

Guidelines of the Rectorate of 29 October 2020 (status on 16 April 2021) on prevention and a protection concept with a view to minimising the risk of COVID-19 transmission

The Rectorate of the University of Freiburg

Based on Article 36(2) of the University Act of 19 November 1997 and Article 65(b) of the University Statutes of 4 November 2016

Considering the situation in Switzerland and the decisions of the competent authorities in relation to COVID-19

In an effort to minimise the risk of transmission of COVID-19

adopts the following guidelines

A. In general

1. All members of the university community observe the **protective measures** and follow the **recommendations of the competent authorities**. In particular, the [measures and ordinances of the Federal Office of Public Health \(FOPH\)](#) must be observed.
2. All members of the university community, within their **area of responsibility, shall contribute to minimising the risk of COVID-19 transmission on the university premises**.
3. All members of the university community are strongly recommended to install the **Swiss-COVID app**.
4. **Throughout the entire university campus**, i.e. not only inside but also outside the buildings, [homologated masks](#) must be worn in accordance with the specifications of the Federal Office of Public Health, even if the minimum distance can be maintained. The obligation to wear a mask does not apply in rooms where only one person is present and in situations where wearing a mask makes teaching (cf. point 7) considerably more difficult.

5. Persons with **COVID-19 symptoms**, as well as persons living in the same household as or having had close contact with a person with COVID-19 disease, are **not allowed to enter the university premises**, in accordance with the official recommendations regarding FOPH's [What to do in the event of symptoms and possible infection](#). Close contact (high risk of infection) exists in situations where a person has had contact with a (potentially) infected person, at a distance of less than 1.5 m, for at least 15 minutes (once or in total) and unprotected (without a face mask or physical protection such as a Plexiglas barrier).
6. Members of the university community who have **tested positive for COVID-19** must immediately **report** this to sante@unifr.ch.

B. Courses, exams and further training

7. (1) Courses with more than 50 participants on site in the same room shall be conducted by **distance learning**.
(2) **Courses with 50 or fewer participants** present in the same room may be held on site. Premises in which such events are held may not be filled beyond a third of their capacity.
(3) Insofar as face-to-face events are held in accordance with para. 2, it must be ensured that they can also be followed **without physical presence at the university** (e.g. by means of suitable teaching units *online*, by live streaming of the event or by making suitable materials available on Moodle).
(4) The restrictions or requirements according to par. 2, 3 do not apply to teaching activities which cumulatively fulfil the following requirements:
 - These are activities with a highly interactive character (such as seminars), work in laboratories or studios, or clinical practical work.
 - The activity is a necessary part of the course or structured educational programme.
 - On-site presence is required.
 - The number of participants present on site at the same time shall not exceed 50.
(5) More restrictive provisions of the faculties remain reserved.
8. Clause 7 shall apply analogously to the examinations. Otherwise, and insofar as they are in accordance with these guidelines, the [Rectorate's guidelines of 12 October 2020](#) (in French) on the conduct of examinations and other proof of performance to be furnished shall be decisive for the examinations. Details can be found on the websites of the faculties [SciMed](#), [Lettres](#), [IUS](#), [THEO](#), [SES](#).
9. Clauses 7 and 8 apply mutatis mutandis to **further training activities**.
10. *[Repealed]*

C. Staff and research

11. In accordance with the decisions of the Federal Council and the State Council of the Canton of Fribourg, **teleworking is obligatory** if the nature of the activity allows it and it is possible without disproportionate effort. The direct superiors/responsible persons of the organisational units define for the employees reporting to them the form in which the activities are carried out (teleworking or presence on site), in compliance with the health protection measures. Employees who are particularly at risk (supported by a medical

certificate on request) carry out their work at home.

is strongly recommended. It is recalled that the decision of the DICS allows up to 100% teleworking for university employees, but only if it is compatible with the needs of the service and in agreement with the superior. Where necessary, presence on university premises may be required, in particular for activities which require physical presence.

12. It is incumbent on the supervisors or heads of the units/groups to draw up attendance and **prevention plans** for their own staff and other persons (especially students), for which they are responsible and which comply with the general requirements (cf. A.).

