COVID-19 Safety Plan

1. Introduction

This Safety Plan presents and explains the prerequisites that must be fulfilled at the ZHAW in order to combat the COVID-19 epidemic.

The Safety Plan is based on

- the Swiss Ordinance on Measures during the Special Situation to Combat the COVID-19 Epidemic (as of 12 December 2020)
- the requirements set by the Federal Office of Public Health (FOPH)
- the requirements set by the Canton of Zurich, and
- the decisions taken by the Executive Board on 17 April, 28 May, 4 June, 25 June, 9 July, 20 August, 4 September, 22 October, 28 October and 12 November 2020.

The present Safety Plan will be revised

- if the authorities change the applicable requirements and recommendations, or
- if practical implementation of it proves to be incompatible with the full or partial fulfilment of the recommendations from the authorities.
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2. Applicability

2.1 General

This Safety Plan is binding for all ZHAW students, continuing education participants and staff. The Safety Plan is also binding for all operators of facilities and organisers of events on the ZHAW premises. In addition, it applies to all other individuals on the ZHAW premises, regardless of their reasons for being there.

The Safety Plan is binding for all organisational units and locations. More detailed safety plans may be necessary for certain organisational units and locations. The present Safety Plan is the binding basis for any supplementary safety plans specific to various Schools, buildings, rooms and/or activities.

2.2 Validity for external activities and circumstances

The rules of conduct outlined below also apply to ZHAW staff who are working on behalf of the ZHAW outside the ZHAW premises (e.g. on business trips or providing services on the premises of third parties). ZHAW staff may provide services to a third party on the latter’s premises if the third party observes the precautionary measures specified by the federal authorities.

The rules of conduct are also binding for the organisation of events (see Section 4.8), excursions and study trips (see Section 4.12).
3. Objectives

The aim of the ZHAW is to ensure operations in its various areas of activity. The primary focus of this Safety Plan is the prevention of COVID-19 infections in connection with any activities at the ZHAW.

The aim of the precautionary measures is to keep new infections to a minimum despite more people interacting on-site.

The objectives are:

a) preventing the spread of COVID-19 and breaking transmission chains;

b) facilitating on-site activities for students, continuing education participants and staff at the ZHAW in exceptional cases as long as they have no symptoms of COVID-19 and do not live in the same household or have close contact with anyone who has COVID-19;

c) ensuring compliance with the rules of conduct and hygiene rules.

4. Precautionary measures

4.1 Basic precautionary measures

The following principles hold:

a) physical distancing on the way to the ZHAW and back;

b) minimum distance of 1.5 metres during all interactions on the premises of the ZHAW (1.5-metre distancing rule) whenever possible;

c) compliance with the general rules of conduct as per Section 4.2;

d) requirement to wear face masks on ZHAW premises and in ZHAW buildings.

4.2 General rules of conduct

Everyone on ZHAW premises or in ZHAW buildings must observe the applicable hygiene and distancing rules set out by the Federal Office of Public Health. Information posters explaining how to follow these rules correctly (hygiene concerning hands, objects and surfaces; no hand shaking, embraces or kissing) are placed at all building entrances by Facility Management.

Hands should be washed with soap and water and dried thoroughly before and after touching any objects or equipment that are publicly accessible and used by several people, such as printers, computers, drink dispensers and books. Hand-washing is also recommended whenever possible after touching any surfaces exposed to many people, such as switches, window and door handles, lift buttons, and handrails.

Cups, glasses, dishes and utensils should not be shared. Dishes should be washed with soap and water or in the dishwasher after use.
Whenever possible, single-use equipment should be used when working with tools or equipment that require physical contact. If this is not possible, then the tools or equipment must be disinfected after use. This is especially the case if the room is fitted with special equipment or needed for special activities (e.g. skills training).

Wounds (e.g. on fingers) must be covered (e.g. with protective gloves).

The risks associated with activities that have an inherently higher risk of transmission (e.g. close interpersonal contact when teaching in academic programmes) are reduced to a minimum by wearing a face mask.

Lecturers and line managers are obliged to prohibit students, continuing education participants and staff who appear ill (especially those with fever, flu symptoms or cough) from attending classes on site or coming to the ZHAW and to ask them to leave the ZHAW premises if necessary. They can justify their actions by referring to the General House Rules.

