

Galileo Reference Centre (GRC) House Rules

Reference:

GSA-GAL-GRC-POL-A09620

Issue/Version: 1.2

Date: 08/02/22

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Change Log:			
Issue/ Version	Changes & Pages Affected	Author	Date
1.0	First version	GRC Team	26/03/2021
1.1	Update throughout to amend the name of the Contracting Agency from GSA to EUSPA (where applicable). Addition of LIST OF FIGURES to the start of the document. Addition of EUSPA to Table 1 – Definition of Terms. Addition of pointer to new Appendix A: GRC Emergency Evacuation Routes in Sections 4.5, 5.8, 6.8, and 7.6. Update to Section 8: GRC Special Measures to include antigen testing for Employees. Move of original Appendix A: Hosting Entity Maintenance Registration to Appendix B: Hosting Entity Maintenance Registration. Addition of new Appendix A: GRC Emergency Evacuation Routes. Addition of Appendix C: GRC COVID-19 Antigen Testing Protocol.	GRC Team	20/05/2021
1.2	Update to Appendix C: GRC COVID-19 Antigen Testing Protocol following request from EUSPA Management to Implement a Contiguous Approach at all EUSPA Sites.	GRC Team	08/02/2022

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1 Definition of Terms

Table 1 – Definition of Terms

Term	Definition
Classified Area	Areas for which a higher level of privilege must be granted and assigned to the access badge in order to be able to enter. This area includes: • Classified operations, and • Classified meeting facilities.
Communal Areas	The shared spaces of restricted areas of the GRC, including: • Corridors, • Kitchenette areas for the ground and first floors.
DLSO	Deputy Local Security Officer
Extended Building Opening Hours	Hours of opening of the building on a normal working day which fall before or after the Nominal Building Opening Hours.
EUSPA	European Union Agency for the Space Programme
GRC	Galileo Reference Centre
GRC Employees	GRC Employees are categorised as the following: • the staff of the European Union Agency for the Space Programme (EUSPA) who's permanent place of employment is designated as the GRC. • Contractors of the EUSPA providing immediate support to the GRC, including: ○ Operational Support, ○ Building and Facilities Management (Hosting Services), ○ Security Guarding company staff who's place of assignment is that of the GRC.
GSA	European GNSS Agency

Term	Definition
Hosting Entity	The Kingdom of the Netherlands
Nominal Building Opening Hours	07:00 to 20:00, Monday to Friday (excluding national Public Holidays).
Prohibited Items	Prohibited items includes: • firearms, dangerous weapons, explosives, or other destructive devices (including their individual parts or components) designed, redesigned, used, intended for use, or readily converted to cause injury, death, or property damage. • Illegal or controlled substances. • Equipment intended for the purposes espionage, including unauthorised surveillance on gathering of data. • Equipment intended for the purposes of interruption, degradation, incorrect operation, or destruction of electrical equipment or sub-components of electrical equipment and their associated power supplies.
Public Area	The areas of the GRC building that include: • Entrance lobby and waiting area, • The GRC canteen, • The toilet facilities on the ground floor, • The toilet and shower facilities of the first floor.
Restricted Areas	Areas for which an access badge is required when transitioning from a public area.
Special Equipment	Any non-standard equipment required for the purposes of performing maintenance or cleaning duties.
Special Requirements	Special Requirements include (but are not limited to): • Seeing-eye dogs, or similar.

Term	Definition
	• Disability access needs, such as access to the elevator. • Dietary requirements (if it is indicated that catering will be provided during the visit).

2 Applicable Policies

Table 2 – Applicable Policies

Type	Title	Reference
AD-01	EUSPA Occupational Health and Safety Policy	GSA-FML-FM-POL-245037

3 Purpose

The purpose of the GRC House Rules is to provide employees, contractors, and visitors to the building with a set of clear and unambiguous guidelines that should be followed with regards to acceptable conduct when within the boundary of the GRC premises.

4 House Rules for GRC Employees

For any current special measure enforced at the GRC, please consult the [GRC Special Measures](#).

4.1 Prohibited Items

[GRC Employees](#) are not permitted to carry [Prohibited Items](#) on their person, or within their vehicle, while within the perimeter of the GRC.

