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 3 February 2022)
   - the requirements set by the Federal Office of Public Health (FOPH)
   - the requirements set by the Canton of Zurich
   - the ordinance on the law governing the Zurich Universities of Applied Sciences and Arts
   - the General House Rules of the ZHAW, 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, 12 November 2020, 14 January, 28 January, 11 February, 21 April, 23 June, 26 August, 10 September, 16 September, 17 September, 29 October, 25 November, 1 December, 16 December and 21 January 2022.

   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 ZHAW premises and in ZHAW buildings, 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 4.14).

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.

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 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, unless access is restricted to people with a valid certificate.

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

d) requirement to wear face masks 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 (e.g., hygiene concerning hands, objects and surfaces) 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).

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 at the ZHAW, including in buildings where access is restricted to people with a valid certificate.

Posters are placed at building entrances informing people of the requirement to wear face masks.

This applies to everyone in all 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.

Face masks must also be worn during assessments and end-of-semester examinations.

Face shields and visors are not a replacement for masks and therefore do not exempt from the face mask requirement.
People who present a corresponding certificate from a qualified professional 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.

Speakers and lecturers are exempt from the requirement to wear face masks when they are presenting provided they comply with the 1.5-metre distancing rule.

Staff in buildings that are not publicly accessible are exempt from the requirement to wear face masks provided they are alone in a room.

Individuals do not have to wear face masks in designated catering areas (i.e. canteens) provided they are seated and consuming food or drinks.

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 abide by the requirements set by the Federal Office of Public Health.

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 submit a doctor’s certificate to their academic programme director’s office. Students who must go into quarantine are to inform the programme director’s office and submit 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.

4.5 **Especially high-risk groups**

Individuals who are in an especially high-risk group ([see Art. 27a(10) of the COVID-19 Ordinance 3](https://www.zhaw.ch/content/dam/zhaw/en/services/zhaw/zhaw-knowledge-management/pdf-and-documents/documents/zhaw-safety-plan/covid-19-plan-2022-v3.7.pdf)) must observe the applicable recommendations and work from home. If their physical presence is required on site for operational reasons on a full-time basis or part of the time, special precautionary measures must be taken, for example by providing a separate room for each individual to work in. If this cannot be ensured, the ZHAW will search for alternative arrangements. Individuals who are in an especially high-risk group must be consulted before an alternative to working from home is decided upon. The adopted measures will then be documented in writing and communicated to those involved.

Students who are in an especially high-risk group are to contact their programme director’s office. If the students cannot or do not wish to study on site, the programme director’s office and the students concerned will jointly work out an appropriate solution.

The ZHAW will prepare alternative examination arrangements for these students (e.g. by offering an in-person examination in a separate room or substituting it with an oral examination). The examination venue will be equipped so as to exclude any close contact with other individuals.

4.6 **Working on site and working from home**

The ZHAW recommends that its employees work from home if their work situation permits. If access to a building is restricted to people with a valid certificate, employees working on site are obliged to observe the rules of conduct and hygiene and to maintain 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 the possibility to work from home with 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 4.17).

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 in Germany and France is suspended until 31 March 2022. The limit of 20% for working from home in other countries applies.

If meetings are held on ZHAW premises, the rooms should be regularly ventilated.
4.7 Teaching and research activities in BA and MA degree programmes (‘3G’ rule)

The rules in this section apply to teaching activities, final module examinations and other assessments in degree programmes that are carried out in person.

They also apply to examinations held in continuing education programmes, as well as statutory training courses and services that relate to the fulfilment of integration criteria (e.g. language courses).

In addition, the rules apply to essential or therapeutic services in the area of applied psychology.

Individuals must present a vaccination certificate, certificate of recovery, negative test certificate or exemption certificate to participate in these activities. Evidence that the isolation period has been lifted is insufficient.

There are no seating capacity restrictions. Face masks must be worn, but the 1.5-metre distancing rule is lifted.

ZHAW students who do not possess a valid certificate may be offered alternatives to participate in their study programmes. It is up to the programme directors and lecturers to decide if alternatives are offered and what these are.

4.8 Continuing education activities, business services and events (‘2G’ rule)

The rules in this section apply to teaching activities in continuing education programmes that are carried out in person. These rules also apply to meetings with research partners and business service clients, indoor events and building tours.

Individuals must present a vaccination certificate or certificate of recovery to participate in these activities. Evidence that the isolation period has been lifted is insufficient. Individuals who have a certificate confirming that they are unable to get vaccinated for medical reasons are also permitted to participate in these activities so long as they present a negative test certificate.

Individuals who have a certificate confirming that they are neither able to get vaccinated nor tested for medical reasons can present an exemption certificate.

There are no seating capacity restrictions. Face masks must be worn and the 1.5-metre distancing rule is lifted.

Schools can offer distance learning alternatives for continuing education participants who do not possess a vaccination certificate or a certificate of recovery.

4.9 Outdoor events

The 3G rule applies to outdoor events with more than 300 people.

A maximum of 300 people are permitted to attend outdoor events without a certificate requirement. No dancing is permitted at such events.

Face masks do not have to be worn outdoors.

Both stand-up and sit-down catering are permitted outdoors.

