

# COVID-19: Return to the campus

Master plan and protection concept for university members  
25.5.2020

The Government of the Principality of Liechtenstein has decided that the COVID-19 measures adopted for the protection of the population will now be eased in stages. While adhering to the protection concept, the University of Liechtenstein is to gradually resume operations on campus from **8 June 2020**.

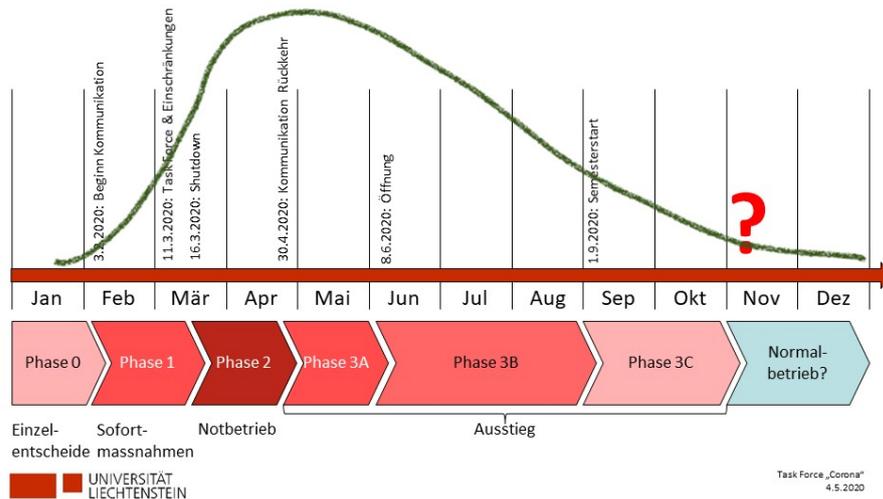
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## 1. Overview<sup>1</sup>

### COVID-19 Phasen



## 2. Objectives of the master plan

### General principles and bases for the exit from emergency operation

- > Master Plan for the University of Liechtenstein with definition of phases and priorities.
- > The master plan also includes the protection concept, which must be submitted to the Office of Public Health for examination.
- > Basis for any detailed plans of other organizational units. They are drawn up by institutes/departments or administration and translate the specifications of the master plan into concrete specifications within their respective organizations. They also identify any leeway within the framework of the health requirements and regulations of the country as well as the basic values of the University of Liechtenstein.

### Overall aspects and objectives

- > Overarching guidelines: Protection against infection / social distance / protection of persons at risk / hygiene.
- > The academic success of students at the University of Liechtenstein should be ensured and students should not suffer any disadvantages in the course of their studies despite the special circumstances.
- > Withdrawal from emergency employment is an independent process.
- > Master plan provides a framework, exit plans describe scope for action.
- > Economic damage to the University of Liechtenstein should be minimized.

<sup>1</sup> On the basis of ETH Zurich

# Master Plan Restart

(subject to further development of Corona)

## 3. Teaching (consecutive and continuing education)

### 3.1. Phase 3A: 30.4.2020 – 7.6.2020

#### Completely digital teaching:

- > No on-site teaching according to the communication of 11.3.2020 or 13.3.2020 ("direct" newsletter with decisions of the rectorate or government).
- > No students admitted on campus (except residents of the student residence).
- > Only video recordings of courses or webinars with lecturers in empty lecture halls.
- > Adjusted student regulations for conducting examinations.
- > No public transport to the campus if possible.

### 3.2. Phase 3B: 8.6.2020 – 31.8.2020

#### Ensuring the examinations

- > Making up for courses which could not be substituted by other forms.
- > Conducting examinations in accordance with the amendment to the student regulations in writing, online and orally - depending on the situation regarding the limits.
- > Partial opening of workplaces for students.
- > Arrival on campus preferably not by public transport.

#### Resumption of some continuing education events

- > Implementation of continuous education events in compliance with distance and hygiene regulations and catering with external suppliers.
- > Opening of further education to participants who are bound to the regulations of the university via the general terms and conditions. The group of participants is known (with prior online registration).

