COVID 19 - Protection Concept of the University of Lucerne

Valid from December 19th

Underpinning assumption (as of 16th December): obligation to wear oronasal face mask and minimum distance of 1.5 metres; see table on room occupancy in Annex B; maximum occupancy

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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) and on the current hygiene and conduct recommendations of the Federal Office of Public Health.

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

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”.

1.4 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.
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 ensure the highest possible level of protection for everyone, a general obligation to wear a mask applies in all premises of the University of Lucerne in addition to compliance with distance and hygiene regulations.

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 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). For this reason, the following principles apply.

2.1 **Basic principles**

1. During the period from 14\(^{th}\) December 2020 to 24\(^{th}\) January 2021, the Uni/PH building will close to the public and to students from Monday to Friday at 7 p.m.;

2. The Uni/PH building will be open from Saturday, 19\(^{th}\) December 2020, 3.30 p.m., until and including Sunday, 24\(^{th}\) January 2021, excluding Sundays and public holidays, but exclusively for borrowing from the library. Access to all other rooms (incl. basement with lockers) is not permitted. Access to the library is possible via Frohburgstrasse/main entrance;

3. The library will only be open for borrowing; the reading and work stations will be closed for the period from 14\(^{th}\) December 2020 to 24\(^{th}\) January 2021. Access to the bookshelves and the photocopying rooms will remain open, so that it will still be possible to consult books from the reference collection and to make copies;

4. Since 14\(^{th}\) December 2020, the lecture halls, seminar rooms and tutorials in the Uni/PH building have been closed, so no workstations (for students, doctoral students, staff and external students) are available in the Uni/PH building;

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

6. There are to be no aperitifs, coffee breaks, lunch breaks or Christmas celebrations etc., that are not covered by gastronomy protection concepts;

7. Work is done from home, exceptions only if absolutely necessary;

8. 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 also and especially applies to multi-person offices;

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- 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.

9. The canteen remains closed (since 14th December 2020) and will stay closed most likely until the end of January 2021, the student shop will remain closed in the period from 19th December 2020 up to and including 24th January 2021. The university sport (HSCL) offers (since 14th December 2020) purely digital sports activities up until 24th January 2021; there are no face-to-face events, not even outdoors. For a reopening, the following applies: 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 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:

- whilst teaching, lecturers can decide for themselves whether to wear a face mask, but without a protective mask they must maintain a minimum distance from students at all times;
- 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, an application must be submitted 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 and lecturers, as long as they are alone in the lecture hall during lessons;
- persons working in multi-person offices, when they are alone in the office.

2.3 Organisational framework

Subject to the principles (para 2.1) and the protective measures in accordance with Annex A, the following activities may take place:

- office operations: employees work from home as far as possible, exceptions only when absolutely necessary;
- meetings and discussions are always conducted digitally;
- courses take place in purely digital form;
- written and oral examinations are generally conducted digitally; in justified exceptional cases, individual oral examinations in attendance mode can be approved by the Vice Rector for Teaching and International Relations (Prof. Martina Caroni) and the person responsible for health issues in the Corona working group (Dr. Christian Schirlo);
- conferences, colloquia, events take place purely digitally;
- continuing education events take place purely digitally;
- events by third parties and with the participation of third parties take place purely digitally;
admission to the Uni/PH building is free for all - there will be no access checks; but people who enter the building without an oronasal face mask or who are not wearing a mask will be immediately expelled from the building, and they will be banned from the building if they do so again. Excepted are persons who have been granted an exemption (cf. no. 2.2).

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) 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.

3.2 Persons employed by the University of Lucerne
- work from home whenever possible
- 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;
- 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.

3.3 Lecturers as well as internal or external persons
- 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
- act in accordance with the principles noted under 2.1, point 5 as regards the organisation of meetings or discussions.
- act in accordance with the requirements of the organisational framework, section 2.3 when organizing any events
- 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;
  - 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;
- enables the cleaning of shared objects (keyboards, mice, pens, microphones, etc.) according to special regulations;
- labels entrances, stairwells, corridors, rooms and sets up barriers.

3.5 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.

3.6 Department of Health Sciences and Medicine

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 complies with the current protection concepts of the respective clinical partner institution.

3.7 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
5 Responsible for implementation

As "responsible for implementation" in the sense of the "Covid-19 special situation regulations", Art. 4 paragraph 4 is designated to:
Prorektor Markus Ries, T +41 41 229 52 67, markus.ries@unilu.ch

Lucerne, 16th December 2020

From the Extended University Management:
Rector Bruno Staffelbach, Head of the Corona working group and Deputy Rector Markus Ries, Vice Rector Martina Caroni, Administrative Director ad interim Doris Schmidli, 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 of the University of Lucerne
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. Working remotely

- Whenever possible, employees work from home.

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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ANNEX D

Legal basis

Please refer to the [German version](#) for a description of the legal basis.