COVID 19 - Protection Concept for the autumn semester 2020 / Phase 3

Valid from August 24th, providing the situation allows
Underpinning assumption (as of 18 August): minimum distance of 1.5 metres; see table on room occupancy in Annex B

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1 Orientation

1.1 Objective

The present protection concept describes the measures taken at the University of Lucerne to protect the health of students, lecturers, employees and third parties. The present protection concept for the autumn semester 2020 implements the maxim: "As personal as possible, as digital as necessary".

1.2 Guiding principles

SBFI/Swissuniversities

- COVID-19 basic principles for the resumption of face-to-face teaching in upper secondary, tertiary and further education institutions as a basis for the development of the protection concepts of educational institutions of the 13 May 2020
- COVID-19 basic principles for attendance at educational institutions of upper secondary, tertiary and further education as a basis for the development of the protection concepts of educational institutions of the 8 June 2020
- Recommendations of the Federal Office of Public Health
- Legal bases according to Annex D.

1.3 Risk Groups

R = persons at higher risk of exposure due to being over 65 years of age or due to illness;
I = infected persons (with and without symptoms);
Q = persons in quarantine or isolation;
K = persons who live with persons from the groups I, Q, R;
A = others

1.4 Infection factors

The corona virus is transmitted by close contact, droplets and hands. In general, the risk of infection is dependent on time (duration) and the intensity of interpersonal contact. The risk of infection increases due to these risk factors:
- many people
- small rooms
- bad ventilation.

Wearing an oronasal face mask has been shown to reduce the risk of infection\(^1\). Since there are also many asymptomatic courses of the coronavirus\(^2\), an infection is not always noticed. In order to realise the maxim "as personal as possible, as digital as necessary" and to be able to hold as many events as possible in presence mode again, a general obligation to wear a mask applies in all premises of the University of Lucerne.

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2 Procedure

2.1 Basic principles

1. On all premises of the University of Lucerne (Uni/PH building and ancillary locations) and at all times:
   - the minimum distance (according to FOPH recommendations) - if possible - must be observed;
   - the hygiene regulations according to Appendix A must be observed;
   - persons over 12 years of age must wear an oronasal face mask, regardless of whether the minimum distance can be maintained;
   - the maximum occupancy rates of the lecture halls, according to Appendix B, must be observed.

2. For all events, the maximum number of participants is 100.

3. There are no aperitifs to be held.

4. Members of risk groups, infected persons, persons in quarantine and those who have had contact with the aforementioned persons are considered "particularly worthy of protection". They are integrated into courses and events without discrimination. Integration is preferably achieved by enabling participation from a distance.

5. The library, canteen, university sport (HSCL) and student shop operate in line with their own security concepts, approved by the university, which must be observed when entering their premises. The responsibility for the approval of the protection concepts lies with the Administrative Management (Canteen and student shop) or the General Secretariat (library and university sport), which also serve as the contact points for the aforementioned.

6. Protection against infection is ensured by maintaining a basic distance, by wearing oronasal face masks, by reducing room occupancy, by keeping away persons with symptoms as well as those who have been in contact with persons from groups I, Q and K (see 1.3) and by personal protective measures (Appendix A).

2.2 Exemptions from the obligation to wear oronasal face masks

The obligation to wear an oronasal face mask for the mouth and nose is excluded for the following persons/circumstances:

- Lecturers; they decide for themselves whether to wear a face mask during lessons, but without a protective mask they must at maintain a minimum distance from students/listeners at all times;
- persons who are exempt from the obligation to wear a mask by means of a medical certificate, whereby these persons are strongly advised not to spend time on university premises of the a and to follow the courses in digital form;
- persons who work in individual offices;
- persons working in multi-person offices, where only a maximum of 50% of the workstations are occupied, the minimum distance is guaranteed at all times, and the persons in the same office agree to this.

2.3 Organisational framework

According to the decision of the Extended University Management of the University of Lucerne of 20 August, the following activities may take place, subject to the principles (para 2.1) and the protective measures in accordance with Annex A:

- office operations: employees work both on site and at home;
- courses take place in hybrid form with a reduced number of participants on site;
- conferences, colloquia, events;
- meetings with internal and/or external staff in compliance with the University of Lucerne's protection
3 Orders

