COVID-19 Safety Plan for the resumption of on-site operations

1. Introduction

This Safety Plan presents and explains the prerequisites that must be fulfilled in order for on-site operations at the ZHAW to be resumed.

The Safety Plan is based on

– the Swiss Ordinance on Measures to Combat the Coronavirus (COVID-19 Ordinance 2) (as of 3 June 2020)
– the requirements set by the Federal Office of Public Health (FOPH)
– the basic principles for resuming face-to-face teaching in upper secondary schools, tertiary education and continuing education during the COVID-19 pandemic (as of 13 May 2020)
– the requirements set by the Canton of Zurich, and
– the decisions taken by the Executive Board dated 17 April, 28 May and 4 June 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

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.

2.1 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 4.6), excursions and study trips (see Section 4.9).

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 in particular to prevent serious COVID-19 infections and to keep new infections to a minimum despite more people interacting on-site. The priority is to protect the health of individuals at high risk as well as to protect staff, students and continuing education participants.

The objectives are:

a) direct and indirect protection of especially high-risk groups at the ZHAW and in the homes of staff, students and continuing education participants;

b) facilitation of 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) compliance with the rules of conduct and hygiene rules (especially physical distancing).
4. Precautionary measures

4.1 Measures to protect individuals at especially high risk

Individuals at especially high risk (see Annex 6 of the COVID-19 Ordinance 2) must be protected at the ZHAW.

The relevant groups are:

a) students, continuing education participants and staff at especially high risk;

b) healthy students, continuing education participants and staff who live in the same household as individuals at especially high risk;

c) healthy students, continuing education participants and staff who come into contact with individuals at especially high risk, for example through their studies or at work.

Individuals who fit into category a) above should continue to avoid direct contact with others by working or pursuing their studies from home as much as possible. Students and continuing education participants who are at especially high risk are not subject to any discrimination with respect to accessing study programmes. For staff members at especially high risk, solutions are sought in accordance with the regulations concerning COVID-19. The relevant employer obligations specified in Article 10c of the COVID-19 Ordinance 2 apply. Excluded are certain settings in which there is no direct contact with others, such as working in separate rooms not frequented by other people.

Individuals who fit into category b) above could present a risk of transmitting an infection to people in their household. For this reason, lecturers and line managers devise individualised solutions in accordance with the regulations concerning COVID-19, the academic regulations of the respective programmes, the ZHAW regulations on measures related to COVID-19 and teaching (available in German) as well as the applicable personnel law. The ZHAW regulations on measures related to COVID-19 and teaching supersede the academic regulations of the respective programmes if these are not congruent.

Individuals who fit into category c) above are obliged to implement the precautionary measures specific to their circumstances. The Schools are responsible for preparing supplementary safety plans (see Section 4.11) if the 2-metre distancing rule cannot be observed.

The ZHAW recommends to students, continuing education participants and staff that they also continue to avoid contact with individuals at especially high risk outside the ZHAW if this is not necessary for their respective academic programme.

4.2 Basic precautionary measures

The following principles hold:

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

b) minimum distance of 2 metres during all interactions on the premises of the ZHAW (2-metre distancing rule);

c) compliance with the general rules of conduct as per Section 4.3.
4.3 General rules of conduct

Everyone who enters 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 protective equipment should be used for working with tools that require physical contact. If this is not possible, then the tools must be disinfected after use.

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

Activities with an inherently higher risk of transmission must be avoided (e.g. close interpersonal contact).

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 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).

4.4 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.

Interactions on the ZHAW premises do not fall within the definition of close contact as long as the precautionary measures described in this Safety Plan are observed. If the rate of COVID-19 infections at the ZHAW rises, then the definition of close contact will come into effect and a quarantine will be enforced. For this situation, the Schools have to devise safety plans (see Section 4.11) for how groups that have experienced cases of illness can be separated from other groups in the ZHAW in order to prevent additional cases and to ensure the continuation of ZHAW operations.