### 3.3. Conducting written examinations (phase 3B)

The general rules for members of the University of Liechtenstein apply to the execution of written examinations on site.

The following measures are taken particularly to carry out written examinations:

- > All examination rooms are cleaned thoroughly every day. Frequent contact points (door handles, etc.) are also disinfected.
- > After each examination, the table surfaces are cleaned and disinfected.
- > Thorough ventilation takes place at the end of each examination.
- > In all examination rooms, hand disinfectants are provided at the entrance area.
- > All sanitary facilities near the examination rooms are equipped with sufficient soap and paper towels. Trash bins are emptied daily.

**Preparatory measures:**

- > The students are informed in advance about the procedures and are made aware that conducting examinations requires a high degree of personal responsibility with regard to compliance with the regulations that have been established.
- > The tables in the examination rooms are placed in such a way that a permanent safety distance of at least two metres (head to head) between the students is ensured.
- > Large rooms are primarily used for conducting written examinations.

**Examination procedure:**

- > Students must plan sufficient time in advance to wash their hands and to go straight to the designated examination room immediately afterwards. When entering the examination room, the students are led by the supervisor or supporting staff. The safety distance of at least 2 meters has to be ensured.
- > All students are free to wear mouth and nose protection. The candidates are responsible for bringing their own mouth and nose protection. It is not necessary to wear it during the examination, as a permanent safety distance is ensured.
- > This also applies to the supervisor and supporting staff. To check student ID-Cards, however, a mouth and nose protection must be worn by the university staff, as the minimum distance may not be guaranteed for a short time. Before the examination starts, students are asked to place the student ID cards on the outer edge of the table.
- > The examination rooms must be ventilated at least once an hour for a period of five minutes. It must be ensured that no external factors interfere the examination procedure.
- > The doors of the examination rooms must be kept open until the start of the examination.
- > After the end of the examination period or after the end of the written examination, the students are asked to leave their places in a predetermined order. The safety distance of at least 2 meters must be ensured. Students are instructed by the supervisor or supporting staff to leave the room. The examination documents (test sheets and solution parts) are stacked and placed upside down on the table. After the students have left the examination room, the supervisor collects the examination documents.
- > If a student ends an exam prematurely, he or she places the examination documents as mentioned above and leaves the exam room while maintaining the required safety distance.

**3.4. Phase 3C: 1.9.2020 onwards****Return to new normal operation as far as possible (depending on the course of the corona crisis, short-term adjustments may be necessary in accordance with official requirements)**

- > On-site teaching in lecture halls / seminar rooms in compliance with distance and other hygiene regulations (reduced occupancy rates). Detailed regulations are defined per room.
- > "Welcome Week" and introductory events in compliance with distance and other hygiene regulations (reduced occupancy rates) are possible on campus, but scenarios for virtualisation / hybrid implementation are also developed (depending on the situation at the start of the study programmes).
- > Excursions in compliance with distance and hygiene regulations.
- > Implementation of further education events in compliance with distance and hygiene regulations and with catering adapted to the situation.

## 4. General university operations

General compliance with the protective measures according to the protection concept including hygiene measures such as:

- > Compliance with the necessary safety distances in offices, recreation areas, classrooms, etc.
- > Marking of areas for increased attention through signs, floor markings, etc.
- > Areas with public access (e.g. reception, library, study service) are particularly protected by additional partitions such as plexiglass panels, etc.
- > Reduction of contacts as far as possible.
- > Foreigners (visitors) should avoid the university campus.

### 4.1. Workplaces in general (without visitors)

This regulation forms the basis for all units / areas not specifically mentioned below (e.g. institutes, centers, finance and accounting, legal and compliance, communication and marketing, quality and accreditation, etc.).

#### Phase 3A: 30.4.2020 – 7.6.2020

- > "Emergency operation": Work 95% from home.
- > Presence only for unavoidable activities to be performed on campus.
- > External contacts purely virtual (mail, telephone, video conference).
- > Meetings online or internal meetings in individual cases up to a maximum of 5 people in the meeting room in compliance with distance regulations.

