



## **Amended Directive on Adapted On-Site Operations<sup>1</sup> (Preventing the Spread of Coronavirus SARS-CoV-2) dated 20 October 2020, valid from 20 October 2020 (replaces the directive dated 30 June 2020)**

### **1. Purpose of the Directive**

With its decision of 20 October 2020, the Executive Board of the University of Zurich amended section 3 of the Directive on Adapted On-Site Operations. This amended version replaces the version dated 30 June 2020 and is valid from 20 October 2020. The regular provisions of personnel and employment law continue to apply, subject to the provisions listed in this directive.

### **2. Validity of the Directive**

This directive is valid for the current special situation and remains in effect until further notice. The employer will regularly evaluate the directive. If necessary, the directive can be extended via e-mail.

### **3. Place of Work at UZH (Amended on 20 October 2020; ULB XX-2020)**

In principle, members of UZH should work on site with as limited a presence as possible.

Employees must observe and apply the hygiene and safety rules of the Federal Office of Public Health (FOPH) at all times<sup>2</sup>.

UZH will put the appropriate organizational and technical measures into place to ensure that federal government regulations on hygiene and social distancing can be observed.

If the recommended social distancing rules cannot be observed, line managers must take measures in accordance with the STOP principle and in the relevant order (substitution, technical measures, organizational measures, personal protective measures). Specifically, these measures include working from home, physical separation, separating teams, or the use of face masks.<sup>3</sup> Measures resulting in additional costs must only be taken if no other suitable measures are available. If the use of personal protective equipment (PPE) is required for professional reasons and ordered by line managers, such equipment will be provided by UZH.

If the ability of a UZH organizational unit to continue operating is threatened as a result of the pandemic, line managers must take measures in accordance with the STOP principle. These include, among others,

- requiring employees to reduce physical contacts at the workplace wherever possible

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<sup>1</sup> Definition of “adapted on-site operations”: Normal operations with strict adherence to FOPH guidelines, including those on social distancing.

<sup>2</sup> See Art. 3 of the Ordinance on Measures during the Special Situation to Combat the Covid-19 Epidemic dated 19 June 2020.

<sup>3</sup> See Art. 10 of the Ordinance on Measures during the Special Situation to Combat the Covid-19 Epidemic dated 19 June 2020.



- holding discussions and meetings preferably using a digital format
- assessing and deciding how and how long split teams and work from home can be employed, if these organizational and spatial measures represent temporary solutions for the situation. In so doing, tasks involving people in key roles must be planned systematically, and special consideration must be given to protecting people who are at especially high risk. Employees who are unable to carry out their regular work from home may be assigned other work, if possible. The rules according to section 6 of this directive apply to time spent working from home during the “special situation”.

Working for UZH from abroad is not the same as working from home. For periods of one month or more, each case must be evaluated separately with the involvement of Human Resources to clarify the implications regarding social insurances and, if applicable, withholding taxes.<sup>4</sup>

#### 4. Working Hours

In the interest of finding a solution that is suited to the circumstances, the decision to offset or remunerate previous overtime resulting from the extraordinary situation is governed by the general provisions of cantonal employment law (§ 126 et seq. VVO).

For reasons of practicability, working hours carried out for other UZH organizational units will not be offset internally, subject to other agreements between the units involved.

#### 5. Procedure for Symptoms of Illness<sup>5</sup> and Employee Obligation to Provide Information

Employees who display symptoms of illness<sup>6</sup> 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. Employees must immediately inform their line managers of illness and accidents as usual. If an employee is unable to work for more than one week, they must also submit a doctor’s note as usual.<sup>7</sup>

In order to ensure that UZH can effectively fulfill its obligations for protecting the health of its staff, employees are obligated<sup>8</sup> to inform their employer/line manager **immediately** if they have a concrete suspicion of coronavirus infection with symptoms as described by the FOPH, in particular

1. being personally infected with coronavirus
2. having contact with infected persons
3. travel in high-risk areas<sup>9</sup> that was not pre-approved by UZH.

For cases 1-2, employees are to leave their place of work and the UZH premises without being asked by their line manager. They should then immediately go into self-quarantine (working from home; see section 6 of this directive). Any information provided by the employee will be used exclusively for the protection of other employees’ health and to avoid additional risk factors. Line managers will ensure

<sup>4</sup> See also the Fact Sheet on Transnational Social Insurance; <https://www.staff.uzh.ch/en/personal/Vergütung-und-Versicherungen/Sozialversicherungen.html>

<sup>5</sup> See also Fact Sheet for UZH Staff: Procedure for COVID-19 Infections: <https://www.uzh.ch/cmsssl/en/about/coronavirus/staff/covid-19.html>.

<sup>6</sup> An up-to-date list of COVID-19 symptoms can be found at: <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/krankheit-symptome-behandlung-ursprung.html>.

<sup>7</sup> § 100 VVO.

<sup>8</sup> Based on an employee’s duties toward their employer as set out in § 49 of the Employment Act dated 27 September 1998 (LS 177.10), employees have certain obligations to provide information, and this also relates to coronavirus. The employer requires this information in order to fulfill its duty to protect the lives and health of its staff with appropriate measures. This obligation of an employer toward its employees is anchored in § 39 of the Employment Act and outweighs the personality rights of the employee(s) concerned.

<sup>9</sup> As defined by the Covid-19-Verordnung Massnahmen im Bereich des internationalen Personenverkehrs (German only).



that employees are aware of their obligation to provide information and informed about how said information will be used.

## **6. Additional Special Rules for Working From Home**

### **Working Hours when Working from Home**

Employees should only work additional hours after coming to an agreement with their line manager.

No bonuses will be paid for work done from home (with the usual exceptions of on-call duty and mandatory overtime).

During the home office period, employees should be reachable via telephone and e-mail during normal working hours.

Employees who are required to record their working hours must do so in the usual manner using the employee time sheet provided by Human Resources. Employees must submit a completed time sheet (final version) to their line manager at the end of each month. The line manager is to reply to the e-mail with a formal confirmation. Line managers may also request time sheets on a weekly basis.

### **Work Equipment and Costs**

Whenever possible, work equipment already made available by UZH should be used for working from home.

Creating additional operating costs during this period should be avoided if possible. Employees are obligated to keep these costs to an absolute minimum and must discuss any potential costs with their line managers before they occur. Expenses that are not necessary for carrying out work must be borne by the employee.

Employees will be reimbursed for any work-related costs that do occur, provided they submit an original receipt. These costs will be paid out via an expense account after the conclusion of the home office period.

### **Security and Use of Telephones**

All devices used in an employee's home office are password protected. Business data and backups are to be accessed/made via the UZH server.

Employees must make sure that all files and devices are secure, both when transporting them and using them at home. All files and devices must be protected from unauthorized access and theft.

If possible, UZH office landlines will be forwarded internally or to an office voicemail that informs callers about said office's availability/contact details. The latter applies in particular to employees who have client contact. Forwarding calls to private (mobile) phones should be avoided if possible.