorization granted by the authorities, the protocol concerns events with a maximum of 100 participants per audience.

- The practical work rooms and laboratories could possibly be

used at full capacity either while respecting physical distances or via the obligatory port
gatory of a mask.

The organizing department will ensure that the maximum duration of continuous use of a room does not
not yield 3 hours.

1/3

Page 2

- Safety around the event:

The Protection and Security Service (SPS) will be copied with each booking request for
room / auditorium (SACHA / the Faculty) in order to define the need for security and launch any
necessary steps.

If necessary, the organizing department will specify any specific need for the attention of the
SPS. Indeed, the SPS may not have all the elements to properly analyze the nature of the event.
and the need for security.

- The auditorium and the common areas (corridors, halls, toilets) are cleaned every morning under the
responsibility of the infrastructure department.

If the event is organized in an audience that has already been used during the day, a request
specific should be sent to the infrastructure department for cleaning of the desks
prior to the event.

To do this, the Audience service / Faculty will liaise with the infrastructure department.
tures to ensure this point.

If the desks used during the preliminary event are clearly defined, only the desks
concerned and the 2 neighboring desks will be cleaned. Otherwise, all consoles of
audiences will be cleaned.

- If, during this event, a deliberation / other room should be necessary, the organizational service
the organizer must specify this.
Same remark concerning the possible cleaning prior to the event.

- Catering (drink-caterer): until further notice, it is recommended to organize the events of
this guy off campus. Otherwise, the organizing department must ensure compliance
of the rules in force in the HORECA. To date, this is a maximum of 50 guests for a
catering service, in compliance with the rules of distancing.

DEADLINE RELATED TO THE ORGANIZATION OF AN EVENT:

The organizing department must book the necessary room (s) / auditoriums with SACHA
upon knowledge of the event and at least 10 working days before the event.

The organizing department will systematically put a copy of this request to the SPS. If needed,
the organizing department will specify any specific need for the attention of SPS

- For all specific requests related to the SPS, the organizing department must contact the SPS
at least 5 working days before the event.
- For any request for the supply of masks and gel (beyond what has already been
disposal), the order to general stores must be made at least 5 working days
before the date of the event. This is the responsibility of the organizing department. The organizational service
the ordered material will be picked up either from general stores or from pick-up points.
delivery for other campuses (see schedule on site).
- For any signage request and any cleaning required, the organizing department must prevent
the infrastructure department at least 5 working days before the date of the event
is lying.

LIST OF CONTACTS:

- General stores: stores@ulb.be
- SACHA: audience@ulb.be
- SPS (Protection and Security Service): the following two addresses must be used simultaneously:
dispatching@ulb.be
sps@ulb.be
- Department of Infrastructures: contact the operations department of the campus concerned:
 - o Solbosch and Flagey: infrasol@ulb.ac.be
 - o Plaine, U-Square and Uccle: infrapl@ulb.ac.be

Page 3

- o Erasmus: infraand@ulb.ac.be
- o Gosselies: infragos@ulb.ac.be

