COVID 19 - Protection concept for a return to the university / Phase I
valid from 8 June 2020

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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 in order to meet the requirements imposed by the authorities. The measures correspond to the guidelines for action as adopted by the Extended University Management (EUL) on 7 May 2020.

1.2 Legal basis

See Annex C.

1.3 Initial situation

In accordance with the decision of 27 May 2020, the Federal Council and the cantonal authorities allow universities to resume operations in a (restricted) presence mode from 8 June 2020, provided they can guarantee the protection of health and that they set out the procedure in a protection concept. Regular teaching in the spring semester 2020 will end on 29 May 2020, and the examinations that follow will be conducted entirely via distance mode and digitally. The present protection concept is valid from 8 June and corresponds to the guidelines which the EUL adopted on 7 May with foresight. The official decisions of 27 May will therefore not result in any changes for the University of Lucerne, but only in clarifications. These mainly concern the library and university sports. The protection concept is valid as long as it is deemed appropriate to the risk situation for which it was developed. We do not know what the risk situation will be when teaching starts in the autumn semester of 2020. The present concept therefore does not prejudge the operation of the autumn semester at this time.

1.4 General risk assessment

The corona virus is transmitted by close contact, droplets and hands. The risks must be countered

a) by keeping a safe distance, surface cleaning and hand hygiene
b) by protecting vulnerable persons; and
c) by keeping infected persons and those that were contact with them at home. For details, see Annexes A and B.

The following groups of persons can be defined:

R = members of risk groups (e.g. with medical history, age);
I = infected persons (with and without symptoms);
Q = persons in quarantine or isolation;
K = persons who have contact at home with I, Q, R;
A = other/other.
2 Procedure

2.1 Basic principles

The return to presence mode is to be carried out gradually and cautiously by the
- delegation of responsibility for protective measures to organisers;
- disentangling the activities of neighbouring institutions such as the University - PH - ZHB - Mensa - university sports, so that each organisation can guarantee security in its own way;
- protection of the R group of persons, no discrimination of the groups R, I, Q, K, and consideration for people who want to do home office;
- limiting the number of people in buildings;
- maintaining a minimum distance of two metres by all users of the building;
- provision of protective equipment for those cases where two metres cannot be maintained;
- establishment and operation of hand cleaning stations;
- documenting of presence;
- operation of a registration office for the purpose of being able to later reconstruct contacts at a later date.

2.2 Organisational framework

According to the decision of the Extended University Management of the University of Lucerne of 7 May, the following activities may take place, subject to protective measures in accordance with section 3:
- reduced office operations. Employees work at home as far as is possible;
- visits by individual students and external staff for meetings and with lecturers, assistants or services or for maintenance work;
- use of the library's loan desk and viewing of books that cannot be borrowed in accordance with the library's security concept;
- meetings with internal and/or external staff up to a maximum of five persons;
- doctoral examinations with up to five persons present according to the decision of the Dean;
- further education events up to a maximum of 20 persons;
- sports activities both inside and outside buildings in accordance with the HSCL protection concept in Appendix F.

The following activities cannot take place:
- full office operations;
- meetings with more than five people in attendance mode;
- student group work;
- courses and performance assessments in attendance mode;
- events with external parties;
- events such as conferences, colloquia etc. with or without external parties;
- meetings and encounters of formal or informal groups of students, employees or external parties.

The following remain closed: library reading room, cafeteria, foyer, public seating areas.
2.3 Further development

The Corona working group is monitoring the development and is prepared to propose modifications of the organisational framework and the protection concept to the EUL in good time, especially with a view to the start of teaching in the autumn semester 2020. The planning is done with the following in mind: "As personal as possible, as digital as necessary".

3 Orders

3.1 Employees, students, lecturers, visitors

- work at home if possible;
- comply with personal protective measures: generally in accordance with Appendix A (hand hygiene, keeping a distance of two metres, ventilation of rooms and lecture halls and protection of persons at risk), in the ZHB areas in accordance with Appendix E, in the area of university sport in accordance with Appendix F
- remain at home if symptoms of the disease appear and go into quarantine for 10 days if they have been less than two metres away from an infected person for at least 15 minutes without a protective mask or protective glass.

3.2 Supervisors and persons conducting an event or meeting:

- are responsible for maintaining a distance of at least two metres and are bound to the occupancy limits defined in Annex D;
- must allow members from the groups of persons R, I, Q, K to participate without being present;
- must draw up a list of all participants, including contact details, after each meeting and after each event and make it available to the registration office on request;
- keep the lists for three weeks and destroy them afterwards.