3.1 Employees, students, lecturers, visitors

- comply with personal protective measures accordance with Appendix A
- remain at home if symptoms of the disease appear and go into quarantine for 10 days if they have been less than 1.5 metres away from an infected person for at least 15 minutes without a protective mask or protective glass, - if they have been instructed to do so by cantonal authorities, if they have received a corresponding notification via the SwissCovid App or if they have entered Switzerland from a risk area according to the FOPH list. List of countries and further information (FOPH);
- who have symptoms and are unsure how to behave are advised to complete the coronavirus check of the Federal Office of Public Health (FOPH) and follow the instructions. Online tool (FOPH)
- make use of the voluntarily installable SwissCovid App and follow the instructions if the app reports that you may have had contact with the virus. Further information (FOPH)

3.2 Persons employed by the University of Lucerne

- report to their superior and stay at home if they are ill, have tested positive for coronavirus, show typical symptoms (especially fever and/or cough), or if they have had contact with a person who is ill with Covid-19 and must go into quarantine by order of the competent cantonal authorities (contact tracing)
- adhere strictly to the 10-day quarantine obligation in force since July 6, 2020 in the case of entry from a risk area according to the FOPH. List of countries and further information (FOPH)
- who stay at home because of symptoms and illness are entitled to continued payment of wages. The same applies to employees who have had close contact with a person suffering from coronavirus and who therefore have to go into quarantine due to the order of the responsible cantonal authorities (contact tracing) or who go into self-isolation due to an alert issued by the SwissCovid App. If possible, work should be done from home. There is no entitlement to continued payment of salary if no work at home is possible and if the quarantine was the result of a trip to a risk area, carrying a 10-day quarantine rule on return (according to federal regulations) that was already identified as such before departure.

3.3 Lecturers as well as internal or external persons conducting an event or meeting:

- are responsible for compliance with the occupancy limits set out in Annex B and for the non-discriminatory integration of members of the R I Q and K groups
- can apply for plexiglass panes if they are regularly visited by students or third parties (over-the-counter operations, student advisory service, apprentice support, etc.). Procurement is carried out via Facility Management;
- must be prepared to participate in "contact tracing" at the request of the Secretary General

3.4 Administrative Management

a) in general:
- equips the employees with oronasal face masks;
- orders the oronasal face masks to be distributed to students by the faculties and the department;
- provides the technical equipment for the hybrid organisation of meetings and courses;
- examines and approves the protection concept for the canteen;
- examines and approves the protection concept for the student shop.

b) via Facility Management:
- provides disinfection stations at the entrances and inside the building
- ensures a supply of protective material: soap, paper towels, cleaning agents, face masks and plexiglas panels;
- operates a drop-off point for protective material;
- ensures the necessary cleaning of surfaces that are used repeatedly, such as door handles and light switches;
- enables the cleaning of shared objects (keyboards, mice, pens, microphones, etc.) according to special regulations;
- labels entrances, stairwells, corridors, rooms;
- sets up barriers.

3.5 General Secretariat
- prepares "contact tracing" for (teaching) events and is ready to put it into operation to enable the health authorities to perform "contact tracing";
- checks and approves the protection concept for the library;
- checks and approves the protection concept for university sports.

3.6 Faculties and the Department
Distribute the oronasal face masks ordered by the Administrative Management to the students.

3.7 Department of Health Sciences and Medicine
For the clinical courses taught within the Joint Medical Master Uni LU/Uni ZH, the protective regulations of the Study Centre of the Department of Health Sciences and Medicine apply, in coordination with the respective clinical partner institution.

3.8 Corporate Communication Services
ensures that employees, students, lecturers and visitors are informed about the current protection concept.

4 Contact details
Registration office for contact tracing: Dr. Markus Vogler; contacttracing@unilu.ch
Lucerne, 20 August 2020

On behalf of the Extended University Management:

Rector Bruno Staffelbach, Head of the Corona working group and Deputy Rector Markus Ries, Dean Robert Vorholt, Dean Martin Hartmann, Dean Andreas Eicker, Dean Christoph Schaltegger, Head of Department Gerold Stucki, Vice Rector Martina Caroni, Vice Rector Alexander Trechsel, Administrative Director Esther Müller, Secretary General Wolfgang Schatz, Head of Corporate Communication Services Lukas Portmann.

Goes to: - employees, lecturers via deaneries and services
          - Students and visitors via notice boards
          - Head of Corporate Communication Services for website

C.C. to:  - Bildungs- und Kulturdepartement
          - Pädagogische Hochschule Luzern
          - Zentral- und Hochschulbibliothek Luzern
          - Hochschulsport Campus Luzern
          - Seniorenuniversität
          - Mensa
ANNEX

to the COVID 19 - Protection Concept for the autumn semester 2020 / Phase 3
ANNNEX A

Personal protective measures

1. Hand hygiene

Employees, students, lecturers and visitors:
- must clean hands regularly with soap and water or with disinfectant on arrival,
- must clean hands with soap and water or with disinfectant before and after: each session, each over-the-counter meeting, each lesson in a lecture hall, seminar room or meeting room, after reading newspapers and other published brochures
- must avoid touching the surfaces of objects.

