



## Safety Concept

19 August 2020

### Safety Concept for Events Outside of Regular Teaching at UZH during the COVID-19 Pandemic

This template must be completed by all organizational units/organizers required to draw up a specific safety concept for events outside of regular teaching according to the basic safety concept (part 6, page 4), namely:

- a) all events involving external participants<sup>1</sup>
- b) all events featuring more than 100 people in allocated rooms and areas (e.g. lecture halls, reception areas, seminar rooms, practical training rooms, etc.).

**No separate safety concept is required for regular courses.** However, the provisions in the fact sheet for teaching staff must be observed. For courses in which the proscribed distances cannot be maintained, (e.g. practical classes with close contact<sup>2</sup>), the additional protective measures listed on page two of the fact sheet must be implemented.

In principle, events are to be planned and implemented with strict 1.5-meter distances. Even if mask-wearing is obligatory, rooms may not be overfilled. Exceptions require the express authorization of President's Services.

If event participants are provided with food/drinks, the additional hygiene measures according to point 5.2 of the UZH Basic Safety Concept must be implemented. No separate safety concept is required for small non-public events held in the rooms of the relevant organizational unit. For such events, the provisions listed in the specific safety concept for organizational units apply.

**If the answer to a question is "No", the reason why the measure(s) cannot be implemented or which alternative measure is taken for achieving the safety objective must be indicated under section V 6.**

Please write to [info@su.uzh.ch](mailto:info@su.uzh.ch) if there are any questions that cannot be answered with the basic safety concept. For questions regarding occupational medicine: [arbeitsmedizin@su.uzh.ch](mailto:arbeitsmedizin@su.uzh.ch).

#### Event

Responsible person  
(organizer)

\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

<sup>1</sup> Exception made for external speakers who are to be protected in the same way as UZH employees according to the STOP principle.

<sup>2</sup> Close contact is defined as a distance of less than 1.5 meters from another person for more than 15 minutes without protection (hygiene masks or physical barriers such as plastic screens).



## 1. Organization and Information

V	Event Measures	Implemented
1.1.	Has a responsible person been designated for the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.2.	Is the safety of UZH employees working at the event ensured? See point 2.2 of the UZH Basic Safety Concept	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.3.	Has everyone been told to wash their hands regularly with soap and water/disinfect their hands and keep a distance of 1.5 meters to others?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.4.	Have the protective measures issued by the FOPH been posted clearly? <sup>①</sup> <a href="#">FOPH coronavirus poster<sup>3</sup></a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.5.	Has everyone been informed that they may not take part in the event if they are ill and that they can be denied participation if they are showing symptoms <sup>4</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.6.	Have participants who have recently traveled from high-risk areas <sup>5</sup> been informed that they may not attend the event during the quarantine period?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.7.	Have all participants been informed about the applicable regulations regarding masks <sup>6</sup> at UZH and is it ensured that the regulations will be adhered to?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.8.	Have participants in events involving close contact <sup>7</sup> been informed about the health risks <sup>8</sup> and that their contact details will be recorded and passed on to the authorities upon request?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 2. Maintaining Distance

V	Event Measures	Implemented
2.1.	Do the circumstances and setting of the event allow people to maintain a minimum distance of 1.5 meters from others at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.2.	Have areas where people may wait and congregate been defined for large events, if necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3.	Is it ensured that the relevant maximum occupancy and provisions on seating are observed when it comes to using allocated rooms <sup>9</sup> and areas (lecture halls, seminar rooms, practical training rooms, etc.)? Room occupancy is determined and displayed by Events Management.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.4.	Have protective measures (e.g. protective screens, compulsory wearing of masks) been taken at reception areas, if applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.5.	Are there guidance systems and distance markings at the entrances/exits as well as in cloakrooms and toilets – if necessary – to ensure that participants observe social distancing rules? If not, then the use of face masks must be ordered for these areas.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>3</sup> [https://bag-coronavirus.ch/wp-content/uploads/2020/06/BAG\\_Platat\\_CoVi\\_BlauRegelEinhalten\\_A3\\_297x420\\_co\\_e.pdf](https://bag-coronavirus.ch/wp-content/uploads/2020/06/BAG_Platat_CoVi_BlauRegelEinhalten_A3_297x420_co_e.pdf)

<sup>4</sup> <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/krankheit-symptome-behandlung-ursprung.html>

<sup>5</sup> <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/empfehlungen-fuer-reisende/quarantaene-einreisende.html>

<sup>6</sup> As decided and communicated by the Executive Board of the University.

<sup>7</sup> Close contact is defined as a distance of less than 1.5 meters from another person for more than 15 minutes without protection (hygiene masks or physical barriers such as plastic screens).

<sup>8</sup> E.g. through an e-mail to all participants or with the invitation.

<sup>9</sup> E.g. through Room Allocation Services, Irchel Room Pool, etc. or rooms provided by an external party (e.g. hotels).



**3. Hygiene, Cleaning and Ventilation**

V	Event Measures	Implemented
3.1.	Are contact surfaces cleaned between events? <sup>10</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.2.	Are windows opened (if possible) before the course and during the breaks for 10 minutes to ventilate the room?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.3.	Are hand sanitizer/disinfectant and cleaning agents made available, if necessary?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**4. Special Provisions**

V	Event Measures	Implemented
4.1.	Are food/drinks provided? If yes, a) the catering business must have and implement a safety concept. b) Self-catering: The provisions under point 5.2 of the Basic Safety Concept for UZH must be followed by the organizer.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.2.	Is it ensured that the contact details of external participants are recorded and that they are informed in writing about the precautionary measures under points 1.3 to 1.8 in good time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.3.	For events involving more than 300 people, is it ensured that the provisions of the Covid-19 Ordinance <sup>11</sup> can be maintained and has special authorization been obtained from President's Services (if the event is to be held on UZH premises)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**5. Deviations, If Necessary**

Taking account of specific aspects in connection with events

M	Special measures and deviations from standard measures

**6. Appendices, If Necessary**

Appendix

<sup>10</sup> For rooms allocated centrally (lecture halls and seminar rooms), contact surfaces are cleaned by facility management in the morning.

<sup>11</sup> Ordinance on Measures during the Special Situation to combat the Covid-19 Epidemic, ordinance of 19 June 2020 (Covid-19 Ordinance Special Situation; SR 818.101.26)