If an individual on the ZHAW premises clearly has symptoms of an illness, the lecturer or line manager should urge the person to consult a doctor and to use a safe mode of transport (e.g. an ambulance).

4.3 Requirement to wear face masks

Face masks must be worn on ZHAW premises and in all ZHAW buildings. This applies to everyone in all publicly accessible areas (e.g. reception areas, libraries, circulation areas, passenger and goods lifts, stairways and sanitary facilities), in gathering areas (e.g. common rooms, study environments and canteens when no food services are being provided) and in classrooms. The requirement to wear face masks also applies to lecturers and other presenters.

People who present a corresponding doctor’s certificate are exempt from this requirement. When people who are exempt from the face mask requirement are present, either the distancing rule must be maintained or other effective precautionary measures must be taken, such as installing suitable dividers. If this is not possible, provisions must be made to collect the contact information of everyone present.

Face shields and visors are not a replacement for masks and therefore do not exempt from the face mask requirement.

Face masks do not have to be worn in ZHAW offices provided only one person is present in the room.

Everyone (staff, students, continuing education participants, external service providers, guests, visitors, etc.) who is present on ZHAW premises is responsible for ensuring that they have a sufficient number of face masks while they are present on ZHAW premises.

Face masks are supplied free of charge to employees working in the areas of cleaning services, facility management (especially during transportation of heavy loads and removals), on-site ICT support (especially when setting up workplaces), gardening and landscaping as well as at service counters.

Likewise, staff working in laboratories are supplied with face masks free of charge because of the stricter occupational safety requirements.

Face masks can be purchased at selected ZHAW locations.

The video from the Federal Office of Public Health explains how to use face masks properly. In addition, the manufacturer’s instructions for the use of the protective equipment should be followed carefully.
4.4 Isolation and quarantine measures

Individuals who have symptoms of COVID-19 may not come to the ZHAW and must put themselves in isolation and quarantine. They should call their family doctor and follow the latter’s advice. The family doctor reports the case to the cantonal medical authorities and the Federal Office of Public Health. The canton then identifies the people they have been in close contact with and contacts them (contact tracing).

Individuals who have been in close contact with someone who is ill, especially within the same household or a similar situation, should put themselves in quarantine.

Isolation and quarantine are deemed well-justified absences in the event of an assessment that requires the physical presence of the student. Students who put themselves in isolation are to inform the programme director’s office either with a written declaration attesting that they have been in close contact with someone who has tested positive for COVID-19 or by submitting proof of contact tracing.

Employees who put themselves in or remove themselves from isolation or quarantine are to inform their line manager. The line manager informs the School dean, who in turn informs ZHAW Safety and Security.

In the event someone at the ZHAW falls ill, close contacts must be located in accordance with the requirements of contact tracing. This is the responsibility of the cantonal health authorities. If requested, the ZHAW provides the relevant cantonal office with lists containing last names, first names, places of residence and telephone numbers. It is not necessary to collect detailed contact information if the Safety Plan is complied with.

4.5 Especially high-risk groups

The ZHAW asks that individuals who are in an especially high-risk group (see Categories of persons at high risk) comply with the relevant recommendations. Line managers and/or programme directors are responsible for ensuring that individuals who are in an especially high-risk group (including pregnant women) are protected against being infected with COVID-19 at staff or student workplaces. If this cannot be ensured, the ZHAW will offer alternate arrangements. If it is not possible to continue working or studying, the individual concerned should request a certificate from their doctor.

4.6 On-site teaching activities

As a general principle, teaching activities are held in the form of distance learning. Exceptions that permit a physical presence are laboratory classes, skills training, interpreting training and examinations.

These are permitted on-site until the end of the autumn semester 2020.

At the request of a School, the task force decides which teaching activities qualify as skills training and may therefore be conducted on-site. A supplementary safety plan may be required.

On-site assessments are permitted until the end of the autumn semester 2020 if these are deemed necessary for didactic reasons or to meet programme requirements.
4.7 Working on site and working from home

The ZHAW recommends that employees work from home so long as operational requirements allow it. Employees should only work on site if it is absolutely necessary for operational purposes.

