

FHNW Covid-19 protection concept for restricted on-premises operation

Applicable from 2 November 2020

Due to the Covid-19 epidemic, the “special situation” as defined by the Epidemics Act of 28 September 2012 (EpG) has been in force in Switzerland since 19 June 2020. Based on the EpG, the Federal Council amended the Covid-19 Ordinance on 28 October 2020.

This FHNW protection concept is based on the aforementioned requirement. The measures defined in the protection concept are intended to prevent the spread of the coronavirus (Covid-19), interrupt transmission chains and protect persons present on FHNW premises from infection. The protection concept is based on the sharing of responsibilities: the institutional responsibility of the FHNW and the individual, personal responsibility of all persons present on the FHNW campuses or performing mandated activities.

This document contains binding requirements, formulated by the President, regarding protective measures for the campuses and the schools/services. When applying the protection concept, the needs of schools with more than one campus must be taken adequately into account.

- The directors of the schools and the VP Services are responsible for implementing the organisational protective measures described below at a school/services level (II).
- The campus managers are responsible for implementing the spatial protection measures (see below) at the campuses (III).

I. Organisational principles at a FHNW level

1. Working from home and virtual teaching

Visits to the FHNW must be kept to an operational minimum.

As a matter of principle, degree and continuing education programmes are now taking place online in the virtual domain. Exceptions to this are a matter for the relevant director.

Course work / assignments performed outside the FHNW are subject to the regulations of the institutions in which the internships take place.

Working from home is recommended and must be discussed with the line manager on a case-by-case basis. Working from home should be facilitated on request for persons deemed to be at particular risk (see the Federal Office of Public Health).

Research and services deemed to be operationally necessary can be performed on FHNW premises and on those of external partner organisations subject to compliance with the protective measures.

2. Restricted access to FHNW premises

Access to FHNW premises is possible only with an FH-Card or by means of a guest list.

The following persons are prohibited from entering the premises of the FHNW:

- Persons with symptoms which could be caused by the Covid-19 coronavirus or who have tested positive for it (see the Federal Office of Public Health's (FOPH) instructions regarding isolation).
- Persons living in the same household as, or having had close contact with, a person who is a confirmed Covid-19 carrier (see the FOPH's instructions regarding quarantine).

Persons prohibited from entering the premises of the FHNW for the aforementioned reasons must inform the relevant director or VP Services.

3. Protective measures

The following protective measures must be observed at all times when present on FHNW premises:

- Hygiene measures
- Social distancing of 1.5 metres
- Wearing face coverings when not at personal workplaces

The director may grant exceptions to the obligation to wear a face covering where there are grounds for doing so (especially for music making, medical reasons, etc.). Where exceptions are granted, the schools must collect the contact details of the attendees. The lists of contact details must be kept at a central location in the schools/services and destroyed after 14 days.

Use of the canteens is subject to the rules of the operators.

4. Business and study trips

Business and study trips should be avoided on principle. Exceptions to this are a matter for the President, vice-presidents or school directors.

5. Social events

Events involving physical gatherings should be suspended.

6. Libraries

Library services on FHNW premises will be maintained as far as operationally possible.

7. Sports/recreation

FHNW sports/recreation activities that take place on the premises are suspended.

8. Campus restaurants/canteens

Restrictions regarding the running of the campus restaurants/canteens are a matter for their operators.

9. Information

'Inside FHNW' provides information on the applicable rules of conduct in German and English.

10. Responsibilities

Overall responsibility for implementing the protection concept lies with the President. The directors and campus managers are responsible for its implementation at the schools and campuses respectively.

To ensure the coordinated implementation of any requirements of the sponsoring cantons, the contact person for the cantonal authorities is the head of the crisis management team / Secretary General of the FHNW. The directors and the VP services keep the head of the crisis management team informed about situations relating to Covid-19.

Those responsible for the schools and services are responsible for identifying critical processes and organising them in such a way that they are continuously available.

II. Organisational protective measures at a school/services level

In order to implement the organisational principles at an FHNW level, the schools/services may implement further organisational measures to protect staff, students and participants in continuing education.

III. Spatial protection measures at the campuses

The campus managers have implemented the following spatial protection measures:

1. General measures

Hand hygiene

- Ensuring the availability of soap and disposable hand-drying material
- Provision of hand sanitizer stations according to room type

Social distancing

There is an increased risk of infection if the distance of 1.5 metres cannot be maintained for more than 15 minutes. The following measures are intended to facilitate the required distancing:

- Information via posters
- Signage, floor markings, barriers to control the flow of people
- Seating arrangements
- Measures on a per-room type basis
- Organisational measures at a school/services level

Cleaning

- Periodic cleaning of door handles, handrails, lift buttons, WC facilities
- Measures on a per-room type basis

Ventilation

Where possible, rooms should be ventilated regularly.

2. Additional measures on a per-room type basis

Type 1: open zones, access areas, transfer areas, libraries, car parking facilities, break areas, WCs

- Information/signage (FOPH posters)
- Provision of hand sanitizer stations in access areas (entrances, library, ...)
- Shutting off areas at increased risk of violation of the distancing rule
- Organisational measures at a school/services level

Type 2: lecture halls, teaching rooms, seminar rooms, meeting rooms

- Definition and labelling of maximum number of attendees per room
- Rooms with fixed seating: designation/labelling of seats that can be used
- Limiting number of available chairs
- Cleaning of table surfaces several times a day when used by different groups of people

Type 3: laboratories, workshops, special rooms (incl. for music)

- Definition and labelling of maximum number of attendees per room
- Periodic cleaning of surfaces touched by several people

Type 4: workplaces, offices (including break facilities)

- Definition of number of persons per room
- If necessary, appropriate rearrangement of the existing furniture
- Organisational measures at a school/services level

Type 5: canteens, cafeterias

- Action taken by operators
- Organisational measures at a school/services level

Specific measures for special zones with direct customer contact in the defined room types (reception areas, etc.), must be provided for in consultation with the schools.

Issued by the President on 28 October 2020

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(replaces the protection concept of 18 October which applied from 19 October 2020)