Fact Sheet on Conduct in UZH Work Spaces
Valid from 27 April 2020 for the duration of reduced research operations;
Applicable to researchers and research-related activities such as LASC, technology platforms, etc.

Basic Principles
- UZH staff must adhere to all the principles listed in this fact sheet when carrying out activities on UZH premises as well as in field research to avoid the spread of coronavirus.
- UZH staff must comply with the behavior and hygiene provisions issued by the Federal Council and the FOPH.
- UZH staff must protect their own health and the health of others, in particular people in high-risk groups.
- UZH staff must continue to work from home wherever possible. Tasks that can be carried out remotely must be done from home.
- Research projects can be resumed if the professors or group leaders responsible for the research project ("research project leaders") have developed a concept that has been approved by the faculty and that documents compliance with the guidelines issued by the FOPH, the principles in this fact sheet as well as the regulations for people in high-risk groups.
- The faculties may introduce additional rules as long as these are compatible with the measures prescribed by UZH.
Duties and Responsibilities of the Research Project Leaders

The research project leaders must determine the measures through which compliance with FOPH requirements is ensured in their units during reduced research operations. They are responsible for ensuring that the requirements are observed and that general protective measures are followed during laboratory work. As a result of the special circumstances brought about by the coronavirus pandemic, availability of protective equipment for work in laboratories (e.g. disposable gloves) may be or become limited.

To comply with FOPH guidelines, the research project leaders must ensure the following in their units:

• Staff who are in a high-risk group and staff who live in the same household as people in high-risk groups may only be asked to perform tasks that can be done remotely.

• Only so many people may be in a room at the same time that a **distance of at least two meters** can be kept between them **at all times**. Maximum occupancy may not exceed the following:
  - No more than four people may be in the same work space (labs or offices) at the same time.
  - Maximum occupancy may at no time exceed 50% of the regular occupancy (occupancy before the lockdown), with the calculated value rounded up to the next whole number.
  - The following basic rule applies to maximum occupancy in work spaces (labs and offices) **1**
    - One person per 10 m$^2$ of area **2**. Equipment rooms may not be used for the calculation of maximum admissible persons in a working group.
  - Maximum occupancy in meeting rooms and break rooms is limited to one person per 4 m$^2$.

• To reduce room occupancy, the research project leader may split up their team and assign different time slots for working **3**.

• The research project leaders must take precautions to prevent the spread of coronavirus through shared infrastructure surfaces (door handles, etc.), work surfaces and equipment. These precautions must take into account the current shortage or priority use of disinfectants and protective equipment (face masks and disposable gloves) for medical purposes:
  - The research project leaders must instruct their teams to set up an effective, periodic cleaning scheme with suitable cleaning agents (soap or disinfectant) for all shared surfaces.
  - The research project leaders must procure the disinfectants required for cleaning. Commercial disinfectants are available from the Materials Center following approval by the Safety, Security and Environment office (applications to info@su.uzh.ch). The Materials Center also produces its own effective disinfectant using 70% alcohol.

• If absolutely necessary, close contacts between persons must be kept as brief as possible and accompanied by measures to minimize virus transmission (hygiene, protective equipment).

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1 UZH will provide a reservation system for temporary room management for research groups. You can find further information and registration under [Anleitung Buchungssystem Raumbelegung](https://www.uzh.ch) (in German)
2 Spaces blocked by large equipment may not be counted, as this space cannot be used to avoid contact between people.
3 In accordance with a resolution of the Government Council of the Canton of Zurich, the time between 5:00am and 11:00pm can be used for staggered working without requiring a permit for night work.
The research project leaders must procure the face masks required to comply with the protective measures. Face masks are available for free from the Materials Center following approval by the Safety, Security and Environment office (applications to info@su.uzh.ch). The Materials Center will sell further masks for as long as stocks last.

- Contact tracing must be ensured; the research project leaders must make sure that contact with people from other groups and units is kept to a minimum.

Duties and Responsibilities of Staff

- UZH employees are responsible for complying with the rules to prevent the spread of coronavirus when carrying out all their tasks and duties. In particular, they must observe the general rules of hygiene and clean shared work surfaces and equipment properly before and after each use.

- Staff who are suffering from fever, coughing, respiratory problems or other symptoms as well as staff who have been in contact with a person infected with Covid-19 in the past 14 days must stay away from UZH premises.

- Staff must generally keep a distance of at least two meters to other people in their group, and must do so at all times when it comes to people from other units.