

Protocol for individual self-study for Bachelor and Master students

Version 30 April 2020

1. Introduction

The Royal Conservatoire's building is closed indefinitely. Naturally, this is due entirely to the coronavirus, which has made normal life to a large extent impossible, not only in this country but all around the world. Nevertheless, the school is trying in various ways to prevent its activities from coming to a complete standstill and there are numerous digital facilities in place to allow the education to continue as far as possible.

However, the Conservatoire is aware how difficult it is for its students, and the Bachelor and Master students in particular, to keep up with their studies without access to the building and the rooms and instruments. We are therefore partially opening up the building, in exceptional circumstances, for Bachelor and Master students who are unable to play their instrument at home. Please note that all of the measures are of course subject to the guidelines issued by the RIVM and the local health service (GGD) and that, in accordance with those guidelines, there will be no educational activities for Bachelor and Master students in the building before 1 June 2020 at the earliest.

2. What are we offering?

1. Study rooms and studios (Art of Sound, Sonology, Composition, Dance) for individual self-study.
2. Rooms with equipment for individual students to make video and audio recordings for their final presentations.

The rooms will be available from Thursday 7 May, seven days a week from 10.00 a.m. - 5.00 p.m.

3. Who can use the facilities?

In order of priority:

1. Bachelor 4 and Master 2 students who do not have a room or an instrument (or equipment) to study at home;
2. Bachelor 4 and Master 2 students who are not able to make a video/audio recording for their final presentation at home;
3. Other Bachelor and Master students who do not have a room or an instrument (or equipment) to study at home;
4. Other Bachelor and Master students who would cause a nuisance for neighbours by practising at home.

Applications will be assessed by the heads of department. If your application is accepted, Planning will contact you to inform you of when there will be a room available for you.

The number of rooms that are available, and hence the number of students that can be allowed into the building at the same time, may be changed if the management considers it necessary.

4. Procedure – Study rooms and studio's

1. Students who wish to request the use of a room and/or an instrument in the Conservatoire can use the [online application form](#). Your application will be assessed by the head or the coordinator of your department. If it is found that studying at home is not an option, your application will be forwarded to Planning, which will investigate whether a room (and possibly an instrument) is available. Planning will then notify you of the time slot allotted to you for studying at the Conservatoire.
2. On arrival, you must report to reception and will be asked to disinfect your hands at the entrance. You will then be required to identify yourself with your student card, which will not have to be handed in. The receptionist will verify that you are scheduled for that period.
3. You can then follow the marked route to the relevant study room. At the door to the room that has been reserved there will be disinfectant to clean the doorknob (outside and inside). In the room itself, there will be disinfectant and tissues to clean the surface of the instrument and any other surfaces that you touch. These surfaces must be cleaned again before you leave the room.
4. At the end of the period for which the room has been reserved, you must follow the signs to the exit, inform the reception that you are leaving and leave the building and the grounds immediately.
5. With your initial reservation you will be informed by our Planning department on how to make future reservations.

5. Procedure – Help with recordings and lending at EWP

5.1 Lending equipment

Borrowing and returning equipment at the Electronics Workshop (EWP) takes place by appointment. It is not possible to visit the EWP desk for this. Students can view available equipment via [the EWP website](#) and make a reservation [via this link](#). The EWP will contact the student, stating when the items can be collected and returned. This exchange takes place immediately upon entering the building, after which the student leaves the building again.

5.2 Recording your final presentation

Two options are offered for recording final presentations:

1. Students can reserve a video camera at the EWP using the steps described under 5.1. This camera will be made available for a maximum of 5 days and can be used outside and inside the building (in an assigned room according to the procedure described in section 4). Collection and returns are only by strict agreement. The student provides the correct storage medium (SD card).
2. A few rooms within the building will be furnished with recording equipment, so that students can make a recording without assistance. The EWP provides a manual and is available for questions via [ewp.koncon.nl](#). The student provides the correct storage medium (SD card). After use, the camera is cleaned by the student with a cleaning agent.

The service described in 5.1 and 5.2 is offered from Monday to Friday.

To reserve a room within the KC, the student follows the procedure described in paragraph 4, whereby it is possible to indicate that there is a desire to make a recording.

This service is offered for students who do not have opportunities at home to do video and / or audio registration for their final presentation. The quality of the video / audio recording due to the above offer will not be taken into account in the assessment of your final presentation.