#### Phase 3B: 8.6.2020 – 31.8.2020

- > Continue working from home if possible.
- > Return employees to work where necessary, while maintaining safety distances in offices.
- > Independently determine the working time and room allocation models for each area in accordance with the protection concept of point 7.3 by 1 June 2020.
- > Purely virtual external contacts (e-mail, telephone, video conference).
- > Meetings online or according to the valid group sizes on campus in compliance with the distance regulations.

#### Phase 3C: 1.9.2020 onwards (depending on the course of the corona crisis, adjustments may be necessary in the event of a second wave)

- > Return to new normal operation as far as possible.
- > Continue to operate under applicable distance and hygiene regulations.

### 4.2. Workplaces with visitors

This regulation forms the basis for all units / areas with internal or external public access (e.g. study service Architecture, students office 'Spinnerei' etc.). Further regulations per area are listed in the following chapters.

#### Phase 3A: 30.4.2020 – 7.6.2020

- > "Emergency operation": Work 95% from home.
- > Presence only for unavoidable activities to be performed on campus.
- > Purely virtual external contacts (e-mail, telephone, video conference). Exceptionally, in important cases, meetings can be held on site in accordance with protective measures and in consultation with the supervisor.
- > Meetings online or internal meetings in individual cases up to a maximum of 5 persons in the meeting room, observing the distance regulations.

**Phase 3B: 8.6.2020 – 31.8.2020**

- > Continue working from home if possible.
- > Return employees to work where necessary, while maintaining safety distances in offices.
- > Independent determination of working time and room allocation models for each area in accordance with the protection concept of point 7.3.
- > External contacts continue to be preferably virtual (e-mail, telephone, video conference).
- > No general public traffic with "desk service"; regulations per area are listed below.
- > If necessary, meetings with students or other contacts are possible in specially equipped consultation zones in accordance with the applicable distance regulations (tables with Plexiglas partitioning and distance).
- > Meetings online or according to the valid group sizes on campus in compliance with the distance regulations.

**Phase 3C: 1.9.2020 onwards (depending on the course of the corona crisis, adjustments may be necessary in the event of a second wave)**

- > Return to new normal operation as far as possible.
- > Continue to operate under applicable distance and hygiene regulations.

### **4.3. Study service**

**Phase 3A: 30.4.2020 – 7.6.2020**

Few important activities on site according to "emergency operation".

- > Work 95% from home.
- > Customer contacts purely virtual (Mail, ZOOM/Skype).
- > Meetings online.v

**Phase 3B: 8.6.2020 – 31.8.2020**

With the return of the students to the buildings and the start of parts of the teaching activities, a team with capable staff will have to be on site again (>=50%) while observing distance and hygiene rules:

- > Resumption of telephone service, consultation zone with protective equipment (Plexiglas). Consultations as required on site or still online.
- > From August (preliminary phase at the beginning of the semester), the teams must be able to increase their presence in order to cope with the seasonal peak of tasks.
- > Further positions/employees can continue to work mainly from home as required.
- > Extensive digitalisation of the discharge of students (when leaving).

**Phase 3C: 1.9.2020 onwards (depending on the course of the corona crisis, adjustments may be necessary in the event of a second wave)**

- > Return to new normal operation as far as possible.
- > Full presence in all teams aimed at; with partial work from home if necessary to reduce the density of people, continue to protect people at risk and maintain any temporary quarantines.
- > Telephone service, counters, advisory services normalised.

#### **4.4. Programme management**

**Phase 3A: 30.4.2020 – 7.6.2020**

Virtualized operation.

- > Presence only for activities that inevitably have to be carried out on campus (e.g. recording).
- > Customer contacts (students, interested parties) purely virtual (mail, telephone, video conference).
- > Online meetings.

**Phase 3B: 8.6.2020 – 31.8.2020**

Virtualized operation.

- > Presence only for activities that inevitably have to be carried out on campus (e.g. recording).
- > Customer contacts (students, interested parties) purely virtual (mail, telephone, video conference).
- > Online meetings.