Employees on the ZHAW premises are obliged to observe the rules of conduct and hygiene set out by the Federal Office of Public Health (e.g. hygiene concerning hands, no hand shaking, etc.) and the 1.5-metre distancing rule. If the 1.5-metre distancing rule cannot be maintained, the organisational units define suitable on-site options for employees, such as regular schedules for on-site work or team splitting with half the team working on-site on alternate weeks. If this is not possible, supplementary safety plans apply (see Section 4.14).

Internal meetings (i.e. with members of the ZHAW community) should be conducted remotely whenever possible. If meetings are held on ZHAW premises, the rooms should be regularly ventilated.

The general conditions for working from home are set out in the home office guidelines (in German only). The limit of 20% for working from home is suspended until 31 December 2020.

4.8 Events

4.8.1 Events

Events are prohibited.

4.8.2 Apéros

Stand-up receptions, such as apéros, at or on behalf of the ZHAW are prohibited.

4.8.3 Events in the areas of academic programmes and continuing education

On-site events related to academic programmes (information events, lectures, exhibits, conventions, conferences, etc.) may not be held.

On-site events related to continuing education (information events, lectures, exhibits, conventions, conferences, etc.) may not be held.

Graduation ceremonies for Bachelor’s and Master’s degree programmes may not be held.

Graduation ceremonies for continuing education courses may not be held.

4.8.4 Events in the areas of research and business services

Conferences, seminars, workshops, etc. with external participants may not be held.

4.8.5 Social events for staff

Social events for staff should not be held. This includes Christmas and New Year events.

4.9 Building tours

Tours of ZHAW buildings that do not involve the participation of the ZHAW (e.g. guided city tours) are not permitted. Previously arranged building tours may be held in compliance with this Safety Plan, and ZHAW staff must accompany the tour. New requests for building tours are to be declined.
4.10 Meetings with research partners and business service clients
Meetings with research partners and business service clients can take place if the precautionary measures outlined in this Safety Plan and the relevant supplementary safety plans are observed.

4.11 Travelling in Switzerland and abroad
There are no travel restrictions within Switzerland. The rules of conduct and hygiene set out by the Federal Office of Public Health and the 1.5-metre distancing rule must be observed. If public transport is used, then the applicable precautionary measures should be followed.
As a general rule, members of the ZHAW should not travel abroad for business purposes. If an individual has to travel abroad, they must inform the Dean of the School. In addition, any recommendations set out by the Federal Department of Foreign Affairs and the Federal Department of Public Health must be followed.

4.12 Excursions in Switzerland and abroad
A safety plan must be devised for excursions if the 1.5-metre distancing rule cannot be observed. The safety plan must include the wearing of face masks.
For excursions with more than one group, the participants of one group should not mix with those of the other groups if possible.

4.13 Contact tracing
Students, continuing education participants and employees are to be informed that their contact information on file will be forwarded to the responsible cantonal authorities upon request in order to enable the identification and notification of suspected cases of COVID-19 infection.
The ZHAW recommends that all students, continuing education participants and employees use the SwissCovid app for mobile phones.
Contact tracing on the part of the ZHAW is not required if the Safety Plan is complied with.

4.14 Supplementary safety plans
A supplementary safety plan must be devised for unavoidable physical contact that is part of academic programmes (e.g. practical training in nursing) as well as for activities in the areas of research and business services in which the precautionary measures and general rules of conduct cannot be observed (in particular the 1.5-metre distancing rule and the requirement to wear face masks).
The supplementary safety plan must contain information on the protection of the people involved, the protective equipment required, the training and use of protective equipment (in particular the correct use of face masks), etc.
The Schools can devise comprehensive safety plans as long as all relevant points are dealt with.
ZHAW Safety and Security uses a checklist to evaluate whether the specific safety plan meets the requirements of the present Safety Plan. The checklist is available to the Schools and should be submitted as a self-declaration along with the specific safety plan.
4.15 Personal responsibility

The ZHAW expects its students, continuing education participants and staff to behave in an exemplary manner and to strictly adhere to the requirements.

All students, continuing education participants and staff are called upon to act in a responsible manner and to observe the Safety Plan and all other precautionary measures that serve to minimise the risk of transmitting COVID-19.

All members of the ZHAW community are expected to indicate the appropriate measures to any individuals not observing them.