6. General principles

1. This protocol applies only for students who are not able to study at home (or who have only very limited possibilities) due to a lack of space, because they have no instrument or equipment at home, or because their playing causes a nuisance for neighbours. Or for students who have limited possibilities to do video and/or audio recording for their final presentation.
2. The protocol covers individual self-study, i.e. only one student at a time in each room.
3. The rooms will be available for periods of two hours a day. The rooms are not allocated consecutively, with which the rooms can air and students do not run into each other.
4. You must enter the building shortly before the start of the allotted period and leave the building and the grounds immediately after that period.
5. You are not allowed to take a break outside the assigned room or to gather with others inside or outside the building during the allotted period.
6. The facilities in the building, such as the technical service, the theatre, the reprography department, the Ticketshop, catering facilities and vending machines, the printing and scanning facilities remain closed. The indoor bicycle stall is only available for staff members. ICT can be reached online through ict@hdkdenhaag.nl
7. The Electronics Workplace (EWP) and the Library offer limited services, only upon prior request.
 - a. For the EWP protocol, see section 5.
 - b. [Protocol Library \[link\]](#)
8. Students and staff members must comply with all of the general guidelines of the RIVM and the Conservatoire and follow the floor markings and the signposted routes in the building. The staff of the Conservatoire will monitor compliance with these instructions. Students who fail to follow the rules may be denied access to the arrangements that are being offered.
9. Assistance by the Emergency Response Service (BHV) of the Royal Conservatoire can be provided as usual. In the emergency response procedures, extra attention is paid to infectious diseases and the transmission thereof between victim and care provider. Due to the unique situation around Corona (COVID-19) and the guidelines set, it is strongly advised to consult the emergency center (112) earlier and to scale up to professional assistance.

7. Hygiene measures

7.1 General hygiene for students and staff

- Wash your hands
 - a. As you enter the building, clean your hands with the disinfecting gel that is provided at the entrance;
 - b. Wash your hands with soap and water for 20 seconds before you leave the building, when you return home, after blowing your nose and after going to the toilet. Dry your hands carefully with paper tissues.
- Cough and sneeze into the inside of your elbow
 - a. To blow your nose, use your own paper tissues and then throw them away. Wash your hands afterwards.
- Do not shake hands.
- Maintain a distance of 1.5 metres (two arm lengths) from others.
- Stay at home as far as possible. Where possible, study and work at home and only go outside if you really have to. If you do go out, go alone as far as possible. People working in crucial professions (including education) and vital processes can go to work if necessary.
- Only use public transport if there is absolutely no alternative.
- If you have symptoms of a cold, such as a runny nose, sneezing, a sore throat, a mild cough or a high temperature up to 38° Celsius, stay at home until you recover. If you have cold symptoms and a fever (38° Celsius or higher) and/or shortness of breath: stay at home until you recover. Do not go to the shops and do not receive visitors. If you are sharing a house with others, they must also stay at home. You can go outside again when you have gone 24 hours without any of the complaints.

7.2 Instructions for students on cleaning rooms and instruments

- In every room there are paper tissues and disinfectant that you can use to clean any surfaces you have touched with your hands. The instrument in the room, but also the light switches and a lectern if there is one, must be cleaned before and after the study period.
- At the entrance to each room, there is disinfectant which can be used to clean the door knobs as you enter and leave the room.
- Because the surfaces in the Art of Sound and Sonology studios are more difficult to clean, latex gloves will be available as you enter. The use of the gloves is recommended, but not mandatory.

7.3 Hygiene measures by the Royal Conservatoire

- At the entrance to the building there is a disinfectant gel dispenser (automatic or foot-operated) that can be used without touching it with your hands. Every visitor must clean his or her hands carefully with this gel.
- If a queue has formed at the reception desk, remain behind the line on the floor marking a distance of 1.5 metres from the person in front of you.
- Only the toilets at the entrance to the Conservatoire (alongside the reception) are open. These toilets are cleaned frequently. There is an adequate supply of soap and paper tissues in them. If there is a queue at the entrance to the toilets, remain behind the line on the floor marking a distance of 1.5 metres from the person in front of you.
- Rooms and studios are not locked so there is no need for a member of the reception staff to hand over a key or for any other physical contact between a staff member and a student.
- The rooms and instruments that are in use will be cleaned first thing every day. During the day, the rooms will be cleaned by the students who use them (see point 7.2).
- Instructions are posted at various locations throughout the building and there are markings where necessary. Walking routes are indicated with arrows and are designed to prevent visitors from passing each other in narrow corridors. The instructions and the routes must be followed.