COVID 19 - Protection Concept of the University of Lucerne

Valid from March 22nd

Underpinning assumption (as of 19th March): obligation to wear oronasal face mask and minimum distance of 1.5 metres; duty to work from home; open reading rooms in the library and student shop; sports in groups outdoors, no access to cloakrooms and other rooms in the Uni/PH building.

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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. These measures will help to slow down the spread of the new coronavirus SARS-CoV-2, interrupt transmission chains and protect those researching, teaching, learning and working at the University of Lucerne from infection.

For the time being, the maxim "digital" applies to university teaching.

1.2 Guiding principles

The protection concept of the University of Lucerne is based on the legal requirements of the Confederation and the Canton of Lucerne (legal bases as per Appendix C), on the guidelines of Swissuniversities for the preparation of protection concepts (COVID-19 - Guidelines for the commencement of operations of Swiss universities in the autumn semester 2020/21 of 25 June 2020, which were again declared binding by the Board of Swissuniversities on 16 March 2021) and on the current hygiene and conduct recommendations of the Federal Office of Public Health.

2 Procedure

Protection against infection is ensured by maintaining a basic distance, by wearing oronasal face masks, by reducing room occupancy, by working from home, by keeping away persons with symptoms and those who have been in contact with or live with infected persons, persons in quarantine or isolation or persons with exposure due to age (over 65) or illness, and personal protective measures (Annex A).

2.1 Organisational framework

Subject to the principles (para 2.2) and the protective measures in accordance with Annex A, the following activities may take place:

- office operations: employees work from home, exceptions only when absolutely necessary and with the special approval of the respective responsible person (cf. 3.2);
- meetings, discussions, etc. are always conducted digitally;
- regular courses take place in purely digital form;
- written and oral examinations are conducted purely digitally;
- conferences, colloquia and other academic events take place purely digitally;
- continuing education events take place purely digitally;
- clinical training of doctors in attendance mode in health care institutions can take place with conditions imposed by the head of the Department of Health Sciences and Medicine (GWM) and coordinated with the protection concept of the respective hospital;
- internships of the Faculty of Theology can take place with conditions according to the Dean of the Faculty of Theology (TF) and coordinated with the protection concept of a respective partner institution;
- events by third parties and with the participation of third parties take place purely digitally;
- admission to the Uni/PH building is open to staff; for students, library users and guests it is only permitted to enter in order to gain access to the library or the student shop, for lecturers additionally to gain access to lecture halls.
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.

2.2 Basic principles

1. From Monday, 29 March 2021, the Uni/PH building will be open to the public and students from Monday to Friday (excluding public holidays) between 07:00 and 21:30 and on Saturday between 7:45 and 15:30, but only to allow access to the Central and University Library (open Monday to Friday between 07:30 and 15:30, and Saturday between 7:45 and 15:30); Sunday openings in May/June 2021 will be communicated separately) and to the student shop (open Tuesday and Thursday between 11:00 and 14:00); all other rooms in the Uni/PH building that are open to the public (lecture halls, group study rooms, seminar rooms, cloakrooms, locker areas, foyer, canteen etc.) remain closed; until Saturday, 27 March 2021, the following opening hours apply: Monday to Friday 7:00 to 19.00 (building) and 7.30 to 18.30 (library); Saturday 8.30 to 16.00 and 9.00 to 15.30 respectively;

2. In the library at the Uni/PH building location, in addition to borrowing and access to the bookshelves and the copying room, the use of the reading and work stations is also possible in reduced numbers; the protection concept of the Central and University Library must be complied with at all times (limited number of people, obligation to wear masks, keeping a distance and prohibition of the consumption of food and drink);

3. All events, irrespective of whether they would have taken place in the Uni/PH building, the library premises or at external premises in presence mode (teaching, continuing education, meetings, discussions, events such as aperitifs, coffee breaks, etc.) will take place purely digitally;

4. There are to be no aperitifs, coffee breaks, lunch breaks or other organised activities and the like;

5. Work is done from home unless this is not possible due to the nature of the activity or in cases when the work can only be implemented with disproportionate amount of effort;

6. The following do not require an exceptional permit in accordance with Clause 5: the handling of mail and the bringing and fetching of objects and documents;

7. 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;
   • an oronasal face mask must be worn, regardless of whether the minimum distance can be maintained; this is mandatory at all times and especially in multi-person offices;
   • the consumption of food and drink in the publicly accessible areas of the Uni/PH building (stairs, corridors, entrance area, etc.) is prohibited. At the workplace, food and drinks may only be consumed while seated. When consuming food and drink at the workplace in multi-person offices, the mouth-nose protection mask may only be removed for consumption;
   • In front of the entrances to the Uni/PH building (Frohburgstrasse, Pausenplatz 2. OG, etc.), the ban on crowds of more than 15 people must be observed and an oronasal face mask must be worn.

8. The canteen remains closed, the student shop will be open on Tuesdays and Thursdays between 11:00 and 14:00, and since 1 March 2021 the university sport (HSCL) offers not only digital, but also some outdoor sports activities.
3 Exceptions and competence to grant exemptions

3.1 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:

- persons who are exempt from the obligation to wear a mask by means of a medical certificate, whereby these persons may only be on the premises of the university in exceptional cases and only if absolutely necessary. To obtain exceptional permission to enter and stay, staff, students and lecturers must submit an application to the head of the Corona working group (Prof. Markus Ries) and a statement from the designated person responsible for health issues in the Corona working group (Dr. Christian Schirlo) must be enclosed.
- persons who work in individual offices;
- persons working in multi-person offices, when they are alone in the office.

