Guidelines of the Rectorate of 29 October 2020 (status on 18 August 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. In all university 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 and who have not been vaccinated against COVID-19 or are not considered to have recovered from infection with Sars-CoV-2, 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**.

6. [*Repealed*]

**B. Courses, exams and further training**

7. (1) The courses held as part of the regular teaching may be held in attendance form. Seating is compulsory, whereby seats should be occupied so that there is sufficient distance between occupied seats as **far as possible**.

(2) As usual, teaching materials are provided and/or designated for all courses. These are adapted accordingly in the case of distance learning.

7A. The rector may provide, with the prior consent of the dean of the faculty concerned, that only persons who have obtained a valid COVID-19 certificate may be admitted to certain face-to-face courses for which the usual protective measures cannot be consistently observed:
   a) those who can prove that they have been given an officially recognised vaccine against COVID-19;
   b) those who can prove that they have contracted SARS-CoV-2 and are considered recovered; or
   c) those who can show a negative result of a test for COVID-19.

8. For the examinations, the [Rectorate’s guidelines of 12 October 2020](#) (in French) on the conduct of examinations and other proof of performance to be provided shall be decisive. Details can be found on the websites of the faculties SciMed, Lettres, IUS, THEO, SES.

9. Points 7 and 8 apply mutatis mutandis to **further training activities**. By way of derogation from point 7, the premises in which such activities take place may be filled to no more than two-thirds of their capacity. The organisers of such activities may waive this restriction if i) the lecturers and all participants have a valid COVID-19 certificate and ii) it is ensured that the validity of the COVID-19 certificates is actually checked.

10. [*Repealed*]

**C. Staff and research**

11. **Teleworking is recommended** if the nature of the activity allows it. 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.
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 remain subject to a special regime which takes account of the rules and preventive measures (cf. A.). Lending is possible in accordance with the conditions laid down by each library. Reading rooms may be filled to no more than two-thirds of their capacity. Seating is compulsory, with an equal distance between seats wherever possible. 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 are open 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. Aperitifs may be held inside the buildings with a maximum of 30 participants. This limit does not apply to aperitifs in the outdoor area. The hygiene measures and the minimum distance rules (see A.) must be observed.

17. Coffee breaks at meetings and other events may be held inside the buildings with a maximum of 30 participants, whereby seating is compulsory. This limit does not apply in the outdoor area. The hygiene measures and the minimum distance rules (see A.) must be observed.

V. University Sports

18. Information about the 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 1,000 persons are prohibited. Less restrictive regulations of the Federal Council or the Council of State remain reserved.
21. At meetings or events in presence form with fewer than 1,000 persons, the protective measures (hygiene measures, minimum distance rules and obligation to wear masks, cf. A.) must be observed. The rooms in which internal meetings or events take place may be filled to no more than two-thirds of their capacity. Seating is compulsory, whereby, if possible, one seat must be kept free in addition to two occupied seats or an equivalent distance must be maintained between the seats. A maximum of 250 persons may attend events where seating is not compulsory.

22. Clauses 20 and 21 apply accordingly to events in which external persons participate.

23. [Repealed]

F. Travel

24. With regard to business trips, it is recommended that these should be limited as far as possible and that they 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. [Repealed]

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](mailto: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], on 16 April 2021 [points 4, 7, 18 and 19], on 27 May 2021 [points 7, 8 and 20], on 31 May 2021 [points 7A and 16], on 28 June 2021 [points 4, 6, 7, 8, 11, 13, 15, 16, 17, 18, 20, 21, 23, 24] as well as on 18 August 2021 [points 5, 7, 7A, 9, 16, 17 and 27]).

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.


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Rector