

HLS FHNW Protection Plan

Valid from September 1th

Fundamentals

- [SBFI Protection Plan](#)
- [FHNW Protection Plan](#)

Ground rules

- Ground rules apply to the whole of the HLS, irrespective of Institute
- Presence for lab and higher/continuing education tasks to be agreed with the line manager
- Self organisation in work groups
- Clean desk policy for everyone
- Personal responsibility – everyone must record contacts of more than 15 minutes.
- If you cannot keep the minimally required social distance or ensure that the maximum occupancy is not exceeded:
 1. Install yourself at another office desk (clean desk rule), or
 2. Wear a mask

Room allocation

- See office plan (as of page 4)
- Briefly exceeding maximum occupancy by less than 15 minutes is tolerated provided all involved persons are wearing a mask.

HLS FHNW Lab Protection Plan

Research and Practicals

Ground Rules

- [SBFI policy](#) and the [FHNW Protection Plan](#)
- Ground rules apply to the whole HLS, irrespective of Institute
- Maximum number of people in a lab at one time must be specified and communicated (static and dynamic)
- Masks are mandatory except when you are at your office desk


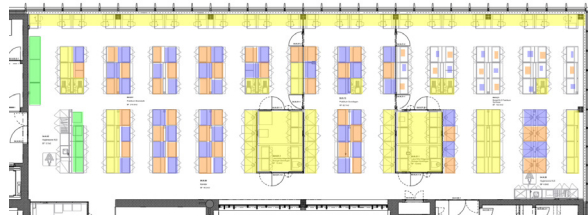
Research:

- Self organisation in work groups
- Masks are mandatory in all laboratory areas

Practicals:

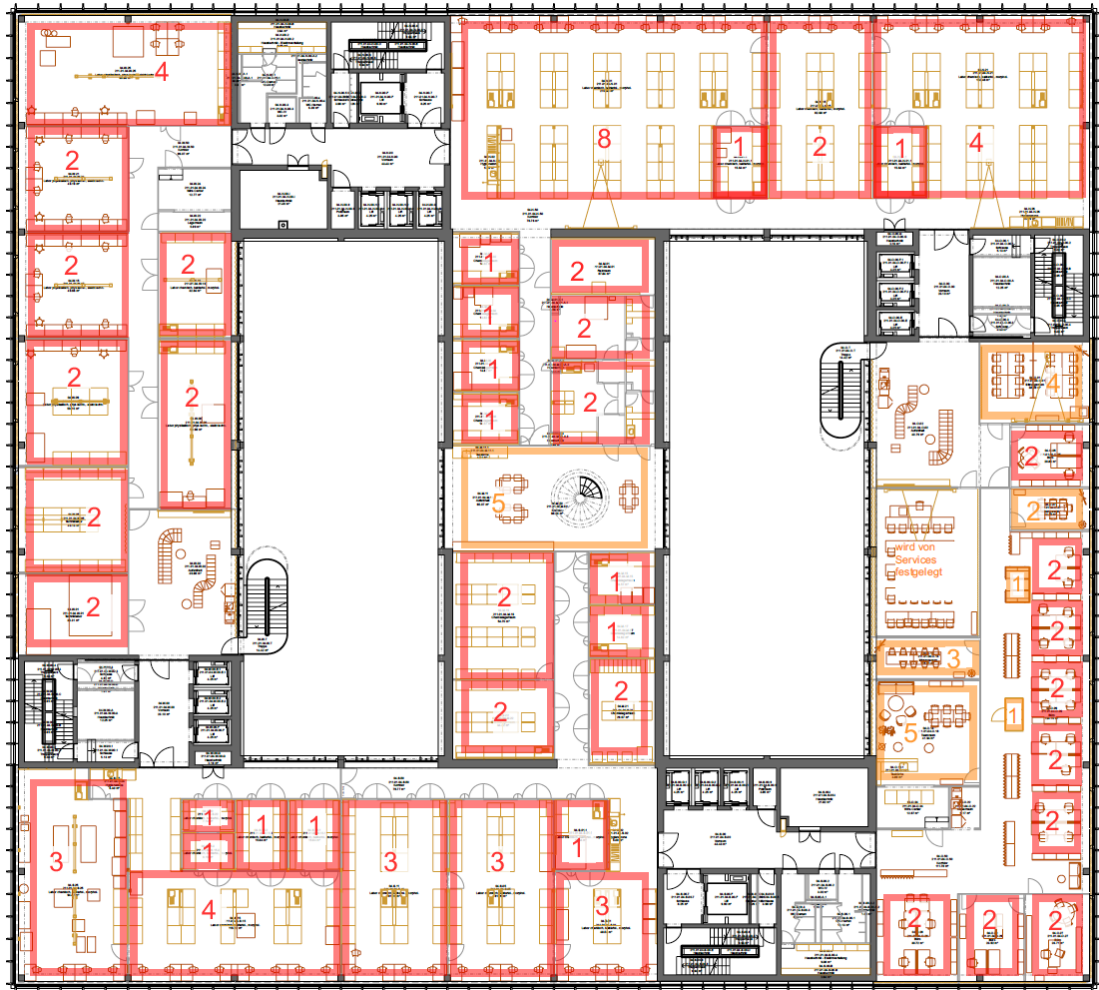
- Normal working day 9am-5pm (depending on practicals)
- Shifts (depending on practicals): 7am-1pm and 2pm-8pm
- Masks are mandatory in all laboratory areas