4.2 Building Access

Each GRC employee is provided with a programmable access badge that permits access to the building and rooms within the building for which they have been granted access permission. If a GRC employee loses their access badge, they must inform the GRC Deputy Local Security Officer (DLSO), who will inform the Security Guarding provider, as soon as possible. Access availability is as follows:

- Access to the GRC building is available to employees during [Nominal Building Opening Hours](#).
- Access to the building outside of the building opening hours must be agreed in advance with both the Hosting Services Manager and Security Guarding provider and must be approved by the GRC DLSO. In such instances, the opening and closing of the building will be agreed and arranged by the parties responsible.
- Individual room access is governed by the access control systems and permission to each room is assigned to each employee on a need to know basis and is approved by the GRC DLSO.

4.3 Visitors

GRC employees are permitted to have visitors within the GRC building provided the following set of instructions are adhered to:

- Visitors should be registered by the GRC employee at least one day in advance of their anticipated arrival and registrations shall be made via the GRC ticketing tool that is available on-site.
- Any [Special Requirements](#) should be communicated via the opening of the ticket or as soon as possible via an update of the ticket.
- Prior to the arrival of the registered visitor(s), the GRC Employee responsible for organising the visit shall share the '[Information and House Rules for GRC Visitors](#)' with their expected guest(s).
- GRC employees shall accompany their visitor(s) at all times when entering the restricted areas of the GRC premises.
- Visitors are not permitted to enter the Classified Areas of the GRC without prior approval of the GRC DLSO.

- Children who are visiting to the premises must be accompanied by an adult at all times

4.4 Vehicles

All GRC employee's must respect the designated vehicle parking areas of the GRC.

4.5 Emergency Situations

In the event of an emergency alarm activating, GRC employees are expected to follow the instruction of the designated on-site safety personnel or emergency service response teams.

In the event of an emergency alarm activating, GRC employee shall instruct their visitors to follow the same directions given by the designated on-site safety personnel or emergency service response teams.

The nearest evacuation routes are highlighted around the GRC building and the high-level floor plans with escape routes are shown in **Error! Reference source not found..**

[PRS Information]

5 Information and House Rules for GRC Visitors

For any current special measure enforced at the GRC, please consult the [GRC Special Measures](#).

5.1 GRC Location



Figure 1 - GRC Location

The Galileo Reference Centre (GRC) is located at the address Zwarteweg 53, within the Space Business Park in Noordwijk, The Netherlands.

The nearest major airport is Schiphol Amsterdam Airport at a distance of approximately 31 kilometres away by motorway.

The distances by road to/from major cities in the vicinity are as follows:

- The Hague: 37 km
- Amsterdam: 46 km
- Rotterdam: 48 km

5.2 Visitor Registration

After receiving an invitation to the GRC site from a [GRC Employees](#), visitors will be asked to confirm their visit and provide necessary details to the GRC employee so that a visitor registration can be carried out at the GRC. The following information should be provided no later than 24 hours in advance of the expected arrival to site:

1. Given Name(s), Surname

2. Nationality¹
3. Passport Number / National ID Number²
4. Company of Employment
5. Requirement of Parking Space On-Site (Yes/No)
6. Vehicle Registration Plate Number³ (if known)
7. Reason for Visit
8. [Special Requirements](#)

5.3 Prohibited Items

Visitors to the GRC are not permitted to carry [Prohibited Items](#)⁴ on their person, or within their vehicle, while within the perimeter of the GRC.

5.4 Access to the GRC Site

On the day of the visit the visitor may gain access to the GRC site during the [Nominal Building Opening Hours](#) or during [Extended Building Opening Hours](#) in the case of specially organised events or functions to which they are invited.

Unless already accompanied by a GRC employee, the visitor shall notify the Security Guard / Reception of their arrival by means of the intercom situated on the bridge crossing the moat into the GRC site.

If travelling by private or rented vehicle, the visitor must respect the designated vehicle parking areas of the GRC and if it is considered necessary by the Security Guard, the vehicle must be available for inspection upon request.

5.5 Access to the GRC Building

After being granted access to the site, the visitor shall proceed to the main entrance of the GRC building and alert the Security Guard / Reception to their presence by means of the intercom to the left once inside the first door. Following entry to the building, the visitor shall present the Security Guard / Reception with the Passport / National ID Card used during the visit registration

¹ If the visitor's nationality is that of a country that is not within the Schengen Area, a photocopy or scanned copy of the visitor's passport must be provided along with the other details requested.

² Only Passport or National ID Card are accepted, a driving license is not considered a valid form of ID for entry to the GRC.

³ If the visitor intends to use a rental car and the vehicle registration plate number is unknown in advance, the visitor should indicate "Rental" in the requested information.

