The current safety guidelines were adopted by the Executive Board on 13 January 2021 and authorised for implementation with immediate effect.

<table>
<thead>
<tr>
<th>S</th>
<th>S stands for ‘stay at home’. Social distancing is key (e.g. by working from home or staying at least 1.5 metres away from others).</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>T is for technical measures (e.g. perspex screens, separation of work stations).</td>
</tr>
<tr>
<td>O</td>
<td>O is for organisational measures (e.g. split teams, modified work schedules).</td>
</tr>
<tr>
<td>P</td>
<td>P stands for personal safety measures (e.g. masks, surgical masks).</td>
</tr>
</tbody>
</table>
General rules
PH Zurich is legally required to develop and implement safety guidelines to prevent the spread of coronavirus. The safety guidelines below must be followed by all employees and students of PH Zurich, and external visitors. Through suitable measures, PH Zurich can ensure the guidelines set out by the federal government and the canton can be complied with. Both employees and management staff are responsible for ensuring that these measures are rigorously implemented.

1. Everyone at PH Zurich should refrain from shaking hands and should wash their hands regularly.
2. Social distancing remains in place. The current requirement is 1.5 metres.
3. Everyone spending time on the Campus PH Zurich must wear a face mask – regardless of whether they are moving around or remaining in one place. Masks must be worn indoors where there is more than one person in a room. Other exceptions include for sport, in Performance subjects and when eating in the canteen – specific protective guidelines will be implemented in these cases. It is obligatory to wear a mask across the entire campus, including on Campus Square and in the other outdoor areas at PH Zurich (terraces, patio).
4. On Campus Square, which is part of the SBB site, a maximum of 15 people may gather spontaneously at any one time.
5. All staff members, students and guests must wear a mask when indoors at PH Zurich, whenever they are not remaining in one place (e.g. corridors, staircases, bathrooms, also in office spaces). This applies as soon as you enter a PH Zurich building (LAA, LAB, LAC, LAD), including in the lifts.
6. Surfaces and objects are to be cleaned after use as required, especially if they have been touched by several people. Surface and hand disinfectant will be provided by PH Zurich.
7. Anyone who shows signs of illness should be sent home and instructed to place themselves in self-isolation as stipulated by the Federal Office of Public Health.
8. Specific aspects of work and work situations will be taken into account to ensure proper protection.
9. Employees and other people affected will be informed about the guidelines and measures.
10. All employees and students as well as event organisers are responsible for efficiently implementing these measures.

The following specific safety guidelines apply in addition to the general PH Zurich safety guidelines:

<table>
<thead>
<tr>
<th>Area</th>
<th>Safety guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canteen</td>
<td>• ZFV safety guidelines</td>
</tr>
<tr>
<td></td>
<td>• Industry-specific safety guidelines</td>
</tr>
<tr>
<td>Lernmedien-Shop</td>
<td>• Lernmedien-Shop safety guidelines, PH Zurich</td>
</tr>
<tr>
<td></td>
<td>• Industry-specific safety guidelines</td>
</tr>
<tr>
<td>Library</td>
<td>• Library safety guidelines, PH Zurich</td>
</tr>
<tr>
<td></td>
<td>• Industry-specific safety guidelines</td>
</tr>
<tr>
<td>Conference Centre Schloss Au</td>
<td>• Schloss Au safety guidelines, PH Zurich</td>
</tr>
<tr>
<td></td>
<td>• Industry-specific safety guidelines</td>
</tr>
<tr>
<td>Kids &amp; Co.</td>
<td>• Day-care centre industry-specific safety guidelines</td>
</tr>
</tbody>
</table>

1The safety guidelines presented here are based on the ‘Sample safety guidelines for businesses in relation to Covid-19’ issued by the State Secretariat for Economic Affairs and the Federal Office of Public Health. PH Zurich is legally required to develop and implement corresponding safety guidelines.
1. Hand hygiene
Everyone at PH Zurich should refrain from shaking hands and should wash their hands regularly.

**Measures**

1.1 Hand sanitiser stations are located at the entrances to the LAA, LAB, LAC and LAD buildings, and the Conference Centre Schloss Au. Hand sanitiser dispensers have also been installed in classrooms and in office spaces.

1.2 Additional hand sanitiser stations have been set up in highly frequented locations (library, Lernmedien-Shop, Student Administration Office, staff foyer (LAA, LAD), IT helpdesk).

1.3 Staff, students and guests will be instructed to wash their hands regularly with soap and water. This should particularly be done when they arrive at their work station and before and after breaks. Information about the ‘correct’ way to wash hands is displayed in all toilet facilities.

1.4 Non-essential objects (e.g. magazines, newspapers, brochures) will be removed from public areas and from coffee/breakout areas.

1.5 Only cashless payments are accepted at PH Zurich.

2. Social distancing
Social distancing remains in place. The current requirement is 1.5 metres.

**Measures**

2.1 Floor markings and/or barrier tapes will be provided at counters, checkouts and points of sale to ensure that staff and students observe social distancing of 1.5 metres.

2.2 Stands, floor markings and barrier tapes will be used to guide students and guests around the corresponding zones or retail areas. A ‘one-way system’ will be implemented wherever possible. Where possible, waiting zones will be set up in separate areas or in the open air.

2.3 The 1.5 metre distancing requirement should be observed by all members of staff and students. The maximum occupancy permitted in a classroom will be displayed outside the room and in the booking system.

2.4 Where it is operationally feasible and appropriate to do so, staff should work from home. The general ruling on working from home will apply until further notice.