3.3 Persons who receive students or third parties for meetings

- must organise the meeting in such a way that a distance of at least two metres can be maintained;
- can use plexiglass panels for over-the-counter operations. Procurement is carried out via Facility Management;
- must keep a journal of the visitors, which can be sent to the registration office if requested.

3.4 Administrative Management

a) in general:

- allows for the reduction of encounters and may, for this purpose, set up risk-based traffic restrictions in the stairwell and/or corridors;
- organises the procurement and distribution of protective material;
- provides the technical equipment for the hybrid organisation of meetings and events;
- regulates the opening hours of the access doors.
b) via Facility Management:
- provides protective material: soap, paper towels, cleaning agents, protective masks and Plexiglas panels;
- operates a drop-off point for protective material;
- sets up and operates/maintains hand cleaning stations;
- ensures the necessary cleaning of surfaces that are used repeatedly, such as door handles and light switches;
- ensures that the lecture halls are properly ventilated;
- ensures the necessary cleaning of shared materials: pens, flipchart, lecture hall headset, microphones;
- organises effective protection for keyboards, mice and laptops in lecture halls;
- labels entrances, stairwells, corridors, rooms;
- can set up risk-based barriers.

c) via Corporate Communication Services:
- ensures that employees, students, lecturers and visitors are informed about the present protection concept.

3.5 General Secretariat

Operates a registration office to enable health authorities to conduct "contact tracing".

4 Special features

4.1 Derogations

Exceptional authorisations may be granted for the restrictions set out in point 2.2. The Prorector for Teaching & International Relations is responsible for this.

4.2 Tightening

If someone wants to tighten security measures, but cannot organise this with his/her own resources, this requires the approval of the Head of the Corona Working Group.

5 Contact details

safecorona@unilu.ch
Registration office: Dr. Markus Vogler
Lucerne, 28 May 2020

On behalf of the Extended University Management:

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

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

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

on the COVID-19 protection concept for a return to the university building / phase I
### Details Protective measures

"STOP principle"

<table>
<thead>
<tr>
<th>S</th>
<th>T</th>
<th>O</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>S stands for substitution, which in the case of COVID-19 is only possible if there is sufficient distance (e.g. home office).</td>
<td>T are technical measures (e.g. acrylic glass, separate workstations, etc.).</td>
<td>O are organisational measures (e.g. separate teams, changes to shift planning).</td>
<td>P stands for personal protective measures (e.g. hygiene masks, gloves, etc.).</td>
</tr>
</tbody>
</table>
Mesures

1. Hand hygiene

Employees and visitors:
- must clean hands regularly with soap and water on arrival and inside the building.
- must clean hands with soap and water 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 a distance

Employees and visitors:
- keep a two metre distance from other people,
- wear a protective mask if they cannot maintain a distance of two metres for more than 15 minutes,
- refrain from shaking hands and other forms of physical contact
- set up their workplaces in such a way that there is a separation of at least two metres,
- observe the minimum distance also in the common rooms,
- limit their contact with other employees and visitors to a minimum,
- restrict access for consultation hours,
- use a plexiglass disc for over-the-counter situations,
- 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.
- lecture halls and other rooms are well ventilated after each lesson or session.

4. protection of ‘at risk’ persons

- all members of the university make the protection of ‘at risk’ persons a special concern and take the initiative if they see any room for improvement.
Risk assessment

There are seven sources of risk in Phase I of the return:

1) office work by several people in the same office.
2) physical contact in an office space between staff and students / external visitors, e.g. in Student Services, Study Counselling, Deaneries, International Relations Office.
3) physical contacts between internal and external persons in meeting rooms.
4) physical contacts between internal and external staff during courses or events.
5) exposure in public transport on the way between home and work.
6) exposure in the private context of students, staff and lecturers.
7) contact with persons related to other users of Frohburgstrasse 3.

The risks arising from sources 1, 2, 3 and 4 can be limited with measures belonging to the following six groups:

1) keep the number of university members in the building as low as possible: home office remains the choice of the hour whenever possible.
2) restrict access to the building: limiting the circle of external persons, limiting opening hours in the evening and on Saturdays, limiting office hours.
3) directing movement in the building according to risk.
4) keep a distance or take special precautions.
5) disinfection: of hands, equipment used several times (door handles, keyboards, mice, light switches), shared material (pens, flipcharts, cutlery, lecture hall laptops, lecture hall headsets, microphones).
6) ensure the traceability of the chains of infection.

