



Basic Safety Concept

18 January 2021

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.

The current revised UZH safety concept governs the handling of COVID-19 during the “special situation”¹ and comprises three 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 on-site events (Fact Sheet on Tasks to Prevent the Spread of Covid-19 during On-Site Events at UZH)

Previous safety concepts can continue to be used, but must be adapted accordingly. We recommend using this revised template.

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

Employers, more specifically line managers at UZH, are required to ensure and review that staff are aware of and observe the rules and recommendations of the FOPH on social distancing and hygiene. The relevant measures must be taken according to the STOP principle (substitution, technical measures, organizational measures, personal protective equipment). In other words: Besides wearing masks, working from home (if possible), regular ventilation of rooms, distance between workstations, disinfection, and hand hygiene. Particular attention must be paid to protecting people who are at especially high risk.

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 selecting, implementing, communicating and reviewing these measures.

¹ Comments on the Ordinance on Measures during the Special Situation to Combat the Covid-19 Epidemic from 19 June 2020 (“Covid-19-Verordnung besondere Lage”, SR 818.101.26)



Requirements

- Everyone must wash their hands regularly.
- Employees and others must keep a distance of at least 1.5 meters to each other.
- Appropriate, independent and regular cleaning of surfaces and objects, as well as regular ventilation of rooms.
- Adhering to the applicable mask-wearing rules at UZH, binding rules in case of infection or close contact, and provisions for travel abroad.
- Establishing safety measures for in-house events.
- Working from home, if possible.
- Particular attention must be paid to protecting people in high-risk groups.
- Establishing safety measures for in-house events and on-site events.

All employees, students and other relevant persons must be sufficiently informed about the protective measures and rules of conduct. It is the responsibility of all members of UZH to actively help implement the measures listed in these concepts.

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 is required to 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 (**measure (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 the 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**).

The following areas where people may move about and congregate must be defined (**M 2.2**):

- 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; in addition, employees must wear a mask when they are behind the protective screen (**M 2.3**). 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 2.4**).



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)**. The smaller the room, the more often it should be aired. The use of portable fans and heaters is to be avoided. 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)**.

4. Special Provisions

All employees, in particular those who are especially high risk, must be protected against infection with COVID-19. Measures must be taken in accordance with the STOP principle and documented under section 6 **(M 4.1)**.

STOP principle:

1. Substitution (e.g. working from home, assigning different tasks)
2. Technical measures (e.g. partitions)
3. Organizational measures (e.g. non-changing teams)
4. Personal protective equipment (e.g. wearing special FFP2 protective masks)

When it comes to protecting employees who are at especially high-risk, the Directive on Working from Home² and Art. 27a of the federal Covid-19 Ordinance³ apply **(M 4.2)**.

Recording contact details of employees is not a reliable measure, as it is purely curative rather than preventive. This measure can only be taken in exceptional cases such as medical examinations, events, etc. and must be documented under section 6 of the Specific Safety Concept.

It must be ensured that all employees are informed about the applicable regulations regarding masks at UZH in their area of responsibility. Masks are obligatory in all indoor and outdoor areas of UZH **(M 4.3)**. [Video: How to use face masks⁴](#).

Exceptions:

- In indoor spaces if there is only one person in the room (e.g. one-person offices).
- In outdoor spaces if large gatherings are unlikely and social distancing rules can be observed (e.g. in Irchel Park).
- With a doctor's certificate that exempts the person from having to wear a mask.

² <https://www.uzh.ch/cmsssl/en/about/coronavirus/staff.html>

³ https://www.fedlex.admin.ch/eli/cc/2020/438/de#art_27_a

⁴ <https://youtu.be/GNkQKutS8cg>



Face shields and visors are no replacement for masks and can therefore not be used as a personal protective measure against COVID-19 infection.

Health experts and the Executive Board of the University urgently recommend installing and using the SwissCovid app as an additional measure (**M 4.4**). [Video: SwissCovid app⁵](#)

All employees⁶ and students⁷ must be informed about the provisions in the Fact Sheet on Procedure for (Suspected) Cases of COVID-19 or after Close Contact with an Infected Person (**M 4.5**). People who are ill and experiencing symptoms⁸ must be sent home immediately (**M 4.6**).

All employees and doctoral candidates must be informed about the requirement to acquire approval for⁹ trips and stays abroad on behalf of UZH (**M 4.7**). In particular, they must be made aware of the quarantine provisions that apply when returning from high-risk areas¹⁰ (**M 4.8**).

5. Events in Rooms of the Respective Organizational Units

For non-public events (e.g. meetings) held in the rooms of the respective organizational unit, hygiene and social distancing rules must be observed and masks worn (**M 5.1**). Further measures must be taken in accordance with the STOP principle in order to protect people in high-risk groups in particular.

If the event includes food/drink, participants must always be seated when eating/drinking, and the relevant distance between people must be kept at all times (**M 5.2**).

Maximum occupancy (lecture halls, seminar rooms, practical training rooms, etc.) as well as seating arrangements must be observed in allocated rooms¹¹ (**M 5.3**).

6. On-Site Events

On-site events outside of teaching are prohibited at UZH¹². Using the Fact Sheet on Tasks to Prevent the Spread of Covid-19 during On-Site Events at UZH, event organizers are required to ensure that the guidelines for avoiding COVID-19 transmissions are observed during their on-site events and also in the areas in front of the lecture halls and seminar rooms.

- Only courses that require on-site presence (e.g. teaching in labs or clinics, or certain exam types) and one-on-one sessions (e.g. certain exam types) are permitted.
- Rules on exceptions will be governed by the faculties (or the relevant Office of the Vice President) or directorates for certain continuing education programs.
- The faculties will coordinate on-site events planned in parallel (large gatherings) with each other and, in particular, ensure that large gatherings are avoided when participants enter or leave the room. The relevant measures are to be recorded in writing.

⁵ <https://youtu.be/3z1Rxpwx2AE>

⁶ <https://www.uzh.ch/cmsssl/en/about/coronavirus/staff/covid-19.html>

⁷ <https://www.uzh.ch/cmsssl/en/about/coronavirus/students/covid-19.html>

⁸ <https://www.bag.admin.ch/bag/de/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/krankheit-symptome-behandlung-ursprung.html#-313933553>

⁹ https://www.uzh.ch/cmsssl/dam/jcr:90aa7bcb-db84-4344-ba72-45d0c06be1ed/UZH_Bewilligungsformular_Dienstreisen.pdf

¹⁰ <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/empfehlungen-fuer-reisende/quarantaene-einreisende.html>

¹¹ [E.g. through Room Allocation Services, Irchel Room Pool, etc. or rooms provided by an external party \(e.g. hotels\).](#)

¹² [Teaching activities that are an essential component of a program and exams linked to programs in higher professional training are permitted.](#)



Permitted On-Site Events

The following provisions apply to on-site events at UZH:

- Persons with symptoms that are indicative of a possible COVID-19 infection may not attend.
- Participants who have recently returned from high-risk areas¹³ may not attend courses during the quarantine period.
- 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.
- For rooms allocated centrally, room occupancy is determined and displayed by Events Management.
- Participants' contact details must be taken.
- No more than 50 people may be present. More than 50 people are allowed in exams.
- Everyone in attendance (participants and staff) must wear a mask (see M 4.2).
- If it is possible to open the windows in seminar rooms, the room must be well aired during breaks.

¹³ <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/empfehlungen-fuer-reisende/quarantaene-einreisende.html>