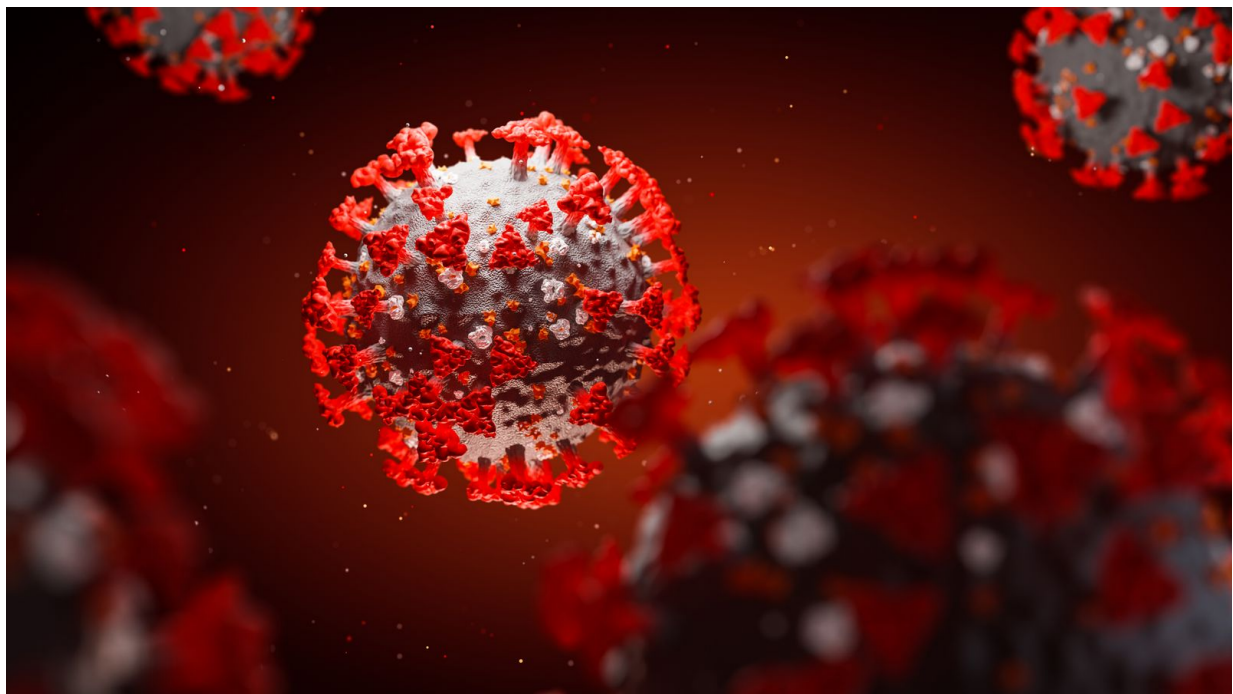


# COVID-19 PRECAUTIONARY MEASURES: UNIVERSITY OF APPLIED SCIENCES OF THE GRISONS (Version 04.01, valid from 19 April 2021)

Authors: Rinaldo Albertin, Patrik Janett, Jürg Kessler, Martin Studer  
Issuing authority: Rectorate  
Scope: University of Applied Sciences of the Grisons  
Classification: Internal  
Version: V04.01  
Issue date: 19.04.2021  
Valid from: 19.04.2021  
Distribution list: Employees and students of the University of Applied Sciences of the Grisons



<b>1 Situation</b> .....	3
<b>2 Classroom teaching in teaching and further education</b> .....	4
2.1 Situation .....	5
2.2 Travel .....	5
2.3 On site.....	5
2.4 Dealing with particularly vulnerable persons .....	5
<b>3 Laboratory/workshop operations</b> .....	5
3.1 Situation .....	5
3.2 Travel .....	5
3.3 On site.....	6
3.4 Dealing with individuals deemed to be at especially high risk .....	6
<b>4 Library operations</b> .....	6
4.1 Situation .....	6
4.2 On site.....	6
4.3 Dealing with individuals deemed to be at especially high risk.....	6
<b>5 Canteen/catering</b> .....	6
5.1 Situation .....	6
<b>6 General operations</b> .....	7
6.1 Situation .....	7
6.2 On site.....	7
6.3 University vehicles .....	7
6.4 Cleaning .....	7
6.5 Toilet facilities .....	7
6.6 Waste .....	8
6.7 Individuals infected with COVID-19 at their place of study or workplace .....	8
6.8 Contact tracing .....	8
<b>7 Appendix: Room occupancy capacities</b> .....	10

# 1 Situation

## Introduction

The following precautionary measures of the University of Applied Sciences of the Grisons include measures for the following areas that must be implemented with the cooperation of all members of the university (employees, students, guests).