Covid Lab Plan – Applied R&D/Theses/Practicals

Applied R&D / Thesis work	Practicals
Hygiene	
<ul style="list-style-type: none"> • Soap, hand disinfectant and disposable paper towels are available at all hygiene stations (at lab entrances) and at most wash basins in the laboratory area. • Masks are mandatory in the entire laboratory area 	
Access	
<ul style="list-style-type: none"> • As per occupancy plan • No other limitations 	<ul style="list-style-type: none"> • Lobby/cloakroom in 3rd floor curtained area • From there, move in small groups to avoid crowds in front of lifts and lab entrances
Movement:	
<ul style="list-style-type: none"> • Avoid passing in narrow places (e.g. spiral staircase) • Otherwise no new limitations 	<ul style="list-style-type: none"> • Only people who work in the lab should be there. • Students must avoid unnecessary movement. • Choose the route that passes the fewest colleagues. • Visits to colleagues in other practicals are prohibited..
Occupancy:	
Max. Occupancy: <ul style="list-style-type: none"> • 1 Person in rooms up to 20m² • 2 People in rooms from 20 to 40m² • 4 People in rooms from 40 to 80m²  <ul style="list-style-type: none"> • Briefly exceeding maximum occupancy by less than 15 minutes is tolerated provided all involved persons are wearing a mask 	Guideline:  <ul style="list-style-type: none"> • 10m² / Person • In the practical room, every second lab table may be used. • Due to reduced capacity, practicals may be run in two 6-hour shifts.
PPE:	
<ul style="list-style-type: none"> • Hygiene masks are available • Masks are recommended when more than one person works in the same laboratory • Masks are mandatory when 2 metre social distance is not possible • Keyboards, PC mice, panels and door handles must not be touched with work gloves! Special hygienic over-gloves are available for this purpose 	<ul style="list-style-type: none"> • Hygiene masks are available (1 per student per shift) • Due to high occupancy, masks are mandatory in the practical rooms • Keyboards, PC mice, panels and door handles must not be touched with work gloves! Special hygienic over-gloves are available for this purpose