4.5 Working from home

The ZHAW recommends that all organisational units and employees work from home whenever possible. Internal meetings (i.e. with ZHAW staff and students, including meetings not held on
the ZHAW premises) should also be conducted remotely. Should an individual's physical presence be required on the ZHAW premises, 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 2-metre distancing rule must be observed. In addition, rooms should be regularly ventilated. If the distancing rule between employees 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. The organisational units are obliged to document when employees are required to be on the ZHAW premises in order to facilitate contact tracing (see Section 4.10). Until the ZHAW is able to provide a digital solution for contact tracing (or defines an external solution for this purpose), the organisational units are free to choose their own method for record-keeping.

The maximum of 20% of working time that is specified in the home office guidelines does not apply.

Employees who are in an especially high-risk group (see Section 4.1) should continue to work from home. Should this not be possible, they may return to work on the ZHAW premises if special protective measures (such as individual rooms or demarcated workspaces) are taken. Paid leave may be granted under extenuating circumstances. The HR consultants can provide further information.

### 4.6 Events

No on-site events in the areas of academic programmes and continuing education (information events, lectures, exhibits, conventions, training seminars, conferences, etc.) can be held until 31 July 2020. Any exceptions must be approved by the task force. Holding events online is allowed and encouraged.

As of 1 August 2020, the individual areas of activity may be subject to different precautionary measures to allow differentiated treatment in particular for academic programmes and continuing education.

### 4.7 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. A maximum of 30 people may attend meetings.

ZHAW students and external individuals without a CampusCard are not permitted to access ZHAW buildings (see Section 5.2). The organisational units that plan meetings on the ZHAW premises with research partners and business service clients are responsible for providing people to carry out access controls and to keep attendance lists (see Section 4.10).
4.8 **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 2-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.

4.9 **Excursions in Switzerland and abroad**

Individuals who are in an especially high-risk group are not permitted to participate in excursions.

A safety plan must be devised for excursions if the 2-metre distancing rule cannot be observed. The safety plan may 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.

An attendance list of the individual groups must be kept.

4.10 **Contact tracing**

The ZHAW uses various aids and resources to facilitate the tracing of personal contacts when needed. These include records of access to buildings with the CampusCard as well as attendance lists for classes, events, meetings and other occasions. The relevant data are stored for 14 days.

4.11 **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 events and 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 2-metre distancing rule).

This supplementary safety plan must include details about special measures to protect the individuals involved (e.g. staff, students, clients, patients), the protective equipment needed, the training in and use of the protective equipment, the record-keeping of the individuals involved (as an aid to any contact tracing needed), and so on.

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.
4.12 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.

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.

The 2-metre distancing rule must be observed for any gatherings at building entrances. Additional notices are posted in smoking areas.

Access to the ZHAW is only allowed for employees with a valid CampusCard until further notice. Even with a valid CampusCard, students and continuing education participants do not have access to buildings until 31 July 2020. Students who have to complete a Master's or Bachelor's thesis in a laboratory or in the field are provided individual access to buildings as needed. Students who would like to use a study carrel to prepare for their exams must reserve one via a booking system. An access control system grants access to the study carrel.

The CampusCard can be used for contact tracing. Until further notice, individuals without a CampusCard may only be let into ZHAW buildings if their presence there is absolutely necessary.

In anticipation of the expected influx of people in Fall Semester 2020, Facility Management is devising a plan for disinfectant dispensers at building entrances. The numbers expected to enter and exit buildings are based on the Schools’ occupancy plans and timetables.

Facility Management will provide 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 2-metre distancing rule is 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.

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.

Employees are expected to ask individuals who are not directly involved with ZHAW operations to leave any areas being used by the ZHAW. Employees can justify their actions by referring to the General House Rules.

Staff and student workspaces in the circulation areas can be used as long as the 2-metre distancing rule is observed.

Unnecessary items that might be touched by many individuals (e.g. promotional giveaways) may no longer 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 2-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 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 2-metre distancing rule is 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 for the lift have to maintain a 2-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

Facility Management sets the maximum capacity for offices, meeting rooms, laboratories and classrooms. The number of individuals allowed in each room is posted on the door by Facility Management. The 2-metre distancing rule applies between all staff and student workspaces. The number of doors, the circulation areas in the rooms and the room layout are also considered for determining the maximum capacity.

The surplus chairs in the room are to be stacked and secured, for example with tape. In lecture halls with fixed seating, the seats that are not to be used are indicated.
Two categories of rooms are differentiated.