D. Special offers

I. Libraries

13. The activities and services of the libraries are carried out and offered, with a special regime being set up which takes account of the rules and preventive measures (cf. A.) as well as the distance requirements. Lending is possible in accordance with the conditions laid down by each library. Detailed and up-to-date information can be found on the [library portal](#).

II Public counters

14. The university counters are generally open according to the regular schedule. For the current status and opening hours, please refer to the respective websites.

III. University restaurants

15. The refectories and cafeterias will **gradually be opened**, according to a different rhythm and schedule for each location. Please consult the university restaurants website for details of opening hours. We reserve the right to decide otherwise if the situation so requires.

IV. Other catering

16. The organisation of **aperitifs** is **prohibited**.
17. **Coffee breaks** during meetings and other events **are prohibited**.

V. University Sports

18. Information about the current sports offer is available on the [website](#) of the University Sports Service.
19. Information about the opening of the University's fitness rooms can also be found on the Sports Service [website](#).

E. Internal meetings at the university

20. Internal meetings or on-site events involving **more than 15 persons are prohibited**; they may no longer be organised or must be cancelled.
Exceptions are meetings of university bodies and commissions that cannot be postponed, organised by videoconference or by means of circulation; these meetings may be held in person up to a maximum of 50 people.
21. If meetings or events are permitted in attendance, the **protective measures** (hygiene measures, minimum distance rules and compulsory wearing of masks, see A.) must be observed and a list of participants must be kept.
22. Clauses 20 and 21 apply accordingly to events in which external persons participate.
23. Irrespective of this and in general, it is recommended to limit the holding of meetings and events in attendance form and to organise meetings preferably via the MS-Teams application.

F. Travel

24. Business trips should be **limited** as far as possible. In addition, the [federal regulations on quarantine](#) apply, and it is recommended to follow the [guidelines and recommendations](#) of the Federal Department of Foreign Affairs (FDFA).

G. Hygiene and mobility on university premises

25. The Equipment and Logistics Service (SELOG) ensures **suitable hygiene and cleaning measures** (provision of disinfectants, regular cleaning and disinfection, adequate information signs, etc.) and implements an appropriate concept.
26. The Equipment and Logistics Service (SELOG) shall take appropriate measures to ensure **orderly and distanced public traffic** on the university premises and shall implement an appropriate concept (separate entrances and exits, signalling, etc.).
27. The Equipment and Logistics Service (SELOG) ensures that appropriate measures are taken with regard to **reduced capacity** in certain rooms (such as lecture and seminar rooms).
28. All members of the university community and all visitors to the university buildings must **observe the signs** and instructions (e.g. regarding **regular ventilation** of the premises).
29. The **university buildings are open at their usual times**. We reserve the right to decide otherwise if the situation so requires.

H. Prevention and information

30. The Rectorate (in particular the Health and Security Unit in cooperation with Unicom) shall, in close cooperation with the faculties and bodies, ensure that appropriate measures are taken to **prevent illness, to raise awareness and to inform** university staff, particularly as far as hygiene and rules of conduct are concerned.

I. Competent authority

31. The **Rectorate**, supported by the Health and Security Unit (sante@unifr.ch), is responsible for the preventive and protective measures in connection with COVID-19.

J. Entry into force and duration

32. These Directives will enter into force on 2 November 2020.
33. They are valid until revoked and can be supplemented or modified as required (last amended on 4 November 2020 [points 5, 11, 19 and 20], on 11 January 2021 [points 4, 15, 17 and 18], on 15 January [points 4, 11, 14, 20 and 29], on 25 January 2021 [repeal of point 10], on 25 February 2021 [points 15 and 29], on 19 March 2021 [points 7 and 20] as well as on 16 April 2021 [points 4, 7, 18 and 19]).
34. The Guidelines of the Rectorate of 12 October 2020 (as of 18 October 2020) on prevention and protection to minimise the risk of COVID19 transmission are repealed by the present guidelines.

Fribourg, 29 October 2020 / 4 November 2020 / 11 January 2021 / 15 January 2021 / 25 January 2021 / 25 February 2021 / 19 March 2021 / 16 April 2021

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