3.2 Exceptions to the obligation to work from home

Only those who have an exception permit, which must be obtained from the Rector, the Prorectors, the Deans or the Head of Department, the Administrative Director or the Secretary General (for the services and employees reporting to them) and reported to the registration office for "contact tracing", Dr. Markus Vogler (contacttracing@unilu.ch), are exempt from the obligation to work from home;

3.3 Exceptions to the ban on individual meetings

Individual meetings may only be held with an exceptional authorisation, which must be obtained by the meeting leader from the Rector, the Prorectors, the Deans or the Head of Department, the Administrative Director or the Secretary General (for the services and employees reporting to them) and reported to the registration for "contact tracing", Dr. Markus Vogler (contacttracing@unilu.ch).

4 Orders

4.1 Employees, students, lecturers, visitors

- comply with personal protective measures accordance with Appendix A; i.e. primarily: wearing masks, keeping their distance and hand hygiene;
- 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) If uncertainty persists, it is advisable to consult a doctor.
- 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)
- contact the cantonal medical service for questions about quarantine regulations.
4.2 Persons employed by the University of Lucerne

- work from home, unless they have been granted an exemption (cf. 3.1);
- inform anyone who is in the Uni/PH building without an oronasal face mask about the obligation to wear a mask, and inform them that they can obtain a mask from the information desk at the entrance if necessary;
- report the names of people who refuse to wear an oronasal face mask, despite being asked to do so, to safecorona@unilu.ch. The information is then sent to the person responsible for implementing this protection concept (cf. 5.), Vice Rector Markus Ries;
- point out the ban on consumption to people who are in publicly accessible parts of the Uni/PH building and consume food or drinks;
- report the names of people who refuse to observe the ban on consumption despite being asked to do so, to safecorona@unilu.ch. The information is then sent to the person responsible for implementing this protection concept (cf. 5.), Vice Rector Markus Ries;
- report to their superior and stay at home if they are ill, have tested positive for coronavirus, show the most common symptoms (respiratory illness symptoms [sore throat, cough (usually dry), shortness of breath, chest pain], high temperature, sudden loss of sense of smell and/or taste), 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). List of Symptoms (FOPH)
- adhere strictly to the quarantine obligation 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 quarantine rule on return (according to federal regulations) that was already identified as such before departure.

4.3 Lecturers as well as internal or external persons

- follow the organisational framework (2.1) for the conduct of meetings or discussions and events.

4.4 Administrative Management

a) in general:

- equips the employees with oronasal face masks;
- provides and maintains the technical equipment for the digital 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;

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- enables the cleaning of shared objects (keyboards, mice, pens, microphones, etc.) according to special regulations;
- labels entrances, stairwells, corridors, rooms and sets up barriers.

4.5 General Secretariat

- Has prepared "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.

4.6 Faculty of Theology and Department of Health Sciences and Medicine

For the internships of the Faculty of Theology (TF), the dean issues the requirements, which are coordinated with the protection concept of a respective partner institution.

For the clinical courses taught within the Joint Medical Master Uni LU/Uni ZH, the Study Centre of the Department of Health Sciences and Medicine follows the requirements according to the head of the Department of Health Sciences and Medicine (GWM) and the current protection concepts of the respective clinical partner institution.

4.7 Corporate Communication Services

ensures that employees, students, lecturers and visitors are informed about the current protection concept, runs the information collection on www.unilu.ch/safecorona/ and manages the contact e-mail safecorona@unilu.ch.

4.8 Rectorate

The assistant to the Rector, Dr. Markus Vogler, is responsible for managing the lists of exemptions granted (obligation to wear a mask, work from home, individual meetings).

5 Contact details

Registration office for contact tracing: Dr. Markus Vogler; contacttracing@unilu.ch

6 Responsible for implementation

As "responsible for implementation" in the sense of the "Covid-19 special situation regulations", Art. 4 paragraph 4 is designated to:

Prorector Markus Ries, T +41 41 229 52 67, markus.ries@unilu.ch
Lucerne, 22nd March 2021

On behalf of the Extended University Management:

Rector Bruno Staffelbach, Head of the Corona working group and Deputy Rector Markus Ries, Vice Rector Martina Caroni, Vice Rector Alexander Trechsel, Vice Rector Regina Aebi-Müller, Dean Robert Vorholt, Dean Martin Hartmann, Dean Andreas Eicker, Dean Christoph Schaltegger, Head of Department Gerold Stucki, Administrative Director ad interim Doris Schmidli, Secretary General Wolfgang Schatz, Head of Corporate Communication Services Lukas Portmann, Managing Director of the University Foundation Philip Kramer.

Goes to: - employees, lecturers via deaneries and services
- Students and visitors via website
- 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

www.unilu.ch/safecorona
ANNEX

to the COVID 19 - Protection Concept of the University of Lucerne
Personal protective measures

1. Infection factors

The corona virus is transmitted through exposure to aerosols and droplets, close contact and through hands touching contaminated surfaces. 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.

2. 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.

3. 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 3.2 above),

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• 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.

4. Working remotely

• Employees work from home, exceptions only granted by special approval.

5. 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.

6. 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. Persons who belong to a risk group are particularly worthy of protection:

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;
ANNEX B

Legal basis

Please refer to the German version for a description of the legal basis.