**Type A:** laboratories and laboratory-like rooms (e.g. skills rooms, interpreting booths).

A room can be categorised as Type A if it fulfils the following compulsory criteria:
- the room is fitted with special equipment or needed for special activities (e.g. skills training);
- complying with the distancing rule is not possible for operational and/or didactic reasons.

The users of Type A rooms must use protective equipment (face masks, possibly gloves). The necessary equipment is provided to the Schools by Facility Management.

For Type A rooms, a supplementary occupational safety plan must be drawn up by the users that is specific to the use case and ensures the implementation of precautionary distancing and hygiene measures (see Section 4.11).

**Type B:** all other rooms (auditoriums, large and small classrooms, seminar rooms, rooms with student workplaces, etc.).

The ZHAW does not provide any face masks for Type B rooms. The 2-metre distancing rule must be observed.

The organisational units that intend to use Type B rooms 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.

Off-peak slots can be used or extensions to building opening hours applied for in order to accommodate scheduling and class timetabling needs.

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.

Both during lessons and at meetings, the person in charge has to keep attendance lists or record the attendees in the meeting minutes. The attendance lists and minutes help in the event that contact tracing has to be done (see Section 4.10). The information must be stored electronically for 14 days and made available by the person in charge if needed.

Until 31 July 2020, all assessments are to be carried out on-line. Subsequently, the 2-metre distancing rule must also be observed for assessments.

Consultations and meetings with supervisors should be done by video chat whenever possible. The 2-metre distancing rule must be observed for any consultations done on-site.
5.7 Offices
The 2-metre distancing rule is particularly important in offices with several people. The maximum capacity is determined by Facility Management in consultation with the Schools on the basis of the office layouts stored in the Speedikon web app. If these office capacities would be exceeded, then employees are required to work from home.

5.8 Common rooms
The 2-metre distancing rooms holds for common rooms. The occupancy capacity must not be exceeded. Unnecessary objects should not be on display and should be put in storage.

5.9 Sanitary facilities
The 2-metre distancing rule is to be observed in sanitary facilities. Facility Management is responsible for posting notices about the 2-metre distancing rule on the doors of the sanitary facilities. The individuals waiting to use the facilities have to maintain a 2-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 2-metre distancing rule is also observed in the sanitary facilities.

The sanitary facilities are cleaned daily. An additional cleaning cycle is scheduled if the number of people using the facilities is at a consistently high level.

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 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 distancing rules must be observed in all locations offering food services (e.g. cafeterias) 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. External parties who are not directly involved with ZHAW operations are not to be served and should not be present in food service facilities. Information notices are to be posted at all access points.

In addition to the above-mentioned hygiene rules, the following measures should be implemented in coordination with the caterer’s safety plan for the serving of food:

- no self-service for taking food or cutlery;
- flexible timing of breaks to stagger the influx of people as much as possible;
- protective equipment for food and service personnel (e.g. protective acrylic panels).

Students, continuing education participants and staff should be discouraged from sharing food and drinks.
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.

5.12 **Use of vehicles for business purposes**

The 2-metre distancing rule is to be observed. If the vehicle is too small for appropriate distancing, then face masks must be worn. 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.

5.13 **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.

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, etc.

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):

- 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

The ZHAW does not supply protective equipment across the board.

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

The video from the Federal Office of Public Health can be used to explain how to use face masks properly. In addition, the manufacturer’s instructions for the use of the protective equipment should be followed carefully.

The preventive use of face masks is allowed in Type B rooms but it is not obligatory.

The ZHAW supplies protective equipment in justified circumstances if a supplementary safety plan is at hand (see Section 4.11).

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 through the link on the Intranet. The FAQs on the ZHAW Corona website are to be revised accordingly.

8. Issued by

8.1 Metadaten Erlass

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8.2 Issued by

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Revision to working from home (Section 4.5) 
Flexibility for academic programmes/continuing education (Section 4.6) 
New: Meetings with research partners and business service clients (Section 4.7) 
New: Travelling in Switzerland and abroad (Section 4.8) 
New: Excursions in Switzerland and abroad (Section 4.9) 
Reducing storage time for attendance lists (Sections 4.10 and 5.6) 
Addition for study carrels (Section 5.2) |