Basic Safety Concept

19 August 2020

Basic Safety Concept for the University of Zurich
during the COVID-19 Pandemic

Introduction
The Basic Safety Concept for the University of Zurich describes the requirements that the organizational units of UZH must meet in accordance with the current COVID-19 ordinances and takes into account the guidelines “COVID-19 – Leitlinien für die Betriebsaufnahme der Schweizer Hochschulen im Herbstsemester 2020/21” (swissuniversities, version of 25 June 2020).

The current revised UZH safety concept governs the handling of COVID-19 during the “special situation” and comprises four documents:
- The Basic Safety Concept for the University of Zurich describes the general rules of conduct and safety measures, and contains explanations for the questions listed below.
- The specific safety concepts serve as the basis for practical implementation by all organizational units:
  a) in their areas of responsibility (safety concept for organizational units)
  b) when organizing courses and events that are not part of the regular teaching curriculum (safety concept for events)
  c) when organizing courses (fact sheet for teaching staff)

Previous safety concepts can continue to be used, but must be adapted accordingly. We recommend using this revised and shortened template, which takes into account the restrictions that have already been lifted (e.g. regarding social distancing, people at high risk and adapted on-site operations).

Goal
The University of Zurich is meeting its responsibility for containing the spread of the COVID-19 pandemic. The aim of the measures is to reduce the risk of infection with the novel coronavirus for everyone at the University of Zurich (employees, students, external service providers, visitors, patients, etc.).

Basic Rules
The University of Zurich safety concept ensures that the following requirements are complied with. Sufficient and appropriate measures must be defined for each of these requirements. Line managers and/or event organizers are responsible for the implementation of these measures.

2 Definition of courses (Veranstaltungen der Lehre): see §5 and §6 of the regulations on the use of the University of Zurich’s facilities and grounds (Reglement über die Benutzung von Räumen und Aussenflächen der Universität Zürich) of 1 April 2016
1. Everyone must wash their hands regularly
2. Employees and others must keep a distance of at least 1.5 meters to others
3. Appropriate, independent and regular cleaning of surfaces and objects, as well as regular ventilation of rooms
4. Adhering to the applicable mask-wearing rules at UZH, binding rules in case of infection or close contact, and provisions for travel abroad
5. Establishing safety measures for internal events

All employees, students and other relevant persons must be sufficiently informed about the protective measures and rules of conduct. All UZH members should actively contribute to and take responsibility for ensuring the rules are implemented.

Line managers must create an environment in which it is possible to require compliance with hygiene and social distancing rules by staff and line managers.

1. **Hand Hygiene**

   Everyone should wash their hands with soap and water regularly. In particular, they should do so immediately after arriving at their workplace, after any unavoidable contact with other people, and before and after breaks (M 1.1).

   Hand sanitizer must be used at workplaces where this is not possible. Facility management will provide and manage sanitizer dispensers in public areas. Users of Central Services institute, seminar and department spaces where employees cannot wash their hands are responsible for ensuring that hand sanitizer is available in the vicinity of these areas. Hand sanitizer can be obtained from the Materials Center/Shop Campus Irchel (M 1.2).

2. **Maintaining Distance**

   Everyone must maintain a distance of at least 1.5 meters from other people. In centrally allocated rooms, seats are marked at a distance of 1.5 meters by Events Management (M 2.1). When it is not possible to maintain this distance at a workstation (= unavoidable close contact³), measures must be taken in accordance with the STOP principle and documented under section 6 (M 2.2).

   These include:
   1. Substitution (e.g. assigning different tasks)
   2. Technical measures (e.g. partitions)
   3. Organizational measures (e.g. non-changing teams)
   4. Personal safety measures (e.g. masks⁴)

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³ Contact of less than 1.5 meters and for more than 15 minutes without suitable protection (e.g. partition or both persons wearing a face mask).
Recording contact details of employees is not a reliable measure, as this measure is purely curative rather than preventive. This measure may only be taken in exceptional cases such as medical examinations, events, etc. and must be documented under section 6 of the Specific Safety Concept. Face shields and visors are no replacement for masks and can therefore not be used as personal protection against COVID-19 infection.

The following areas where people may move about and congregate must be defined (M 2.3):
- Areas where a large number of people gather (e.g. in front of libraries, at counters, in shops or cafeterias)
- 1.5-meter waiting areas in front of frequently used appliances, such as copiers, scanners, etc.
- 1.5-meter space intervals in areas where people congregate

Counter and reception workspaces should be separated from other employees and customers through protective screens (M 2.4). The maximum occupancy and – if appropriate – booking schedules (times/rooms) should be posted at the entrances to rooms or displayed in a reservation system (M 2.5).

3. Cleaning and Ventilation
Surfaces and objects (e.g. work surfaces, keyboards, phones and tools) must be cleaned regularly with commercially available cleaning agents, in particular where they are shared (M 3.1).

The regular and sufficient exchange of air in workrooms must be ensured through ventilation, e.g. opening windows and doors for 5-10 minutes every two hours (M 3.2).

It cannot be assumed that climate chambers and cold rooms have sufficient ventilation. Additional measures must be defined for these rooms, such as requiring employees to work alone, wear a face mask, etc. (M 3.3).

Have all employees been informed about the applicable regulations regarding masks at UZH in their area of responsibility (M 4.1)? All employees within their area of responsibility must be informed that they should carry a mask in a paper envelope and wear it in situations where a large number of people gather. Video: How to use face masks⁵, Changes to the mask-wearing rules will be decided upon and communicated by the Executive Board of the University as necessary.

