Guidelines of the Rectorate of 29 October 2020 (status on 4 December 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

Based on the Ordinance of the State Council of 14 September 2021 on the COVID-19 certificate requirement for study at higher education institutions

Based on the guidelines of the State Council of 21 September 2021 on the provisions derogating from the regulations concerning the personnel of the State during the coronavirus period

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 shall observe the officially mandated protective measures ordered by the authorities (e.g. hygiene measures, minimum distance rules and wearing masks in accordance with point 4) and follow the recommendations of the responsible 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. (1) In all university buildings (including offices and corridors) 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.
   (2) 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 or is not possible for safety reasons.
   (3) The obligation to wear a mask shall also not apply to sporting activities offered by the University Sports Service (cf. points 18 and 19), unless the latter stipulates that masks must be worn for certain activities.
   (4) Furthermore, the obligation to wear masks does not apply to persons who can prove that they are unable to wear face masks for medical reasons; proof is required in the form of a certificate from a specialist who is authorised to exercise the profession under his or her own professional responsibility in accordance with the Medical Professions Act of 23 June 2006.

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. If, in accordance with these guidelines, access to certain events or activities is restricted to persons holding a valid COVID 19 certificate, compliance with the relevant obligation will be checked in an appropriate manner. The security personnel and the person responsible for the event or activity in question, as well as their assistants, are authorised to carry out the checks.

6A. Any person who does not hold a valid COVID 19 certificate and who unauthorisedly attends events or activities to which only persons holding a valid COVID 19 certificate are admitted, or who disregards the obligation to wear a mask in accordance with point 4, is in breach of the University Regulations. In this case, the Rectorate shall take disciplinary measures in accordance with Art. 11c of the Law of 19 November 1997 on the University.

6B. Persons who can prove that they cannot be vaccinated for medical reasons shall be exempt from the obligation to present a COVID 19 certificate; proof shall be furnished by a certificate issued by a specialist authorised to exercise the profession under his or her own professional responsibility in accordance with the Medical Professions Act of 23 June 2006.

6C. The provisions of the cantonal personnel law remain reserved.

B. Courses, exams and further training

7. (1) Courses are generally held in attendance form. Access to these courses is permitted to those persons who have a valid COVID 19 certificate. Clause 8A remains reserved.
(2) As usual, teaching materials are provided and/or designated for all courses. These are adapted accordingly in the case of distance learning.

7A. Only persons with a valid COVID-19 certificate are admitted to the other classroom events and activities in the field of teaching and research (e.g. excursions for teaching and/or research purposes, practical work, laboratory activities).

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. Persons without a valid COVID-19 certificate may also participate in the examinations, subject to point 5. The premises in which the examinations take place may only be filled to two-thirds of their capacity, unless they are occupied only by persons holding a valid COVID-19 certificate. The validity of the certificates of all persons present must be checked beforehand.

8A. The Rector may, if necessary with the prior consent of the Dean of the Faculty concerned, grant exemptions from the COVID-19 certificate requirement for important reasons for events and activities as defined in points 7 and 7A. In this case, the premises in question may be filled to no more than two-thirds of their capacity.

9. For continuing education activities, paragraphs 7 and 8 apply mutatis mutandis. In derogation from point 8, access to examinations in presence form is in principle only permitted to those persons who hold a valid COVID-19 certificate.

10. [Repealed]

C. Staff and research

11. Teleworking is strongly 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, which require a stay on the premises of the libraries, are reserved for those persons who have a valid COVID-19 certificate. Detailed and up-to-date information can be found on the library portal.
II  Public counters

14. The university counters are generally open, although the opening hours can be adjusted. For the current status and opening hours, please refer to the respective websites.

III. University restaurants

15. Persons aged 16 and over are only permitted access to the university restaurants and cafeterias if they have a valid COVID-19 certificate. Please consult the university restaurants website for details of opening hours.

IV. Other catering

16. Aperitifs inside the buildings may be attended by a maximum of 30 people, all of whom must have a valid COVID-19 certificate. Aperitifs must be held in a seated position, unless all participants have a vaccination or convalescence certificate. These requirements do not apply to aperitifs held outdoors. However, the hygiene measures and the minimum distance rules (see A.) must be observed indoors and outdoors.

17. Coffee breaks during meetings and other events may be attended by a maximum of 30 people inside the buildings, all of whom must have a valid COVID-19 certificate. Coffee breaks must be conducted in a seated position, unless all participants have a vaccination or convalescence certificate. These requirements do not apply outdoors. However, the hygiene measures and the minimum distance rules (see A.) must be observed indoors and outdoors.

17A. [Repealed]

V. University Sports

18. Information about the sports offer is available on the website of the University Sports Service. The corresponding offer is reserved for those persons who have a valid COVID-19 certificate. For indoor activities, effective ventilation must be available; if an activity does not require the wearing of masks, its organiser must collect the contact details of the participants.

19. Information about the opening of the University's fitness rooms can also be found on the Sports Service website. Access to the fitness rooms is only permitted to those persons who have a valid COVID-19 certificate and who have registered in advance with the University Sports Office.

19A. The Rector may, if necessary with the prior consent of the Dean of the Faculty concerned, grant exemptions from the COVID 19 certificate requirement in accordance with points 13, 15, 18 and 19 for important reasons.

E. Internal meetings at the university

20. A certificate is required for outdoor meetings or events held in attendance form. Organisers of outdoor attendance meetings or events with fewer than 300 people may
order that people who do not hold a valid COVID-19 certificate may also attend. This does not apply to dance events. Less restrictive regulations of the Federal Council or the Council of State remain reserved.

21. (1) **Internal meetings** shall be held online as far as possible. 
   (1a) [*Repealed*] 
   (2) For internal meetings or events in presence form indoors, a certificate obligation exists in principle. Their organisers shall ensure that persons who do not have a valid COVID-19 certificate can participate online.  
   (3) The organisers of internal meetings or events held indoors may, in exceptional cases, order that persons who do not hold a valid COVID-19 certificate may also participate in these meetings or events in person. Where appropriate, the premises in question may be filled to no more than two-thirds of their capacity. In addition, seating is compulsory (if possible, one seat must be kept free next to two occupied seats or an equivalent distance must be maintained between the seats) and the maximum number of persons participating on site is 50. The organisers must also collect the contact details of all persons present. 

22. Clauses 20 applies accordingly to events in which external persons participate. At indoor face-to-face events attended exclusively by external persons or external persons and members of the university community, all participants must have a valid COVID-19 certificate. 

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), 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], on 18 August 2021 [points 5, 7, 7A, 9, 16, 17 and 27], on 13 September 2021 [points 1, 4, 6, 6A, 6B, 6C, 7, 7A, 8, 8A, 9, 13, 15, 17A, 18, 19, 19A, 20, 21], on 27 September 2021 [points 16, 17A, 21 par. 1a, 22] as well as on 4 December 2021 [points 4, 5, 8, 9, 11, 14, 16, 17, 17A, 18, 19, 20, 21]).

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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