In the event of repeated misconduct, the managing director and/or the President’s Office is to be informed and disciplinary proceedings in accordance with the ordinance on the law governing the Zurich Universities of Applied Sciences and Arts will be initiated to punish the individual(s) for violating the General House Rules.
5. **On-site operations**

5.1 **Travel and public transport**

It is recommended to walk or ride a bicycle to the ZHAW. If public transport is used, then the applicable precautionary measures should be followed.

5.2 **Access to buildings**

Individuals with symptoms of illness are not allowed on the ZHAW premises.

Gatherings of more than 10 people are not permitted on the premises of the ZHAW.

The 1.5-metre distancing rule must be observed for any gatherings at building entrances.

Additional notices are posted in smoking areas.

Access to the ZHAW buildings in Wädenswil and Winterthur is permitted with a valid CampusCard. Anyone without a valid CampusCard must be escorted into the ZHAW buildings in Wädenswil and Winterthur. Access to the ZHAW buildings in Zurich is not permitted without a CampusCard.

The building opening hours (available in German) apply.

Face masks must be put on correctly before entering the premises or buildings.

Facility Management is responsible for maintaining the disinfectant dispensers at building entrances.

Facility Management provides additional hand sanitising stations at critical locations (building entrances, libraries, counters, etc.).

Fire regulations must be taken into consideration when choosing where disinfectant dispensers are placed.

5.3 **Circulation areas**

The 1.5-metre distancing rule and the requirement to wear face masks are to be observed in all circulation areas (e.g. hallways, stairways, lifts).

Gatherings of people, in particular before and after classes and during breaks, are to be avoided.

For areas in which people move or pass through, people are to be guided by appropriate measures (e.g. signs, partition tape) to allow them to observe the 1.5-metre distancing rule. For locations that cannot be divided into separate directions (e.g. narrow corridors), the 1.5-metre distancing rule may be waived if the people encounter one another for a very short amount of time.

Interactions between groups is to be avoided within circulation areas. In devising occupancy plans and timetables, interactions between student groups should be avoided as much as possible.

Staff and student workplaces in the circulation areas can be used as long as the 1.5-metre distancing rule is observed.

Unnecessary items that might be touched by many individuals (e.g. promotional giveaways) may not be put on display and should be put in storage.
5.4 **Reception areas and counters**

At reception areas and service counters, there should be a notice about the 1.5-metre distancing rule and markers on the floor supplied by Facility Management if possible. The personnel at these sites are protected from direct contact with others by means of mobile acrylic protective shields. The hand disinfectant is supplied by the ZHAW. The Schools notify Facility Management of their needs in this regard.

5.5 **Passenger and goods lifts**

The use of passenger and goods lifts is restricted and only allowed if the 1.5-metre distancing rule and the requirement to wear face masks are observed. Lifts can only be used by one person at a time and are reserved for individuals with mobility issues and for operational purposes. The stairways are to be used whenever possible.

Markers applied by Facility Management on the floors in front of passenger and goods lifts prevent the individuals waiting for the lift from blocking the person exiting the lift. The individuals waiting to use the facilities have to maintain a 1.5-metre distance from each other.

The passenger and goods lifts are considered critical locations with high volumes of traffic and are cleaned and disinfected several times a day.

5.6 **Other rooms**

With the exception of offices in which only one person is present, face masks must be worn in all rooms, and particularly in meeting rooms.

Facility Management sets the maximum capacity for meeting rooms, laboratories and classrooms based on the Safety Plan and taking into consideration the number of doors, the circulation areas in the rooms and the room layout. The number of individuals allowed in each room is posted on the door by Facility Management.

The organisational units are responsible for planning the schedules and occupancy to comply with the maximum capacity set by Facility Management. The maximum room occupancy is set in consultation with the Schools on the basis of the Safety Plan by Facility Management and can be viewed in the respective list of rooms.

At least one seat must be kept free on all sides of each occupied seat in the seating areas. The 1.5-metre distancing rule applies between all other staff and student workplaces.

In lecture halls with fixed seating, the seats that are not to be used are indicated. Lecture halls may only be used for teaching in academic programmes.

Lists for contact tracing are not necessary as every second seat must be left free in the seating areas and face masks must be worn.

Rooms should be well-ventilated or aired out manually. In rooms with ventilation, this happens automatically because the ventilation systems remain in operation. In rooms without ventilation, the windows should be opened during each break.

