

## Procedure: Working outside of office hours

### Personnel

***We would like to prevent that people are working in the lab outside of office hours (Monday-Friday 8.00-18.00) as much as possible, so only when no other option/schedule is available, you are allowed to work outside the office hours under certain circumstances.***

- Working outside of office hours (general rule)

Always send an email to your supervisor prior to leaving to/from the campus. This is for insurance purposes.

- Working outside of office hours IN THE LAB

First, discuss with the lab managers/your supervisor if no alternative is possible. Always send an email to your supervisor and the lab managers prior to leaving to/from the campus. This is for insurance purposes.

In addition you send a text message (NO WhatsApp / Facebook Messenger or other social media) to your supervisor **before you enter the building and when you leave the building.**

Let your supervisor know how long you will be working, and what you will be doing in the lab. (If you need more time than estimated, send an additional text message to your supervisor.) This is for safety purposes.

- ➔ **!!When you are performing a 'dangerous' activity, it is forbidden to access the labs alone!!** (list of dangerous activities: **under construction<sup>1</sup>**) In this case it is mandatory to have a colleague with you in the lab who knows the emergency procedures!
- ➔ This colleague has to stay within hearing distance of the person performing the 'dangerous' activity at all time.

### Students

For students the normal opening hours of the lab are from Monday to Friday from 9.00 – 17.00 (excl. official holidays, Christmas vacation and between July 15<sup>th</sup>-August 15<sup>th</sup>).

During office hours, there will always be an EMIB-supervisor around the lab (ground or first floor): see <https://teamup.com/ksaetepdxx75szfhez> or scan QR-code.



***We would like to prevent that students are working in the lab outside of office hours as much as possible, so only when no other options are available, students are possibly allowed to work outside of office hours. The students need to contact their promotor/supervisor and the lab managers as soon as possible in order to get this permission, without any guarantees that it will be granted. The promotor/supervisor who grants access outside of office hours is responsible for arranging supervision.***

If there are **multiple students** that **need** to work together outside of working hours, they can supervise each other. In this case, it is sufficient that an EMIB-supervisor or promotor is in the building.

If only **one student** needs to work in the lab outside of office hours, the EMIB-supervisor / promotor has to stay in the lab (within hearing distance of the student).

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<sup>1</sup> Under construction in cooperation with the preventive services. Until further notice, this has to be discussed first with Ian Severins.

## Vacation periods

For the academic year 2019-2020, the lab will be **closed for all students** as follows:

- December 21, 2019 – January 5, 2020
- July 11, 2020 – August 16, 2020
- All official holidays + all weekends
- Specific days throughout the year (check Team Up calendar)

There will be no supervision during this period!!!

If any promotor wants his/her student(s) to work in the lab during this period, the same regulations apply for working outside of office hours, and the promotor is responsible to provide both access and supervision.

*For colleagues who want to work in the lab during vacation periods, the general regulations of working outside of office hours are applicable.*