⁴ Exceptions to this rule are personnel of law enforcement bodies (e.g. local police, bodyguards)

process. If it is considered necessary by the Security Guard, the visitor may be asked to check their luggage into the cloakroom facilities at the GRC or to have it inspected for [Prohibited Items](#).

If the visitor has been pre-approved by the GRC Deputy Local Security Officer (DLSO) to receive a visitor's badge, they will be issued one by the Security Guard / Reception upon arrival.

5.6 Access to the GRC Rooms and Areas

Visitors may remain unaccompanied in the [Public Area](#) of the GRC building. Should a visitor require to enter the [Restricted Areas](#) they must be accompanied or granted special access, this will be approved by the GRC DLSO.

Visitors may only enter the [Classified Area](#) with the authorised approval of the GRC DLSO and they must be accompanied at all times when in the area.

5.7 Departure from the GRC

All visitors are required to inform the Security Guard / Reception, through which the visit was arranged, that they are departing the GRC site and they must return any equipment that was provided to them during their visit (e.g. access badge).

5.8 Emergency Situations

In the event of an emergency alarm activating, visitors shall follow the directions given to them by the designated on-site safety personnel or emergency service response teams.

The nearest evacuation routes are highlighted around the GRC building and the high-level floor plans with escape routes are shown in **Error! Reference source not found..**

5.9 Facilities Available to Visitors

On-site facilities available to visitors include:

- Vehicle parking facilities,
- Internet Wi-Fi access,
- Printing and copying⁵,
- Hot and cold drinks vending,
- Shower facilities.

⁵ Printing and copying facilities are only available EUSPA Staff.

6 House Rules for Maintenance Personnel

For any current special measure enforced at the GRC, please consult the [GRC Special Measures](#).

6.1 Maintenance Approval

Maintenance activities can be initiated by:

- The GRC Hosting Services Manager (HSM),
- The GRC [Hosting Entity](#) (HE) or their sub-contractors,

All maintenance activities shall approved by the GRC HSM and, in the case of elements in the [Classified Area](#) that are requiring to undergo maintenance, prior approval from the GRC Deputy Local Security Officer (DLSO) shall be requested and received before the activities can commence.

For those maintenance activities triggered by the HE that imply a potential discontinuity to the utilities and services of the building, a period of ten days prior notice must be provided by the maintenance company. This should be carried out in accordance with the template in **Error! Reference source not found. Error! Reference source not found..**

6.2 Timing of Maintenance Activities

Depending on the criticality of the maintenance activity, two possibilities are foreseen:

- Maintenance during [Nominal Building Opening Hours](#),
 - Planned maintenance activities as well as those unplanned (non-critical) activities;
- Maintenance outside of [Nominal Building Opening Hours](#)⁶,
 - Urgent maintenance needed for critical elements (endangering the elements or life threatening) to preserve the operations of the GRC.

6.3 Certificate of Conduct

All maintenance personnel require to hold a Certificate of Conduct⁷.

⁶ In the case of maintenance outside of nominal building opening hours, a list of pre-approved maintenance personnel must be provided and agreed with each maintenance provider.

⁷ Dutch: Verklaring omtrent gedrag

6.4 Prohibited Items

Maintenance personnel arriving to the GRC are not permitted to carry [Prohibited Items](#)⁸ on their person, or within their vehicle, while within the perimeter of the GRC.

6.5 Registration of Personnel

All maintenance personnel performing works on-site are required to be registered prior to arrival. The following information shall be provided to the HSM who shall register their visit:

1. Given Name(s), Surname
2. Nationality⁹
3. Passport Number / National ID Number¹⁰
4. Company of Employment
5. Required Number of Parking Spaces On-Site
6. Vehicle Registration Plate Number
7. Reason for Visit / Maintenance Activity
8. [Special Equipment](#)

6.6 Maintenance Access

When arriving at the GRC site, the maintenance personnel shall make their presence known by means of the intercom situated on the bridge crossing the moat into the GRC site. The Maintenance Companies are expected to respect the designated vehicle parking areas of the GRC when parking vehicles or Special Equipment.

The HSM or Security Guard / Reception will grant the maintenance personnel access to building where they shall present the Passport or National ID Card that their visit was registered with and the attendance shall be checked and logged accordingly.

If it has been indicated to do so, an access badge will be provided to the personnel to use while they are on-site.