Health experts and the Executive Board of the University urgently recommend installing and using the SwissCovid app as an additional measure (M 4.2). Video: SwissCovid app⁶

All employees⁷ and students⁸ must be informed about the provisions in the fact sheet Procedure for (Suspected) Cases of COVID-19 or after Close Contact with an Infected Person (M 4.3). People who

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⁵ https://youtu.be/GNkQKurfS8c
⁶ https://youtu.be/3zRxpwx2AE
are ill and experiencing symptoms\(^9\) must be sent home immediately. They should wear a mask on their way home (M 4.4).

All employees and doctoral candidates must be informed about the requirement to acquire approval\(^10\) for trips and stays abroad on behalf of UZH (M 4.5). In particular, they must be made aware of the quarantine provisions that apply when traveling from high-risk areas\(^11\).

5. Events in Rooms of the Respective Organizational Units

For non-public events held in the rooms of the respective organizational unit, hygiene and social distancing rules must be observed, or other protective measures (e.g. compulsory wearing of masks) must be taken (M 5.1). Measures must be taken in accordance with the STOP principle.

If neither social distancing rules nor other protective measures can be practically implemented, the contact details of those present must be recorded and passed on to the cantonal medical service upon request. Participants must be informed about the health risks and the data collection.

If the event includes the provision of food/drink to participants, suitable hygiene provisions must be observed. This can be ensured by organizing catering services through a professional external provider. If the event is self-catered, participants must be able to serve themselves or one person must be designated as server. In particular, this person must strictly observe hand hygiene and wear a mask, if required (M 5.2).

Maximum occupancy (lecture halls, seminar rooms, practical training rooms, etc.) as well as seating arrangements must be observed in allocated rooms\(^12\) (M 5.3).

6. Events

Courses

The following provisions apply to courses at UZH:

- People must be able to keep a distance of 1.5 meters in teaching rooms (e.g. lecture halls and seminar rooms) at all times.

- If the minimum distance of 1.5 meters cannot be maintained due to the teaching format or methods (e.g. practical classes) or if contact between people is close\(^13\), the additional protective measures given in page 2 of the fact sheet for teaching staff must be planned in advance, communicated and implemented in good time.

- For rooms allocated centrally, room occupancy is determined and displayed by Events Management.


\(^10\) https://www.uzh.ch/cms/ssl/dam/jcr:90aa7bcb-db84-4344-ba72-45d0c06be1ed/UZH_Bewilligungsformular_Dienstreisen.pdf


\(^12\) E.g. through Room Allocation Services, Irchel Room Pool, etc. or rooms provided by an external party (e.g. hotels).

\(^13\) Close contact is defined as a distance of less than 1.5 meters from another person for more than 15 minutes without protection (hygiene masks or physical barriers such as plastic screens).
No safety concept is required for regular courses. The fact sheet for teaching staff\textsuperscript{14} includes a short checklist to support instructors in carrying out the tasks aimed at preventing the spread of Covid-19 in lecture halls and seminar rooms (available in lecture halls and seminar rooms).

**Events outside the regular teaching curriculum**

For all events featuring external guests\textsuperscript{15}, and events in allocated rooms and areas with more than 100 people (e.g. reception venues, lecture halls, seminar rooms and practical training rooms) a specific safety concept must be drawn up, and a responsible person must be determined (see specific safety concept for events, point V 1.1). Employees working at the event must be protected according to the STOP principle (see basic safety concept measure M 2.2). Attendees must be informed (in writing) about the protective measures in good time (safety concept for events, measures V 1.3 to V 1.8).

Furthermore, it must be ensured that participants can keep a distance of 1.5 meters (V 2.1) and, if necessary, that areas where people may wait and congregate are defined (V 2.2). Seats in lecture halls are marked at a distance of 1.5 meters by Events Management. Maximum occupancy and provisions for seating arrangements must be observed. Room occupancy in rooms allocated centrally is determined and displayed by Events Management (V 2.3). If necessary, protective measures must be taken at the reception area. This can be done by setting up protective screens or making wearing masks compulsory (V 2.4). For large events, it may be necessary to plan guidance systems and distance markers in order to ensure social distancing rules can be observed (V 2.5). Participants must be able to clean contact surfaces between events if they take place on the same day (V 3.1). The windows in event rooms should be opened before the event and during breaks for around 10 minutes to ventilate the rooms (V 3.2). Hand sanitizer and cleaning agents must be made available, if required (V 3.3), in particular if no dispensers with disinfectant or sinks for washing hands are available nearby. If participants are provided with food/drinks, the additional hygiene measures according to M 5.3 must be implemented (V 4.1). External participants must be informed in good time about the protective measures according to points 1.3 to 1.8, and their contact details must be recorded (V 4.2). Participants who have recently traveled from high-risk areas\textsuperscript{16} may not attend events during the quarantine period.

Special provisions apply for events with more than 300 people. The Safety, Security and Environment office can provide support with the development of protective measures (V 4.3). Such events at UZH may be subject to special conditions and must be approved by President’s Services.

\textsuperscript{14} Fact sheet for teaching staff: Tasks for Teaching Staff Aimed at Preventing the Spread of Covid-19 in Lecture Halls and Seminar Rooms

\textsuperscript{15} Exception made for external speakers who are to be protected in the same way as UZH employees according to M 2.2.