The risks arising from sources 5, 6 and 7 can be limited by students, staff and external persons following the principles and maxims of this protection concept.
Legal basis

Please refer to the [German version](#) for a description of the legal basis.
Corona capacity of meeting rooms, seminar rooms and lecture halls

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<th>Rooms</th>
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<th>Max. occupancy Corona</th>
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Protective measures of the Central and University Library

The ZHB library in the UPG building will be opened with protective measures from 8 June 2020.

Duration: 8 weeks (8.6. to 2.8.2020, 3.8.-16.8.2020 building closed)

Implementation of the protective measures:
- restricted access to the library (drop off counter at the main entrance to the library)
- return box at the entrance, supervised by user services
- self-collection shelf and self check-out for orders from all libraries
- access to the open access library for research and borrowing
- no study places
- no daily newspapers and popular magazines (scientific journals are free for consultation)
- information desk with plexiglas for protection from airborne droplets
- Monday to Friday 8 - 16.30 h, Saturday 8 - 15.30 h

18.05.2020/26.05.2020 / Daniel Tschirren
Protective measures for university sport (HSCL)

The HSCL protection concept for the implementation of sports activities from 8 June 2020

0 General

A Initial situation and objectives

University Sports (HSCL), together with Swiss University Sports, is working to ensure that university sports can continue despite the current COVID-19 pandemic.

In any case, a protection concept is necessary for the implementation of sports activities at the HSCL. This is based on the framework specifications of the FOSPO, the FOPH, and Swiss Olympic, as well as the plausible protection concepts of the national sports associations (www.swissolympic.ch/coronavirus) and Swiss University Sports. The HSCL protection concept is intended to show how the University Sports' (HSCL) sports and exercise activities can be resumed within the framework of the primary protection measures that are still in force.

The rules and instructions listed in this protection concept correspond to the framework requirements of the federal government.

The HSCL expects continued solidarity and exemplary behavior from all persons responsible for- and participating in HSCL sports as well as compliance with the guidelines and recommendations.

In case of violation of the primary federal guidelines, sports facilities can be closed by the cantons.

The HSCL protection concept is intended to show how the safe practice of university sports is possible while complying with primary federal guidelines.

The protection concept must be adapted:
- when primary concepts or authorities change the currently applicable requirements;
- if it becomes apparent in practical implementation that primary requirements are not-, or only partially being observed

B Relationship between the primary protection concept and the more specific protection concept

a) Overall protection concept:
   The comprehensive protection concept for university sports issued by the Swiss University Sports serves as a framework for the HSCL protection concept.

b) Protection concepts per university location:
   The specifications of the protection concept of Swiss University Sports are adapted, organized, communicated and monitored by HSCL to the situation at each university location in Lucerne. Where the Swiss University Sports concept does not cover a specific area, HSCL is responsible for the definition of the specific protection measures. These are based on the framework specifications of the FOSPO and the overall protection concept of Swiss University Sports.
c) Scope of validity of the protection concept:
The protection concept is valid for all offers that are organised by HSCL itself. Where HSCL has offers carried out by third parties, HSCL is obliged to ensure that these third parties have an approved protection concept.

d) In the university/PH building no offers are carried out by third parties.

e) Sport specific protection concepts:
Protection concepts exist for many sports and have been worked out by the respective associations. The Swiss University Sports protection concept has overall authority for all primary aspects. For sports practice, the HSCL protection concept is based on the specifications of the sports’ associations. HSCL does not draw up its own protection concepts for each individual sport.

f) Approval of the universities:
The resumption of sports activities requires the approval of the University of Lucerne. HSCL received this approval on 04.06.2020.

C Overriding principles in sport

1. train only without symptoms
2. keep your distance (10 m² training area per person, if possible 2 m distance)
3. compliance with the FOPH’s hygiene rules
4. presence lists (contact tracing)
5. designation of a responsible person

1. Risk assessment and triage

a) symptoms of disease:
Athletes and training managers with symptoms of illness are not allowed to participate in training. They stay at home or go into isolation. They call their family doctor and follow his/her instructions.

b) Risk groups:
Members of risk groups are themselves responsible for deciding whether or not to take part in sports activities.

c) Task of the training supervisors:
Training supervisors are obliged to exclude participants who do not appear healthy (especially those with fever or flu symptoms and coughing) from the training and to ask them to leave the sports facilities.

d) Personal responsibility:
All sportsmen and women are called upon to act responsibly and to observe the protection concepts and all other measures that serve to minimize the risk of the transmission of the corona virus.