4.10 Certificate checks

Certificates are checked at building entrances. Depending on the location, certificates may be checked at several buildings.
Anyone aged 16 or over who wants to enter a building with checks requires a valid certificate. Each individual is responsible for ensuring that they possess a valid certificate. Evidence that the isolation period has been lifted is insufficient for entering a building. People under the age of 16 do not require a certificate.

People must present their certificate as well as a suitable form of photo identification at the certificate checkpoints. The CampusCard is deemed a suitable form of photo identification. People aged 16 and over without a valid certificate will be refused entry.

4.11 Tests

ZHAW students, continuing education participants and staff can avail themselves of testing facilities at select locations.

The ZHAW assumes the costs of rapid antigen tests for staff without a valid certificate who have to be in a building with students and/or continuing education participants for operational reasons, provided that the costs are not covered otherwise. These include, for example, lecturers, staff in the study programme secretariats, laboratory staff and on-site support staff from Finance & Services.

The ZHAW does not assume test costs for students. However, if modules and assessments with compulsory attendance cannot offer viable alternatives, meaning that those students must be present at the ZHAW, then the ZHAW will assume the test costs provided that the costs are not covered otherwise. The ZHAW will likewise assume the test costs for end-of-semester examinations for autumn semester 2021/22 that are held with a certificate requirement, provided that the costs are not covered otherwise.

The ZHAW does not assume test costs for continuing education participants.

4.12 Spot checks

The ZHAW carries out spot checks in buildings with a certificate requirement.

Students who fail to present a certificate at a spot check will be expelled from the building and warned in writing (by e-mail).

Students who fail to present a certificate at a spot check a second time will be expelled from the building, and the case will be referred to the President's Office for disciplinary action.

Staff who fail to present a certificate at a spot check will be expelled from the building and will receive a written warning from their line manager (by e-mail).

Staff who fail to present a certificate at a spot check a second time will be expelled from the building, and their line manager will be informed. Further action will be determined in consultation with the Human Resources department.

Continuing education participants and third parties aged 16 and over who fail to present a certificate at a spot check will be expelled from the building and warned in writing (by e-mail) by ZHAW Safety and Security.

Continuing education participants and third parties aged 16 and over who fail to present a certificate at a spot check a second time will be expelled from the building, and the case will be referred to the Managing Director for legal action.
4.13 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.
Members of the ZHAW travelling abroad for business purposes are to 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.

4.14 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.

4.15 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.

4.16 Vaccination
The ZHAW recommends that all students, continuing education participants and staff get vaccinated against COVID-19 infections.

4.17 Supplementary safety plans
In buildings that have no certificate requirement for access, 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.

4.18 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 that a person without a valid certificate is in a building with checks, as well as in the event of repeated misconduct against other requirements of this Safety Plan, the President’s Office is to be informed to initiate disciplinary proceedings in accordance with the ordinance on the law governing the Zurich Universities of Applied Sciences and Arts and/or the managing director to punish the individual(s) for violating the General House Rules.

5. On-site operations

5.1 Travel and public transport

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.

The 1.5-metre distancing rule must be observed for any gatherings at building entrances. Additional notices are posted in smoking areas.

Face masks must be worn in all ZHAW buildings.

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

The building opening hours (available in German) apply.

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

Face masks must be worn in all circulation areas. In addition, the 1.5-metre distancing rule must be observed between those present in buildings without a certificate requirement. The 1.5-metre distancing rule may be waived in buildings where access is restricted to people with a valid certificate.

Unnecessary items that might be touched by many individuals (e.g. promotional giveaways) may not be put on display in areas that are publicly accessible and should be put in storage.

5.4 Reception areas and counters

At reception areas and service counters in publicly accessible buildings, there will 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 in buildings that do not have a certificate requirement and is only permitted if the 1.5-metre distancing rule is maintained and masks are worn. Lifts are reserved for individuals with mobility issues and for operational purposes. The stairways are to be used whenever possible.

In buildings without a certificate requirement, the people waiting for a lift must observe the 1.5-metre distancing rule.

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

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.

5.7 Offices

In buildings without certificate checks, the 1.5-metre distancing rule is to be observed in all offices and, in particular, offices for 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.

5.8 Common rooms

Face masks must be worn in common rooms. In addition, the 1.5-metre distancing rule is to be observed in common rooms in buildings without certificate checks. Unnecessary objects should not be on display and should be put in storage.

5.9 Sanitary facilities

Face masks must be worn in the sanitary facilities. In addition, the 1.5-metre distancing rule is to be observed in sanitary facilities in buildings without certificate checks. 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.

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

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.

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 while seated. As soon as they have finished eating and drinking, they must wear their face mask again.

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.

The distancing rule must be observed in locations offering food services (e.g. break rooms) with respect to all activities (serving food, seating, positioning tables) in buildings without certificate checks. Appropriate measures should be taken to prevent gatherings of people waiting to be served food.

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

5.12 Third party rentals

ZHAW premises may be rented to third parties, who are obliged to observe the precautionary measures outlined in this Safety Plan.

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 4.17).

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 Metadata

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<td>Inclusion of the decisions taken by the Executive Board dated 9 July 2020 (Section 4.5)&lt;br&gt;Minor clarifications (Section 5.6)</td>
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