**Phase 3C: 1.9.2020 onwards**

Return to new normal operation as far as possible while observing the distance and hygiene rules.

- > Full presence in all teams aimed at; if necessary with partial work from home to reduce the density of persons, to continue to protect persons at risk and to maintain any temporary quarantines.
- > Consultations are possible on campus with prior appointment. Offices of the programme managers are generally regarded as offices without public access. Advice by telephone is preferable. In exceptional cases, the meeting zone is available for personal meetings.

#### **4.5. International Office**

**Phase 3A: 30.4.2020 – 7.6.2020**

- > Presence of one counselling centre staff member in the range of 50% each, as well as working from home according to "emergency operation".
- > Services are maintained digitally.

**Phase 3B: 8.6.2020 – 31.8.2020**

- > Presence of the employees of the counselling centres in the range of 50%.

- > Consultations as required in the consultation zone or still online.
- > Work from home will continue.
- > A counter with a Plexiglas protective device for the check-out process will be set up.

#### **Phase 3C: 1.9.2020 onwards**

- > Pre-Study Events: Decision whether regular or virtual (or mixed) events must be made at the beginning of June.
- > Strongly dependent on the teaching company; if on-site teaching is taken up, a partial presence on site is necessary; hygiene regulations can be adhered to by appropriate staggering.
- > Total presence of employees at around 80% (basically "full" operation, but with the possibility of splitting in the case of double offices and for the protection of risk groups, etc.).

### **4.6. Human resources**

#### **Phase 3A: 30.4.2020 – 7.6.2020**

- > Reduced on-site operations (payroll accounting).
- > No public access or in exceptional cases by prior arrangement.
- > Continuation of various location-independent tasks from home and the holding of virtual meetings.
- > Reduced presence in the office (mail, signatures).
- > In exceptional cases, critical on-site consultations, observing distance rules (e.g. crises, conflicts).

#### **Phase 3B: 8.6.2020 – 31.8.2020**

- > Continuation of working from home with reduced on-site presence as the primary form of work for as long as necessary.
- > Gradually increase physical presence, respecting distance rules (single office occupancy, alternating presence).
- > Authorities reissue residence permits and visas (= normalisation of job applications, recruitment).
- > Job interviews can also be conducted on site in compliance with distance rules or virtualised.

#### **Phase 3C: 1.9.2020 onwards**

- > Return to new normal operation as far as possible.

## **5. Central facilities**

### **5.1. Welcome desk**

#### **Phase 3A: 30.4.2020 – 7.6.2020**

- > > Minimal on-site operations (mail, calls, incoming invoices).
- > > No visitors.

#### **Phase 3B: 8.6.2020 – 31.8.2020**

- > Reduced operation.
- > Installation of physical protection measures at the counter (Plexiglas).
- > Occupancy of the office in compliance with distance and other hygiene regulations.
- > Unishop closed.
- > No cash payments.

**Phase 3C: 1.9.2020 onwards**

- > Return to new normal operation as far as possible.
- > Introduce cashless / contactless payment options.

## **5.2. Library**

**Phase 3A: 30.4.2020 – 7.6.2020**

- > Library is closed to the public.

**Phase 3B: 8.6.2020 – 31.8.2020**

- > Reduced opening hours and adapted services, while respecting the necessary security measures.
- > Establishment of physical protection measures at the counter (Plexiglas) and reduction of workstations, so that safety distances can be maintained.
- > Access to the reading room: access only for members of the university. Reduction of the number of workstations and use of the reading room only with your own notebook.
- > No free access to the book collections.
- > Lending only by appointment; book return only via return box.

**Phase 3C: 1.9.2020 onwards**

- > Return to normal operation in compliance with the applicable safety regulations.

## **5.3. Cafeteria**

**Phase 3A: 30.4.2020 – 7.6.2020**

- > Cafeteria (food distribution) is closed.

