



Fact Sheet

17 November 2020

Tasks to Prevent the Spread of Covid-19 in On-Site Events at UZH

Event organizers should use this checklist to ensure that the applicable provisions for preventing the spread of Covid-19 are observed during their on-site event at all times. If required, the organizers must point out the applicable rules to participants either at the start or during the event. Organizers must ask participants who do not comply with the rules to leave the venue, or if necessary must stop the event.

Organization, Information and Ventilation	Implemented
Have people with obvious symptoms of Covid-19 been denied participation in the event and sent home? Common symptoms include: <ul style="list-style-type: none">– Symptoms of acute respiratory illness (sore throat, (dry) coughing, shortness of breath, chest pain)– Fever– Sudden loss of smell and/or taste	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all participants wearing a mask ¹ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have windows been opened (if possible) before the course and during breaks for 5-10 minutes each time to ventilate the room?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Social Distancing in Teaching Rooms (e.g. Lecture Halls and Seminar Rooms)	Implemented
In rooms with movable seats, is there a distance of at least 1.5 meters between seats?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In rooms with fixed seating (e.g. lecture halls), are only the marked seats occupied (with 1.5 meters between them)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is maximum room occupancy respected? (This will be displayed outside the room). ²	<input type="checkbox"/> Yes <input type="checkbox"/> No

Participants	Implemented
Are all participants known and registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has it been ascertained that there are fewer than 50 people present per room for events outside of teaching?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Contact

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¹ <https://www.uzh.ch/cmsssl/en/about/coronavirus.html>

² For on-site events, the distance of 1.5 meters must be maintained in seating areas as well as in practical work areas. Even with masks, rooms may **not** be overfilled.