Frequent changes between classrooms should be avoided in order to minimise movement and the possibility of interactions between groups.

The 1.5-metre distancing rule and the requirement to wear face masks must also be observed for assessments.
Consultations and meetings with supervisors should be done by video chat. The 1.5-metre distancing rule and the requirement to wear face masks must be observed for any consultations done on-site.

For rooms in which it is not possible to comply with the face mask requirement or the distancing rule and still carry out operations and/or teaching in an acceptable manner (e.g. laboratories or laboratory-like rooms), a supplementary safety plan must be drawn up by users that is specific to the use case and ensures the implementation of supplementary precautionary measures (see Section 4.14). In addition to face masks, the users of these rooms must use additional protective equipment (possibly gloves) if necessary. The additional equipment is provided to the Schools by Facility Management.

5.7 Offices

The maximum number of individuals allowed in each room is posted on the door by Facility Management. The 1.5-metre distancing rule is particularly important in offices with several people. The organisational units request that staff work from home or coordinate their office work if the 1.5-metre distancing rule cannot be observed when the office is fully occupied.

5.8 Common rooms

The 1.5-metre distancing rule and the requirement to wear face masks hold for common rooms. Unnecessary objects should not be on display and should be put in storage.

5.9 Sanitary facilities

The 1.5-metre distancing rule and the requirement to wear face masks are to be observed in sanitary facilities. Facility Management is responsible for posting notices about the 1.5-metre distancing rule on the doors of the sanitary facilities. The individuals waiting to use the facilities have to maintain a 1.5-metre distance from each other.

In order to avoid peak times for the use of the facilities, flexible scheduling of breaks is recommended. The organisational units that intend to use rooms in any particular building are responsible for ensuring that the 1.5-metre distancing rule is also observed in the sanitary facilities.

The sanitary facilities are cleaned daily.

As far as possible, sinks are supplied with liquid soap dispensers and single-use towels. Hand sanitiser is only supplied if there is no alternative. Liquid soap and hand disinfectant dispensers are refilled several times a day.

5.10 University library

The present Safety Plan also holds for the university library. Specific points are dealt with in the university library’s supplementary safety plan.

5.11 Food services and cafeterias

All individuals who use the ZHAW food services and cafeterias are required to wear their face masks until they sit down and start to eat or drink. Food and drinks may only be consumed if the individual is seated.

Individuals are not allowed to consume food or drinks outside of designated areas. This means that consuming food or drinks in areas such as hallways and study carrels is not permitted.
In areas used for both food services and studying (e.g. canteens), individuals may only remove their face masks to eat and drink. Students are not allowed to study while eating and drinking. As soon as they have finished eating and drinking, they must wear their face mask again. Students are not exempt from the requirement to wear a face mask if they snack while studying.

Individuals who use the ZHAW food services and cafeterias are prohibited from sharing their food and drinks with others.

Eating and drinking in ZHAW canteens and cafeterias is restricted to ZHAW staff and students. The safety plans of the respective caterers hold for the various cafeterias. The caterers SV and ZFV have their own safety plans, which have been approved by the authorities and supplemented with the ZHAW requirements.

The distancing rule must be observed in all other ZHAW locations offering food services (e.g. break rooms) with respect to all activities (serving food, seating, positioning tables). Appropriate measures should be taken to prevent gatherings of people waiting to be served food.

5.12 Third party rentals
ZHAW premises may not be rented to third parties. Previously arranged rentals may proceed in compliance with this Safety Plan. New rental requests are to be declined.

5.13 Use of vehicles for business purposes
The 1.5-metre distancing rule must be maintained in vehicles used for business purposes, and face masks must be worn if the vehicle is used by several people. If no face masks are available at the time, then more than one vehicle should be used. The interiors of ZHAW vehicles should be cleaned by the respective occupants before and after being used by different individuals. For the use of Mobility shared vehicles, the Mobility safety plan must be observed.

5.14 ASVZ sport centres
The ASVZ safety plans hold for their sport centres. The safety plans are binding for all individuals who participate in ASVZ sport activities.