2. Keep your distance and wear an oronasal face mask

Employees, students, lecturers and visitors:
- maintain the defined basic distance to other persons,
- wear an oronasal face mask on the premises of the University of Lucerne (exceptions in 2.2 above),
- refrain from shaking hands and other forms of physical contact
- set up their workplaces in such a way that the basic distance is adhered to,
- observe the minimum distance also in the common rooms,
- limit their contact with students and visitors to a minimum,
- restrict access for consultation hours,
- pay attention to the basic distance in over-the-counter situations and - where this is not possible - use a plexiglass screen,
- avoid the use of the lift,
- observe the personnel guidance measures, e.g. in the stairwell, waiting areas, toilet facilities.

3. Ventilation

- offices are well ventilated several times a day.
- classrooms are optimally ventilated by technical ventilation: the windows remain closed.
- the classrooms have separate systems for fresh air and extracted air. Thanks to this structural building requirement, the spread of viruses via the ventilation system can be excluded.

4. Protection of ‘at risk’ persons

All members of the university make the protection of ‘at risk’ persons a priority and take the initiative if they see any room for improvement.
### Corona capacity of rooms in the Uni/PH building

<table>
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<th>Rooms</th>
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Technical "hybrid" equipment of the rooms in the Uni/PH building

In all rooms activities are carried out via the zoom software. In principle, a live broadcast is made, but the event can also be recorded and made available on the designated channels as a podcast. The now familiar capabilities of a zoom event are available in all rooms.

From a technical point of view the rooms can be divided into two types: Rooms with an existing microphone (rooms with 48 seats or more) and rooms without a microphone (the smaller rooms).

**Rooms without a microphone:**

Our tests have shown that a laptop’s integrated microphone is sufficient for capturing the sound in the entire room in good quality, and transmitting it to the live stream. This means that the students that are absent can hear and understand both lecturers and fellow students. It should be noted that the sound near the laptop is louder than in the rest of the room. Those present can hear the lecturer and the absent students live via the loudspeakers in the room.

The screen or the image of the laptop camera is displayed as an image and this is also transmitted to the projector. The projection from the Visualizer or whiteboard onto the screen and thus to the absent persons is not possible (there’s no feedback from the projector to the laptop; no input of the Visualizer to the laptop and thus to zoom).

**Rooms with an existing microphone:**

The lecturer has to use the microphone so that those present can understand him/her. The challenge is to bring the sound from the loudspeaker system to the laptop and thus into the zoom session. An additional device is procured for this purpose. The relevant tests have been completed. We are in the process of accepting quotes and will soon place an order. The costs, availability, delivery time and installation date are not yet set..

Those present will hear lecturers live over the room’s loudspeaker system. Those who are absent hear lecturers via a USB microphone (a laptop which receives the sound of the existing microphone in the room via USB using the additional device). If hand-held or littered microphones are used, the absent lecturers will also hear these requests to speak via the USB microphone.

The screen or the image of the laptop camera is displayed as an image and this is also transferred to the beamer. Projection from the Visualizer or whiteboard onto the screen and thus to the absent persons is not possible (no transfer back from the beamer to the laptop; no input of the Visualizer in zoom).

**Mobile additional equipment / owls:**

For interactive seminars in small and medium-sized rooms a Meeting Owl can be used as additional equipment. This is a 360° camera and speaker with 8 integrated microphones. Both the image and sound of this device are transmitted into the zoom session. The person speaking is shown (whether present or absent). The use of an owl makes it possible to ensure that besides the sound transmission of the votes of all present persons, (which is already ensured in small rooms by the laptop microphone) a view of the present persons is also transmitted.

At the moment 12 owls are available. The administration of the owls will be transferred to the faculties.
The use of owls makes sense when an interactive discussion is held and at the same time the transmission of the image of the person speaking is necessary. The use of an owl requires seating in a circle/square format, which, however, reduces the number of available seats. As of today, the following rooms are furnished in such a way so that the use of an owl is reasonably possible (at times this will mean that one or two seats less are available) HS 13, 3.B01, 3.B47, 3.B52, 3.B55, 3.B57, 4.B51 and 4.B54.
Legal basis
Please refer to the [German version](#) for a description of the legal basis.