## Objective of these measures

The objective of the measures is to protect all members of the University of Applied Sciences of the Grisons (employees and students) and their relatives against being infected by the new coronavirus. Individuals deemed to be especially high risk also have to be protected as well as possible. In accordance with the mandate from the federal government and the canton, the University of Applied Sciences of the Grisons is endeavouring to play its part in keeping new cases at a low level and to quickly interrupt the infection chain via contact tracing in the event of new infections.

## Legal basis / federal and cantonal requirements

COVID-19 Ordinance 2 (818.101.26), the Employment Act (SR 822.11) and its ordinances, COVID-19 basic principles of the SERI and FOPH for universities as well as the principles of the Department of Education, Culture and Environmental Protection of the canton of Graubünden. There is an extended obligation to wear protective masks in all publicly accessible indoor spaces, all public transport in pedestrian areas, as well as a home office obligation, wherever this is possible due to the nature of the activity and can be implemented with reasonable effort. Private events over 5 persons and meetings in public spaces over 5 persons are prohibited. Home office remains compulsory, wherever this is possible due to the nature of the activity and can be implemented with reasonable effort.

## General principles

**Protective masks must be worn within the University of Applied Sciences of the Grisons, also in classrooms and offices.** Excluded from this are people working alone in an office. While smoking and in the cafeteria when seated at the table, the protective mask may be taken off if a minimum distance of 1.5 meters can be maintained. All members of the UAS Grisons are personally responsible for their protective masks. The UAS Grisons will make protective masks available to selected groups of people from Central Services.

The **principle of home office** applies, which means that for tasks that have to be fulfilled on site or that require attendance for other adequate reasons, attendance is possible in prior consultation with superiors. Lecturers may use the specially procured **infrastructures for distance learning at the premises of the UAS Grisons** according to the timetable and in consultation with the directors of studies. The services team is oriented by the latter. **Special forms of teaching (e.g. laboratory, workshops) and other forms of teaching must be applied for at the Prorectorate.**

## Contact tracing of the University of Applied Sciences of the Grisons

All members of the University of Applied Sciences of the Grisons, employees and students are required to register upon entering the buildings using their personal badge at the card readers located on site. This applies irrespective of whether the doors are already open or not and whether you have already been in the respective building or not. The registration via the card reader is used for contact tracing purposes in the event of an infection.

Information sheet for contact tracing with Moodle:  
<https://moodle.fhgr.ch/mod/resource/view.php?id=299405>

## 2 Classroom teaching in teaching and further education

### Rules of conduct

If a (special) teaching unit is approved by general resolutions of the university management and, in individual cases, by the Prorectorate, the rules apply analogously to hybrid teaching at the UAS Grisons. The following rules of conduct are to be consistently observed by all employees, students and participants:

1. Employees, students and participants are aware of their role in the transmission chain and comply with the rules on hygiene and social distancing of the FOPH.
  - Correct and regular cleaning of hands
  - No handshaking, hugging or kissing
  - No sharing of food or drinks with others
2. Staff, students and guests always wear a protective mask. The protective mask may only be removed during smoking and in the cafeteria when seated at a table, and only if a distance of 1.5m can be maintained. If the offices are used alone, the protective mask can be dispensed with. The distance rule, together with the hygiene rules, remains the most important measure for protection against the coronavirus from an epidemiological point of view.
3. Regular cleaning of services and objects after use as required, especially if they have been touched by several individuals.
4. Appropriate protection for individuals deemed to be at especially high risk.
5. Students from the areas of teaching and further education, research partners, lecturers and employees of the University of Applied Sciences of the Grisons can visit the educational institution provided they do not live in a household with a person who has been infected with COVID-19 and/or have not had close contact with a person infected with COVID-19. Students can only enter the institution during lesson times or after application to the emergency team (notfall@fhgr.ch).
6. In order to interrupt the chain of infection, it is essential to go into isolation immediately and get tested if symptoms occur. In the event of an infection, the coronavirus crisis management team decides on the next steps in cooperation with the Grisons Health Department.
7. In addition to the contact tracing measures of the University of Applied Sciences of the Grisons, we recommend that all employees and students download the SwissCovid app in order to collectively play their role in interrupting the transmission chain.
8. In consultation with the supervisor, working from home office is compulsory wherever this is possible due to the nature of the activity and where it can be implemented with a reasonable amount of effort.
9. The following regulations apply with respect to the wearing of protective masks:
  - The wearing of protective masks is mandatory in all indoor and outdoor areas of the UAS Grisons.
  - Students and employees must obtain protective masks themselves. The University of Applied Sciences of the Grisons will make protective masks available to selected groups of people from Central Services.
  - For the correct wearing of protective masks, reference is made to the recommendation of the FOPH.
  - Employees, students and participants are personally responsible for the use of protective masks during their journeys to and from the University of Applied Sciences of the Grisons.
  - Travel restrictions are still to be anticipated in the event of trips for professional and private purposes. The recommendations of the FOPH are decisive.
10. The lecturers and assistant lecturers are responsible for compliance with the protective conditions in the classrooms as well as the maintenance of attendance lists.
11. The maximum room occupancy indicated on the rooms must be observed, with a protective mask (exception one person in the office).
12. Ventilate offices and classrooms without technical room ventilation for at least five minutes every hour (to be done by employees, lecturers or students).

