Access protocol for the CARUS research facilities 21-06-13

1. Employees, researchers and students

1. During standard working hours: 6.00 a.m. - 6.00 p.m.

* 1. Access can be gained through the turnstile at the front of building A (entrance building) using one's WUR-card. The card offers limited access to the facilities that the person is authorised to enter.
	2. After entry, the person should set his/her name to '*aanwezig*' (present) on the attendance board of the facility.
	3. The person may then proceed; the hygiene protocol applies.
	4. Students must record their presence in the logbook if their name is not shown on the attendance board.
	5. Within the research facility Carus is not allowed to take pictures and/or video’s. Permission must be obtained from the manager operations of the Department of Animal Sciences WU.
	6. New students (work placement students and employees) sign a checklist, indicating that they have taken cognisance of the access and hygiene protocols. Their details and contact information are also recorded. This form is managed by the secretariat of the research facilities.

2. Outside standard working hours\* and at weekends.

2.1 Everyone must record in the logbook at the desk: - their name

- their time of arrival

- the building (letter)

- upon departure: time and initials/signature.

2.2 Those working alone must carry a fall alarm (bodyguard) with them. The instructions for use can be found in the alarm holder. Read these carefully and write your name on the registration list associated with the fall alarm.

2.3 Students may not work alone at the research facilities.

B. Visitors

1. Visitors must report their arrival at the gate using the intercom and will be granted access through the turnstile at the front of building A (entrance building).
2. After registering in the logbook, the visitor waits for his/her host to collect and accompany him/her on his/her visit.
3. The visitor is informed by his/her host of the special safety and hygiene rules applicable to the facility concerned, after which a visitor's pass is issued.
4. Groups of more than five people must be announced in advance to the secretary of the R.A. by the host. The host/guide makes a note of the group under his/her own name in the logbook together with the purpose of the visit. The safety and hygiene rules are clearly explained before the group proceeds.
5. Within the research facility Carus is not allowed to take pictures and/or video’s. Permission must be obtained from the manager operations of the Department of Animal Sciences WU.
6. Upon return, the visitor's passes are handed in again and the group signs out in the logbook.
7. Suppliers:
8. Specific suppliers (the milk collection service RMO / Rendac / Rijnvallei voeders) arrive at the rear of the building and report by means of a code at the barrier, after which they will be allowed to proceed.
9. Other suppliers should report their arrival to reception at building A using the intercom beside the barrier or to reception at Zodiac (building 122 with a connecting role). There an agreement will be made on where the goods are to be unloaded.
10. Standard goods (smaller sizes) should be delivered to the Elst 1 Zodiac. For animal supplies (CKP) and large goods (pallets) the supplier reports his arrival at the intercom at the gate of the entrance building (A). Services calls the receiver or if present an employee of building A. The supplier/driver should report to the reception desk where he/she will be told where the goods can be unloaded. The relevant contact person will be telephoned.

\*Employees from Carus are generally working from 07:00 till 16:00 hr.