The HSM, or their appointed representative, shall accompany the maintenance personnel at all times during the performance of maintenance activities. In the case of maintenance in the

⁸ In the case of maintenance personnel, electric power tools, hand tools, and specific electrical devices are not considered prohibited provided they have a clear need for such implements in the course of their maintenance activities.

⁹ If the maintenance person's nationality is that of a country that is not within the Schengen Area, a photocopy or scanned copy of the visitor's passport must be provided along with the other details requested.

¹⁰ Only a Passport or National ID Card are accepted, a driving license is not considered a valid form of ID for entry to the GRC.

Classified Area, the GRC DLSO¹¹ shall accompany the maintenance personnel and HSM (or their appointed representative) at all times.

6.7 Departure from the GRC

All maintenance personnel are required to inform the HSM, Security Guard / Reception, or the GRC DLSO that they are departing the GRC site and they must return any equipment that was provided to them during their visit (e.g. access badge).

6.8 Emergency Situations

In the event of an emergency alarm activating, maintenance personnel shall follow the directions given to them by the designated on-site safety personnel or emergency service response teams.

The nearest evacuation routes are highlighted around the GRC building and the high-level floor plans with escape routes are shown in **Error! Reference source not found..**

¹¹ The GRC DLSO may chose to delegate this responsibility to the Security Guard on duty / in-attendance. This will be decided on a case-by-case basis.

7 House Rules for GRC Cleaning Personnel

For any current special measure enforced at the GRC, please consult the [GRC Special Measures](#).

7.1 Prohibited Items

The GRC cleaning personnel are not permitted to carry [Prohibited Items](#) on their person, or within their vehicle, while within the perimeter of the GRC.

7.2 Access to the GRC Site

Cleaning personnel work by an agreed rota / schedule of activities and may gain access to the GRC site during the [Nominal Building Opening Hours](#) or, if specifically requested to do so, by the GRC Hosting Services Manager (HSM) during [Extended Building Opening Hours](#).

Cleaning personnel shall notify the Security Guard / Reception of their arrival by means of the intercom situated on the bridge crossing the moat into the GRC site. The cleaning personnel must respect the designated vehicle parking areas of the GRC

7.3 Access to the GRC Building

After being granted access to the site, the cleaning personnel shall proceed to the main entrance of the GRC building and alert the Security Guard / Reception to their presence by means of the intercom to the left once inside the first door. Following entry to the building, the cleaning personnel shall receive a cleaners access badge.

7.4 Access to the GRC Rooms and Areas

Cleaning personnel may work unaccompanied in the [Public Area](#) and [Communal Areas](#) of the GRC [Restricted Areas](#). Should cleaning personnel require to enter offices or rooms within the [Restricted Areas](#) the office occupant must be present to grant them access or they must be accompanied by the Security Guard.

Cleaning personnel may only enter the [Classified Area](#) in the presence of a Security Guard, or the GRC DLSO, and they must be accompanied at all times when working in the area.

7.5 Departure from the GRC

All cleaning personnel are required to inform the Security Guard / Reception that they are departing the GRC site and they must return any equipment that was provided to them during their visit (e.g. access badge).

7.6 Emergency Situations

In the event of an emergency alarm activating, cleaning personnel shall follow the directions given to them by the designated on-site safety personnel or emergency service response teams.

The nearest evacuation routes are highlighted around the GRC building and the high-level floor plans with escape routes are shown in **Error! Reference source not found..**

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8 GRC Special Measures

This section contains information for all people attending the GRC during times when special measures are required to be enforced. It is updated and issued whenever these measures change.

In the event of any special measures being enforced at the GRC, these will be taken into account with the normal building access criteria and do not replace it in full.

8.1 Current Measures – COVID-19

Due to the on-going global pandemic and the current situation locally in the Netherlands, all persons entering the building are required to present the result of a self-performed antigen test, as per the protocol in Appendix C.

This testing protocol will continue until further notice. In addition to the antigen testing the GRC is currently performing a non-contact check of the body temperature of all personnel seeking access to the building.

This check is performed once per person as they first enter the building for the day.

The GRC Security Guard will meet all personnel as they first arrive in the reception area and perform a non-contact measurement of body temperature. This is done by using an infra-red thermometer aimed at the side of the head (the temple). In the event that the measured body temperature reading is above a certain value, they will be asked to exit the building.

Personnel should wear a mask at all times unless on their own in a room or office, in which case they may remove the mask.

A distance of one and a half (1.5) metres should be kept from all other persons in the building at all times when possible.