## 2.1 Situation

Classroom teaching is possible again according to the Federal Council decision of 14 April 2021. Permitted are 50 students and a distance of 1.5m. This is extremely limiting for the UAS Grisons and does not allow regular teaching. Therefore, the UAS Grisons will in principle maintain Distance Learning until the end of the Spring semester as already communicated. Exceptions are continuing education and individual events after approval by the prorectorate. Special forms of teaching (e.g. laboratory and workshops) will also continue to be possible after approval by the Prorectorate. The use of the premises by students, for example of **group rooms for group work or the library as an individual workstation, must be requested from the emergency team.**

## 2.2 Travel

Arrival/departure to and from the UAS premises shall be in accordance with the distance and hygiene rules issued by the FOPH and the obligation to wear masks.

## 2.3 On site

As usual, only drinks in closed containers are allowed in the classrooms. There is a restriction to a maximum of 50 people and a minimum distance of 1.5 metres, as well as mandatory masks.

Hand sanitizer and disinfectant wipes are available from the services team.

The rooms are ventilated extensively during breaks and at the end of the working day. Furthermore, the switching of laboratory rooms is to be avoided as far as possible. The responsibility lies with the head of the teaching unit.

The employees of the UAS Grisons keep attendance lists for teaching and further education in Moodle, as in the Autumn semester 2020. The contact details are necessary so that information can be provided immediately in the event of illness.

## 2.4 Dealing with particularly vulnerable persons

Lecturers, students as well as external persons who are particularly at risk are encouraged to discuss this with the persons present and to discuss possible solutions.

## 3 Laboratory/workshop operations

### 3.1 Situation

The precautionary measures for laboratory and workshop operations are mandatory for both employees and students of the University of Applied Sciences of the Grisons as well as external partners and third parties. The regulations contained within the precautionary measures plan must be adhered to.

### 3.2 Travel

Travel to and from the UAS Grisons must be undertaken in accordance with the rules on hygiene, obligation to wear a mask and social distancing issued by the FOPH.

### 3.3 On site

As usual, only drinks in sealed containers are allowed in the laboratories and workshops. A capacity limit of 50 people, a minimum distance of 1.5 metres as well as mandatory masks applies.

Hand disinfectants and disinfection wipes are available from the services team.

Everybody is required to ventilate the rooms extensively during the breaks and at the end of the workday. Furthermore, the changing of laboratories is to be avoided to the greatest extent possible. The responsibility lies with the person in charge of the lesson.

The employees of the UAS Grisons keep attendance lists in the laboratories and workshops. The contact data is necessary to ensure that information can be provided immediately in the event of illness.

### 3.4 Dealing with individuals deemed to be at especially high risk

Lecturers, students and third parties who are deemed to be especially high risk are required to discuss this with those present and talk about possible solutions.

## 4 Library operations

The library opening hours can be found on the homepage of the University of Applied Sciences of the Grisons. It is recommended to register in advance. **The use of the premises by students, for example of group rooms for group work or the library as an individual workstation, must be requested from the emergency team.**

### 4.1 Situation

The precautionary measures for library operations are mandatory for everyone involved. The regulations contained within the precautionary measures plan must be adhered to.

### 4.2 On site

A Plexiglas panel is used at the information counter between staff and customers. A capacity limit of 50 people, a minimum distance of 1.5 metres as well as mandatory masks applies.