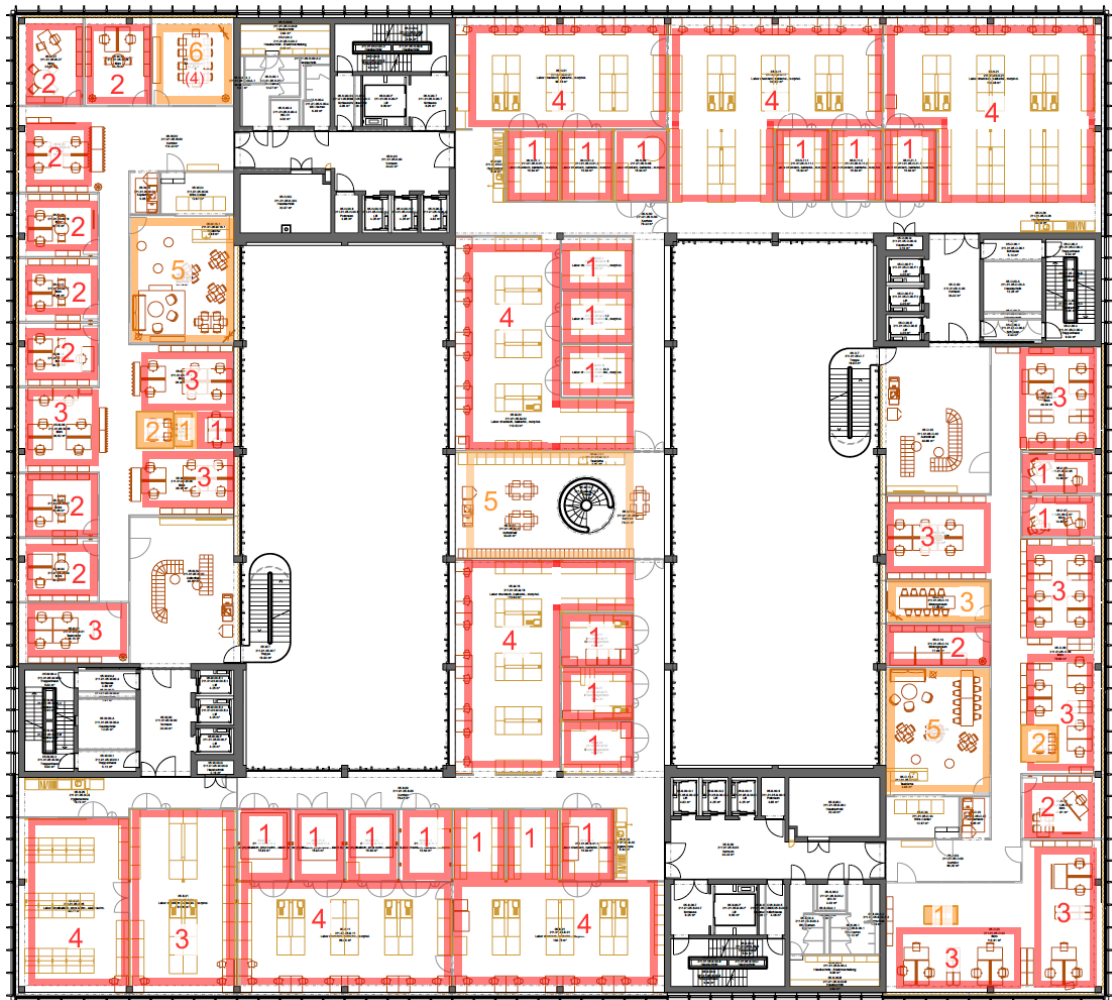
Space occupancy for Applied R&D:

- 4th floor



- Red: Maximum number of people per office zone
- Orange: Maximum number of people per meeting area

• 5th floor



- Red: Maximum number of people per office zone
- Orange: Maximum number of people per meeting area

- 6th floor



- Red: Maximum number of people per office zone
- Orange: Maximum number of people per meeting area

- Basement level -1



Organisational Details

- Provision of disinfection materials in all laboratories
- Disinfect all surfaces between shifts