Fact Sheet for UZH Staff

2 June 2020

Procedure for (Confirmed or Suspected) Cases of COVID-19 or after Close Contact with an Infected Person

To enable UZH to fulfill its duty as an employer and look after its employees' health, employees must immediately inform their line managers

- if they become infected with coronavirus or
- if they have been in close contact with someone infected with coronavirus. Close contact means that you have been in close proximity (distance of less than 2 meters) to someone infected with coronavirus for more than 15 minutes without any form of protection.

Are you experiencing symptoms of illness?

- Employees who are displaying symptoms that point to the new coronavirus must go into quarantine immediately: They must stay at home, avoid contact with others and follow the guidelines on hygiene and conduct issued by the Federal Office of Public Health (FOPH).
- Employees who display symptoms of illness must inform their line managers immediately and contact either their family doctor or the canton’s medical hotline (0800 33 66 55) in order to discuss the next steps. They will advise you and if necessary ask you to get tested at one of the official testing sites.
- If your test comes back positive, you must continue to self-isolate. The relevant cantonal authorities (cantonal medical service) will get in touch with you and provide further information and instructions (contact tracing, see p. 2). As a rule, infected persons may only leave their home if they have been free of symptoms for at least 48 hours. At least 10 days must have passed since symptoms first appeared.
- If the test is negative, you must also stay at home. You may come out of isolation 24 hours after the symptoms subside.
- Persons who do not get tested for coronavirus must adhere to the same rules as for a positive test.
- If an employee is unable to work for more than a week, they must also submit a doctor’s note as usual.

More information about quarantine, self-isolation and contact tracing is available on the website of the FOPH.

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1 Directive on Working from Home and Transition to Normal Operations (Preventing the Spread of Coronavirus SARS-CoV-2) dated 28 April 2020
Have you been in close contact with someone who has tested positive?
Employees who have been in close contact with an infected person must quarantine themselves\(^5\). Employees must then immediately leave their workplace and UZH buildings without being asked to do so by their line managers; they must inform their line managers and discuss the next steps. They must stay at home for 10 days (starting from the date of the most recent contact with the infected person). You must follow the instructions of the cantonal medical service and contact your family doctor/GP or the canton’s medical hotline (0800 33 66 55) as soon as you experience any symptoms.

Responsibilities of line managers of employees with symptoms
- There is no obligation for line managers to report to the Human Resources Office or the Professorships Department.
- Line managers must ensure that all their employees are familiar with their duty to inform them of (confirmed or suspected) cases of COVID-19.
- In the event of a COVID-19 infection among the members of their team, line managers must ensure that work continues without interruption; they must inform the others prudently, to the extent necessary, and if possible in consultation with the infected team member. The Safety, Security and Environment Office, the Professorships Department and the Employee Assistance Office (MBS) are available to provide support.

Contact tracing and workplace measures in the event of COVID-19 infection among UZH staff
- If the test is positive, contact tracing is carried out by the relevant cantonal service (cantonal medical service) with the help of the infected person and involves identifying everyone who needs to go into quarantine.
- Line managers may not carry out contact tracing themselves (due to personality rights). This is done exclusively by the relevant cantonal service (cantonal medical service).
- Anyone who has been in close contact with the infected employee will be notified by the relevant cantonal service (cantonal medical service) and instructed to go into quarantine.

Special cleaning measures at the workplace
- Cleaning and disinfecting of the infected employee’s workplace is only necessary if less than 24 hours have passed since the most recent contact of the infected person with objects or surfaces. If more than 24 hours have gone by since the most recent contact, no cleaning or disinfecting measures are required\(^6\). However, it is at least as important that all employees follow good hand hygiene.
- Surfaces must be cleaned with commercially available cleaning agents, objects (e.g. keyboard, computer mouse, telephone, tools) disinfected with device cleaning agents or alcohol (70%). Cleaning agents and disinfectants can be procured through the shop of the Procurement and Logistics Office (Irchel Shop)\(^7\).
- Support and coordination of cleaning services: UZH corona hotline, phone 044 635 49 29.

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\(^6\) According to the official FOPH safety concept for museums, libraries and archives (in German): [https://backtowork.easygov.swiss/standard-schutzkonzepte/](https://backtowork.easygov.swiss/standard-schutzkonzepte/)

\(^7\) [https://www.staff.uzh.ch/en/arbeitsplatz/labor-buero/shop-irchel.html](https://www.staff.uzh.ch/en/arbeitsplatz/labor-buero/shop-irchel.html)