2. Travel to, arrival at and departure from the training location

a) Arrival and departure:
Arrival and departure at the training location is the responsibility of the participant. It is recommended to come on foot, by bicycle or by car. Public transport is to be avoided if possible. When using public transport, the rules of hygiene and distance requirements must be observed.

b) Arrival:
Participants should arrive at the training location shortly before the start of the lesson and to leave quickly after the end of the training.
3. Infrastructure

a) Spatial conditions:
   - Before and after the training it must be ensured that the distance rule of 2m can be kept from person to person.
   - During the training sessions, a training area of 10m2 must be available for each person participating.
   - During the training sessions, the requirements of the protection concepts of each respective sports association apply.
   - In the HSCL’s own sports facilities all procedures must be checked, and where necessary regulated (e.g. one-way traffic, separate entrances and exits, cordon off certain areas, cf. the following points).

b) Maximum number of participants:
   - The maximum number of participants is 20 persons and within the Uni/PH building 7 persons.
   - Furthermore, the valid guidelines of the FOPH, the FOSPO, the Swiss University Sports and the sport-specific protection concepts apply.
   - Compliance is ensured via the electronic HSCL registration procedure and by means of on-site checks by the training supervisors.

c) Lesson planning:
   In order to ensure the flow of people according to the specifications, the lessons should be scheduled in such a way that there is a break of at least 15 minutes between lessons.

d) Cloakrooms, showers and toilets:
   In the Uni/PH building the cloakrooms, toilets and showers are open.

e) Cleaning of the sports facilities:
   Cleaning is based on the existing professional cleaning concepts of the universities for the university sports facilities. The HSCL adheres to the guidelines of the Federal Office of Sport (BASPO) and Swiss Olympic.
   - The sports facilities are cleaned according to the normal guidelines. There are no extraordinary cleaning measures necessary, nor is necessary.

f) Personal hygiene:
   - Athletes must clean their hands before and after training.
   - Disinfectants should be available in the entrance area of the sports facility and in the gym/cardio rooms.

g) Catering:
   The federal regulations for catering apply here.

h) Accessibility and organisation within the infrastructure:
   Access shall be granted at the defined times, which are shown in the occupancy plan on the website, and in compliance with the distance regulations (distance markings on the floor).

4. Forms of training and organisation

Training principles:
In training, physical contact is allowed in all sports. This also applies to sports activities in which permanent close physical contact is required; whether due to the way the game is played in team sports (e.g. American football or rugby) or in dance sports and in martial arts such as swinging, wrestling or boxing. However, when practising these sports activities, the training sessions must be organised in such a way that they take place exclusively in stable groups with a corresponding attendance list.
a) Material:
- The basis for the use of material are the protection concepts of the respective national sports federations.
- The use of private material is prioritised and is thus communicated.
- HSCL material is cleaned and disinfected according to the standardised and existing guidelines.

b) Risk/accident behaviour:
In all sports, the existing and proven safety concepts of the HSCL are to be applied.

5. Maintaining attendance lists
Close contacts between persons must be identifiable for 14 days at the request of the health authority. To make contact tracing easier, attendance lists are kept. Persons that have had contact with an infected person can be quarantined by the cantonal health authorities.

6. Responsibility for on site implementation
Control and monitoring of the protective measures:
- Overall responsibility for each of our own venues: HSCL.
- Overall responsibility for external venues: venue operator
- Maximum number of participants: via the electronic registration lists in advance and by the training leader (TL) on site.
- Access modalities: via TL.
- All participants adhere to the protection concept in a spirit of solidarity and with a high degree of personal responsibility. Participants are made aware of the protection concept through various channels.
- The valid house rules give the TL and the caretaking service the authority to exclude participants who violate the protection concept from the training and to expel them from the facility.

7. Communication of the protection concept
Since the HSCL is very tightly organised, the communication of the protective measures can be ensured:
- All TLs, third party providers and the caretaking services are directly provided with the concept. For questions concerning the protection concept, the university sports teachers are the first contact points for the TLs. In case of doubt, the university sports teachers can contact the task force (AG Corona).
- The protection concept will be prominently placed on the website. In addition, the sportsmen and women are informed of the protection measures via the HSCL’s existing channels of.

Patrick Udvardi, 04.06.2020