**Phase 3B: 8.6.2020 – 31.8.2020**

- > Cafeteria (food distribution) is closed.
- > Access to the cafeteria for university members.
- > Markings at vending machines to maintain the necessary safety distances.
- > Reduction/arrangement of seats so that safety distances can be maintained.

**Phase 3C: ab 1.9.2020**

- > Return to normal operation in compliance with the applicable safety regulations (food distribution, safety distances, etc.).

## **5.4. IT / Helpdesk**

**Phase 3A: 30.4.2020 – 7.6.2020**

- > Reduced opening hours and adapted services, while respecting necessary security measures.

**Phase 3B: 8.6.2020 – 31.8.2020**

- > Reduced operation only for university members.
- > Establishment of physical protection measures at the counter (Plexiglas) and markings to maintain safety distances.

**Phase 3C: 1.9.2020 onwards**

- > Return to normal operation in compliance with the applicable safety regulations.

## **5.5. Student dormitory**

**Phase 3A: 30.4.2020 – 7.6.2020**

- > Access only for residents of the student dormitory.
- > Increased cleaning by university staff.

**Phase 3B: 8.6.2020 – 31.8.2020**

- > Access only for residents of the student dormitory (no guests).
- > Assistance with cleaning by university staff.
- > No admission for new residents of the dormitory.
- > Accommodation of returning residents with an existing tenancy in external accommodation (cost absorption by the university) will be assessed according to the situation.
- > Assessment of the situation regarding the possible admission of residents from the end of August is carried out by the end of June.

**Phase 3C: 1.9.2020 onwards**

- > Return to normal operation in compliance with the applicable safety regulations and with an assessment of the current situation.
- > Compliance with the regulations of the student dormitory for the admission of residents, handling of guests etc. depending on the current situation.
- > The occupancy of the student dormitory for the winter semester will be reduced if possible.

## **5.6. Facility management**

**Phase 3A: 30.4.2020 – 7.6.2020**

- > Reduced opening hours and adapted services, in compliance with necessary protective measures.

**Phase 3B: 8.6.2020 – 31.8.2020**

- > Reduced operation for university members.
- > Installation of physical protection measures at the counter (Plexiglas).

**Phase 3C: ab 1.9.2020**

- > Return to normal operation in compliance with the applicable safety regulations.

# Protection concept

## 6. Principles

The protection concept of the University of Liechtenstein ensures that a number of essential requirements are met. Sufficient and appropriate measures are provided for each of these requirements. In implementing the chosen measures, the University Management relies on a high degree of individual responsibility of all members of the University.

In principle, the measures that have already been 'learned' remain in place:

- > **Keep your distance**
- > **Observe hygiene**
- > **Work from home if possible**

The protection concept is essentially based on the recommendations of the government and the Office of Public Health regarding hygiene and social distance.

## 7. Defining the rules for the exit phase

### 7.1. General rules to be observed by all members of the University of Liechtenstein

- > The recommendations of the government and the Office of Public Health regarding hygiene and social distance must be respected.
- > Persons with fever, cough, respiratory problems, muscle aches, sudden loss of sense of smell and/or taste or who feel ill, as well as persons who have had contact with Covid-19 sufferers during the last 14 days, are not allowed on the campus of the University of Liechtenstein.
- > Persons at risk and members of the University in shared accommodation with persons at risk may not be assigned to tasks where close operational contacts are unavoidable.
- > The communicated hygiene regulations and behavioural measures remain in force.
- > The distance regulations (2 m) must continue to be strictly observed.
- > Specially marked rooms where a safety distance of 2 m cannot be maintained: Mark and prescribe the use of protective masks.
- > Close contacts must be kept as short as possible, if absolutely necessary.
- > Define flexible working hours/shift models/splitting in order to avoid crowding of people (rush hours) in public transport. If possible, prefer to travel on foot or by private transport.
- > The University of Liechtenstein appeals to all its members to comply with the guidelines on their own responsibility.
- > Business trips abroad are not permitted until 31.8.2020. An evaluation for the phase from 1.9.2020 will be carried out later.