5.15 Construction sites
The safety plan of the respective contractor applies on construction sites that are clearly separate from university operations.
6. Cleaning and hygiene measures

6.1 Cleaning

During the COVID-19 situation, rooms are being cleaned as usual. It is not foreseen that classrooms are cleaned between classes.

It suffices to clean surfaces and washable floors with standard detergents. The use of disinfectant is not necessary.

More frequent cleaning in areas where several individuals often share a staff or student workplace can be accommodated by Facility Management. Cleaning cloths are made available at a central location by Facility Management. Users are responsible for cleaning their workplaces. In the ICT workplace planning documentation, it is recommended that employees who share workplaces be given their own mouse, keyboard and headset.

Surfaces or objects that are often touched by several people should be cleaned regularly with standard detergents. This also holds for counters, window and door handles, lift buttons, handrails, drink and water dispensers, coffee machines and other contact surfaces.

Cloth dish towels and hand towels should be removed. Hand towel dispensers are still permitted.

Sanitary facilities with consistently high volumes of traffic are subject to additional cleaning cycles during the day.

Special care must be taken to properly dispose of waste. The following points must be taken into consideration by Facility Management or the service provider (the list is not exhaustive):

- provide enough waste containers for the disposal of paper tissues and face masks;
- empty waste containers regularly (especially at hand-washing facilities);
- avoid direct contact with waste by always using implements (e.g. broom, shovel);
- wear gloves when handling waste and properly dispose of them immediately after use;
- never compress waste bags by hand (danger of dispersing viruses).

The use of gloves and face masks is compulsory when disposing of waste. The same applies to their proper disposal.

Facility Management adjusts its cleaning and waste disposal plans according to the requirements of this Safety Plan.
6.2 Protective equipment

In laboratories and laboratory-like rooms, gloves are made available by the ZHAW if the infrastructure, tools or materials are used by several people. The Schools notify ZHAW Safety and Security of their weekly requirements for gloves for each location or room. ZHAW Safety and Security collates the requests and orders the necessary protective equipment. Facility Management distributes the protective equipment to the Schools, and the Schools ensure that it is delivered to the right rooms (no self-service).

The ZHAW supplies protective equipment in justified circumstances if a supplementary safety plan is at hand (see Section 4.14).

The preventive use of gloves is not foreseen outside of their usual applications in connection with cleaning activities or special activities done in the context of academic courses.

Protective equipment should be disposed of in waste containers. The same holds for protective equipment not supplied by the ZHAW.

6.3 Work clothes and laundry

Work clothes may not be hung in hallways or other circulation areas after use. In addition, the following precautionary measures apply:

- personal work clothes should be worn and only by that individual;
- work clothes should be washed regularly with detergent;
- client laundry may be used more than once between washings if it is only used for the same person (e.g. positioning towels for physiotherapy).

7. Communication

The Safety Plan is filed in the process portal and can also be accessed via the Intranet and the Internet. The FAQs on the ZHAW Corona website are to be revised accordingly.

8. Responsibility for implementation

The ZHAW Safety Officer is responsible for implementing the Safety Plan and for all contact with the responsible authorities.

The Safety Officer is supported in his or her duties by all ZHAW employees, students and continuing education participants.
9. Issued by

9.1 Metadaten Erlass

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<td>Inclusion of the decisions taken by the Executive Board dated 25 June 2020 (various sections)</td>
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<td>Inclusion of the decisions taken by the Executive Board dated 9 July 2020 (Section 4.5)</td>
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<td>Inclusion of the requirement to wear face masks (various sections)</td>
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<td>Information on individuals at especially high risk (Section 4.4)</td>
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<td>Addition to events with more than 1,000 people (Section 4.6.5)</td>
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<td>Deletion of the regulation with expired dates (various sections)</td>
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<td>Amendment to working from home (Section 4.6)</td>
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<td>Amendment to number of people to 100 (Section 4.7.4)</td>
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<td>Details about food services (Section 5.11)</td>
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<td>29/10/2020</td>
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<td>Forgo Christmas and New Year events (Section 4.8.5)</td>
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<td>Dispense with building tours (Section 4.9)</td>
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<td>Dispense with third party rentals (Section 5.12)</td>
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<td>Amendment to the face mask requirement in offices (Sections 4.3 and 5.6)</td>
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<td>12/12/2020</td>
<td>Ban on events (Section 4.8)</td>
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