2.5 It is possible to work on the premises at PH Zurich, but staff must comply with social distancing of 1.5 metres at their work stations. The size of the desks (width, depth) guarantees that the stipulated distance can be maintained.

3. Contact involving an unavoidable distance of less than 1.5 metres
Specific aspects of work and work situations will be taken into account to ensure proper protection.

**Measures**

3.1 Perspex screens will be installed at the following counters to separate staff from students/guests: reception, library, Digital Learning, IT helpdesk, Student Administration Office, canteen check-outs, Lernmedien-Shop, research library.
3.2 On request, customer-facing reception staff in the LAA building may wear masks and nitrile gloves.

3.3 Everyone spending time on the Campus PH Zurich must wear a face mask – regardless of whether they are moving around or remaining in one place. Masks must be worn indoors where there is more than one person in a room. Other exceptions include for sport, in Performance subjects and when eating in the canteen – specific protective guidelines will be implemented in these cases. It is obligatory to wear a mask across the entire campus, including on Campus Square and in the other outdoor areas at PH Zurich (terraces, patio).

4. Cleaning
Surfaces and objects are to be cleaned after use as required, especially if they have been touched by several people.

**Measures**

4.1 Maintenance cleaning will be carried out in accordance with the pandemic plan.

4.2 Heavily used handles on doors leading to and from the lifts and on the entrances to toilet facilities, lift buttons and hand rails will be cleaned and disinfected four times a day. Surfaces in classrooms will be disinfected daily.

4.3 As far as possible, staff should avoid sharing work stations and equipment with others. If it is necessary to share work stations (e.g. desk sharing) and equipment, then staff must clean it with a degreasing agent before starting work and on leaving the work station. Appropriate detergents and paper towels are available from the photocopying rooms. Additional cleaning equipment can be obtained from reception in the LAA building.

4.4 Regular checks will be made to determine whether hand sanitiser, soap dispensers or detergents need to be refilled/restocked. If necessary, the PH Zurich Facility Management department should be notified.

4.5 The ventilation system in the PH Zurich buildings ensures a high flow of fresh air (higher than standard intermittent ventilation at home). The ventilation system is set up so that only fresh air is supplied (circular ventilation is deactivated).

4.6 Cups, glasses and crockery must not be shared and staff must wash them by hand using detergent and water. Dishwashers must not be used. Coffee machines and other kitchen devices must be cleaned regularly by the team using them (see 4.3 for cleaning equipment).

5. People who become ill while working/studying
Anyone who becomes ill should be sent home and instructed to place themselves in self-isolation as stipulated by the Federal Office of Public Health.

**Measures**

5.1 Staff or students who display symptoms (including a cough, sore throat, shortness of breath, a temperature, feeling feverish, muscle pain, sudden loss of taste and/or smell) should stay at home and self-isolate (duration: a minimum of 10 days after symptoms start and until no earlier than 48 hours after symptoms are no longer noticeable). They should proceed as recommended by the [Federal Office of Public Health](https://www.bfs.admin.ch) and comply with the guidelines issued by the relevant authorities.

5.2 Staff and students who become ill should be sent home immediately.

5.3 There is a fixed procedure for when people become ill or need to quarantine. All staff and students should know what to do in the event of illness or suspicion of illness. PH Zurich will not give the names of those who become ill or have to quarantine to staff or students. However, any information that is required for contact tracing will be passed on to the cantonal medical service as stipulated in the cantonal regulations.
6. Special work situations
Specific aspects of work and work situations will be taken into account to ensure proper protection.

Measures

6.1 At all meetings, lessons, exams and other events on campus, the person in charge must compile a list of attendees (for the purposes of contact tracing). Names and contact details must be recorded.

6.2 In ‘dynamic’ (teaching) situations (e.g. Physical Education, Music and Performance, Art and Design), PH Zurich follows the safety guidelines of the relevant organisations and associations. Specific safety guidelines apply to the specialist groups concerned.

7. Information
Employees and other people affected will be informed about the guidelines and measures. Anyone who becomes ill should be sent home and instructed to place themselves in self-isolation as stipulated by the Federal Office of Public Health.

Measures

7.1 Staff will be informed about the safety guidelines stipulated by the Federal Office of Public Health (FOPH) via the intranet and info screens.

7.2 Students will be informed about the safety guidelines stipulated by the FOPH via the student web and info screens.

7.3 Event organisers will be provided with an information sheet about the safety measures.

7.4 Guests will be informed about the safety guidelines stipulated by the FOPH via the info screens. (External) Event organisers are obliged to inform attendees about the safety measures in place and to deny entry to anyone who is ill.

8. Responsibilities
All employees and students as well as event organisers are responsible for efficiently implementing these measures.

Measures

8.1 Staff and students will be given comprehensive information and ongoing updates about the safety guidelines at PH Zurich. Event organisers will be provided with an information sheet about the safety measures.

8.2 Implementation of the safety guidelines and compliance with them is in the interests of all staff and students as well as event organisers. Everyone is therefore required to take (personal) responsibility accordingly.

Other safety measures

Measures

Members of staff who are planning to travel to an area that the Swiss government has categorised as a coronavirus risk area must inform the relevant member of the Executive Board, who will decide whether the trip can go ahead. If the government-mandated 10-day quarantine following a visit to a risk area will interfere with university responsibilities, the Executive Board member may refuse permission for the trip. This is in line with the employment regulations of the canton of Zurich and applies to both work-related and private travel.

Annexes

Annex

None
Conclusion
This document was created based on an industry solution: ☒ Yes  ☐ No

The original document in German «Schutzkonzept der PH Zürich zur Eindämmung des Coronavirus (date: 13 January 2021)» has been circulated and explained to all members of staff.