Media can be used again directly after being returned. No quarantine is required. It is not compulsory to wear gloves during the handling of media. It is more important that employees regularly wash their hands for at least 20 seconds using soap and water.

### 4.3 Dealing with individuals deemed to be at especially high risk

Lecturers, students and external visitors to the library who are deemed to be especially high risk are required to discuss this with those present and talk about possible solutions.

## 5 Canteen/catering

### 5.1 Situation

As soon as the canteen reopens, the canteen operators will draw up their own precautionary measures that must be presented to the Crisis Management team of the University of Applied Sciences of the Grisons in advance and be approved. The precautionary measures of the canteen are based on the precautionary measures of the hospitality sector.

Gatherings must be avoided. It is also recommended to only share a table with people who you know in order to allow for possible contact tracing. In the canteen, protective masks must be worn until you sit down at your table.

## 6 General operations

### 6.1 Situation

The precautionary measures for general operations are mandatory for everyone involved. The regulations contained within the precautionary measures plan must be adhered to. For example, the distance and hygiene rules as well as the **general obligation to wear protective masks** apply to all employees who are on the university's premises in consultation with their superiors.

### 6.2 On site

The minimum distance of 1.5 metres must also be observed in the office premises. A general obligation to wear a protective mask applies, unless you are alone in the office. Where this is not possible, the office partners must coordinate their presence times and home offices with each other or occupy other rooms in consultation with the services team.

Guests can only be received after registering in advance or by appointment.

### 6.3 University vehicles

It is mandatory to wear protective masks when two or more people (who do not live in the same household) are seated in a vehicle. Following the journey, the cockpit must be cleaned by the driver using cleaning wipes. Protective masks and cleaning wipes are available in all vehicles. In the case of group transport, the number of people in the vehicle must be kept as low as possible.

### 6.4 Cleaning

The following cleaning measures must be implemented:

- Regularly clean surfaces and objects (e.g. work surfaces, keyboards, telephones, work tools, washing facilities) with a commercial cleaning agent, especially in the case of shared use.
- Do not share cups, glasses, crockery or utensils; rinse crockery with water and soap after use.
- Regularly clean door handles, lift buttons, stair railings, coffee machines, water dispensers and other objects that are often touched by several people.
- The Services department and cleaning personnel will take on the cleaning of generally accessible areas.
- The users are responsible for the cleaning of all other areas.
- Room ventilation at maximum capacity; extraction mode, no air recirculation.
- Ventilate rooms without technical room ventilation for five minutes every hour (to be done by employees, lecturers or students).

### 6.5 Toilet facilities

The minimum distance of 1.5 metres must also be maintained in the toilet facilities. The toilet facilities are regularly cleaned by the Services department and cleaning personnel. The proper disposal of waste must be ensured.

## 6.6 Waste

The following measures must be implemented when handling waste:

- Regular emptying of waste bins (especially for handwashing facilities).
- Avoid touching waste; always use tools (broom, shovel, etc.).
- Wear gloves when handling waste and dispose of them immediately following use.
- Do not compress waste bags.

## 6.7 Individuals infected with COVID-19 at their place of study or workplace

Employees and students who exhibit typical signs of the coronavirus must remain at home and contact the Crisis Management team of the University of Applied Sciences of the Grisons. If you are already in the buildings of the University of Applied Sciences of the Grisons, please contact the Crisis Management team immediately. You must not travel home via public transport or by car together with other employees under any circumstances. Employees and students who have been in close contact with an infected person must also go into (self-) quarantine. The Crisis Management team of the UAS Grisons must always be contacted: [notfall@fhgr.ch](mailto:notfall@fhgr.ch) or tel. 079 565 17 14.

## 6.8 Contact tracing

Contact tracing must be ensured across the entire University of Applied Sciences of the Grisons. This applies to the main location in Chur as well as to the cooperation in Rapperswil, Bern and Zurich. To ensure that the group of affected persons is restricted to the greatest extent possible, it is very beneficial if classes are not mixed, working or research groups remain together as much as possible and contact is avoided between participants at events. An individual's name, place of residence and telephone number must be known for the contact tracing.

### Working at the office:

- The employees of the University of Applied Sciences of the Grisons are required to register each time they enter a building of the University of Applied Sciences of the Grisons using their personal badge at any card reader located at the entrances. Only in this way will it be possible for contact tracing to be carried out in the case of suspicion within the University of Applied Sciences of the Grisons. This serves to protect employees. In the case of an infection, the recorded data is only read and assessed for the purpose of contact tracing.