[PRS Information]

Appendix A **GRC Emergency Evacuation Maps**

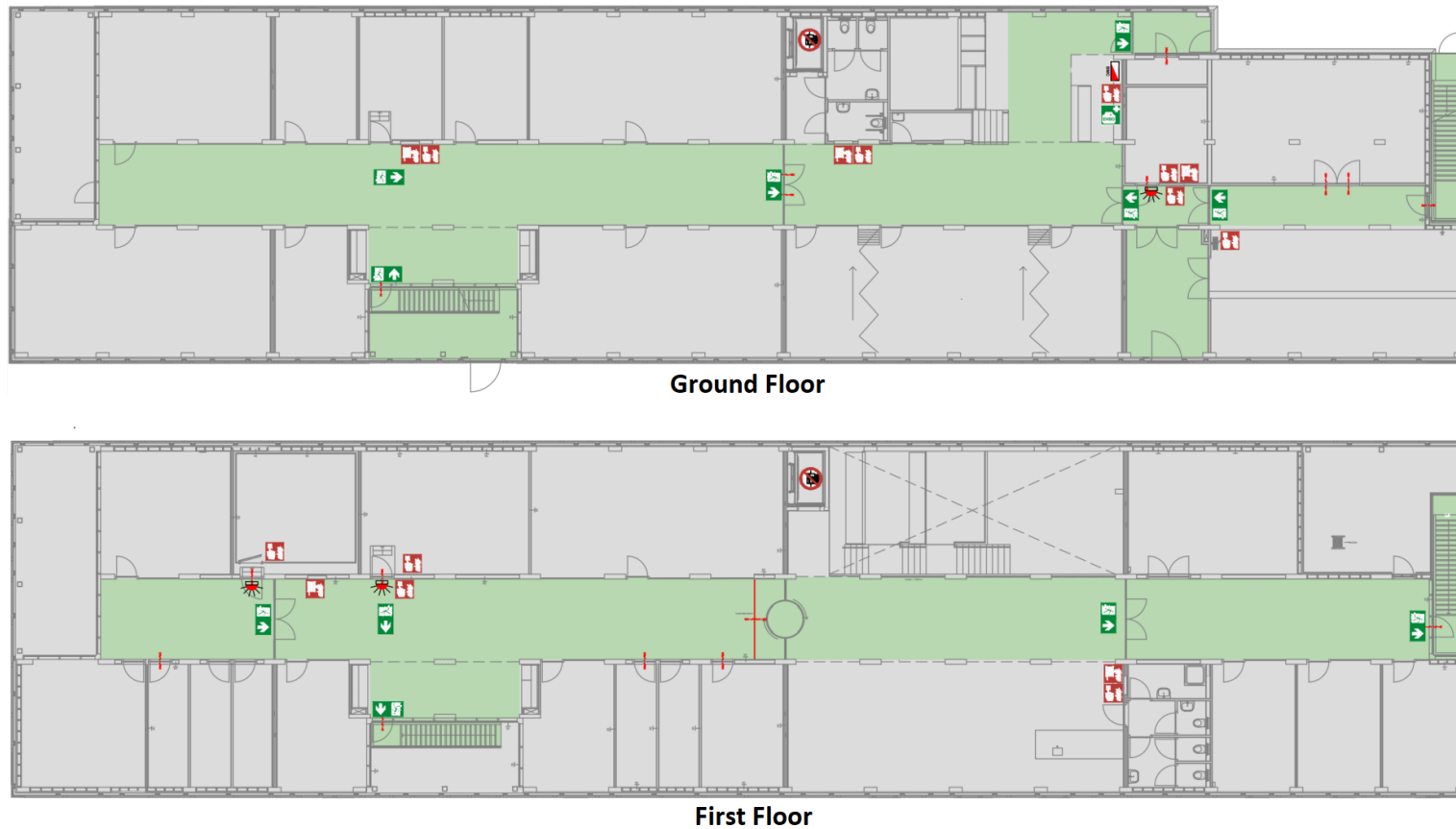


Figure 2 - GRC Emergency Evacuation Maps

[PRS Information]

Appendix B **Hosting Entity Maintenance Registration**

Please see the external document GSA-GAL-GRC-POL-A09620_1.2_A01_Hosting Entity Maintenance Registration.

Appendix C **GRC COVID-19 Antigen Testing Protocol**

Please see the external document GSA-GAL-GRC-POL-A09620_1.2_A02_GRC COVID-19 Antigen Testing Protocol.

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