### Meetings:

- For formal meetings: listing of participants in the meeting minutes. Maximum number of participants is limited to 10.
- For informal meetings: recording of meeting participants by the meeting chairperson. Maximum number of participants is limited to 10.



## Sources

**Federal Office of Public Health (FOPH):**

<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov.html>

**Canton:**

<https://www.gr.ch/DE/institutionen/verwaltung/djsg/ga/coronavirus/Seiten/Kacheln.aspx>

## Approval

These precautionary measures have been drawn up to the best of our knowledge taking account of the current situation in Switzerland.



Jürg Kessler

President,

Head of the Crisis Management of the  
University of Applied Sciences of the Grisons



Martin Studer

Prorector

## 7 Appendix: Room occupancy capacities (No. of students in the room)

Room	Normally furnished	Restricted use (1.5m distance)	Room	Normally furnished	Restricted use (1.5m distance)
A 1.01 (CR)	26	13	F 2.07 (CR)	40	20
A 1.02 (CR)	40	20	F 2.08 (CR)	40	20
A 1.07 (MR)	14	7	F 2.09 (CR)	12	5
A 2.01 (CR)	32	16	F 2.10 (CR)	40	20
A 2.02 (CR)	46	24	F 2.11 (CR)	26	12
A 2.04 (CR)	10	6	F 2.13 (CR)	35	17
A 2.05 (GR)	12	6	F 2.14 (CR)	30	15
A 2.06 (GR)	24	12	H 1.01 (CR)	60	25
A 2.07 (CR)	24	12	H 1.14 (GR)	16	12
A 2.08 (CR)	32	16	H 1.15 (CR)	42	21
A 2.09 (CR)	55	30	H 1.16 (CR)	36	18
A 2.12 (CR)	28	16	H 1.17 (CR)	40	20
A 2.13/14 (CR)	56	28	H 2.11 (CR)	40	20
A 3.01 (CR)	32	16	H 2.12 (CR)	48	24
A 3.02 (CR)	40	20	H 2.13 (CR)	56	28
A 3.04 (GR)	10	6	H 2.14 (GR)	16	8
A 3.06 (CR)	24	12	I 0.01 (CR)		1
A 3.07 (CR)	24	12	I 0.02 (CR)	30	15
A 3.08 (CR)	32	16	I 0.03 (CR)	40	20
Large hall	230	50 (concert seating)	I 0.04 (CR)	40	20
Large hall	196	35 (exam seating)	I 0.05 (CR)	30	15
SIL	50	16 (concert seating)	I 0.07 (CR)		5
SIL	42	35 (exam seating)	I 0.08 (CR)		5
SIL-Gr.	16	12	I 0.09 (CR)		5
B 1.03 (Inf)	24	12	I 0.10 (CR)		2
B 1.06 (lab)	15	15	I 0.11 (CR)	20	10
B 1.07 (lab)	28	14	I 0.12 (CR)		5
B 2.03.1 (CR)	48	24	I 0.30 (CR)	42	24
B 2.03.2 (CR)	48	24	I 0.31 (CR)	40	22
B 2.04 (MR)	15	6	Z 0.01 (CR)	48	25
B 3.02 (CR)	34	17	Z 0.02 (GR)	4	2
B 3.03 (CR)	46	23	Z 0.03 (CR)	36	19
B 3.05 (CR)	48	24	Z 0.10 (GR)	8	4
C 0.01 (CR)	60	30	Z 0.11 (GR)	8	4
C 0.02 (CR)	60	28	Z 0.12 (GR)	8	4
C 0.11 (CR)	40	18	Z 0.22 (CR)	36	19
E 1.09 (CR)	35	20	Z 2.01 (CR)	20	10
E 1.10 (CR)	35	20	Z 2.02 (CR)	36	19
E 1.14 (CR)	32	16	Z 2.03 (CR)	36	19
F 1.06 (CR)	46	22	Z 3.01 (CR)	30	16
F 1.07 (CR)	47	24	Z 3.02 (CR)	32	17
F 1.08 (CR)	44	21	Z 3.06 (GR)	12	6
F 1.09 (GR)	12	6			
F 1.10 (MR)	8	4			
F 1.14 (GR)	8	6			

### Key

CR: Classroom; MR: Meeting room; GR: Group room; Z: Rooms in Zurich at Limmatstrasse 21

The information provided by the respective locations with respect to maximum room occupancy applies at the sites in Zurich (HWZ), Rapperswil (OST) and Bern (BFH). Even where protective masks are not yet listed on the signs, the protective mask obligation applies (exception for a person in the office).