## 7.2. Occupancy of rooms

- > Offices: basically only 1 person/room; in open-plan offices with good ventilation min. 10m<sup>2</sup>/person.
- > Meeting rooms: min. 4m<sup>2</sup>/person (e.g. in a meeting room of 32 m<sup>2</sup> max. 8 persons are allowed), meeting duration preferably less than 2h.
- > In the lecture halls, seminar and group rooms as well as in the break and recreation rooms and circulation areas, seating is arranged in such a way that participants can maintain a distance of 2 metres between themselves and to the lecturers.
- > The number of participants is reduced in accordance with the space available in the lecture halls and seminar rooms to such an extent that the distance regulation can be adhered to (e.g. further education events). If possible, larger rooms are booked or hybrid teaching forms are used for consecutive teaching and examinations.

## 7.3. Return to the offices

- > The provisions in 7.1 and 7.2 set the framework for the return of employees to their jobs.
- > The superiors of each division define attendance and working time models on their own responsibility with their teams, which take into account the applicable regulations (distance, hygiene, protection of persons at risk, recording of working hours and performance) and ensure the best possible fulfilment of tasks. This also includes working from home, rotation, flexible working hours, shift models, splitting etc. The details must be worked out by supervisors with their teams and communicated to employees by 1 June 2020.
- > Supervisors must inform the Human Resources department of how the employees in the division are deployed and of any changes to the chosen model.

## 7.4. Events

This concerns events with public character such as graduation ceremonies, Dies Academicus, inaugural lectures, campus talks, Future Day, Children's University, etc.

Phases 3A and 3B: no public events permitted by government decree.

Phase 3C (depending on the course of the corona crisis, adjustments may be necessary for a second wave)

- > Start of event operations in compliance with the government decree on the maximum number of participants and the distance and hygiene regulations. Events of a public nature are generally held as internal events (e.g. inaugural lectures; catering in accordance with the applicable regulations).
- > In principle, the University of Liechtenstein will refrain from holding public events until the end of 2020. Exceptions will be approved by the Rectorate according to the current situation (government regulations, etc.).
- > Prerequisite for events: registration by name and approval of general terms and conditions.

## 7.5. Access for students, student workplaces

### Access for students:

- > Phase 3A: No (exception: employment as student assistant).

- > Phase 3B: Participation in examinations and examination preparation courses, for the completion of BSc-/MSc/further semester work (= for participation in final oral examinations - presentation and defence, etc.) as well as individual study at released places.
- > Phase 3C: Free access in compliance with the hygiene regulations.

#### **Opening of the student workplaces / group rooms**

- > Phase 3A: No.
- > Phase 3B: Controlled access to selected (open) premises / study rooms, strict distance and hygiene requirements  
Computer workstations for students are not available during this phase  
Masks must be worn in seminar rooms where safety distances cannot be maintained.
- > Phase 3C: Free access to all seats, in compliance with distance and hygiene regulations.

#### **7.6. University sports and Spinnerei events**

- > Phase 3A: Virtualized offer for university members.
- > Phase 3B: Selective opening of sports offers with presence on campus in compliance with the applicable distance and hygiene regulations, e.g. yoga. Additional virtualized offer.
- > Phase 3C: Return to normal operation in compliance with the applicable safety/hygiene regulations.

#### **7.7. Building opening and parking regulations**

##### **Building opening:**

- > Phase 3A: All buildings closed.
- > Phase 3B: Selective opening of the campus building (with selected student workstations and examination rooms, 07 -18 h); no opening in the evening and on weekends  
Access to the building only for members of the university; visitors by appointment only.
- > Phase 3C: Normal opening.

##### **Parking regulations**

- > Phases 3A and 3B: free of charge.
- > Phase 3C back to normal rate.

## **8. Hand hygiene**

All people on campus clean their hands regularly.

- All persons on the campus of the University of Liechtenstein should wash their hands regularly with soap and water. This is particularly important before arrival at the working place and before and after breaks. Where this is not possible, hands must be disinfected.
- Disinfectants or facilities for washing hands will be provided at the entrance, in common areas as well as in the lecture halls and seminar rooms.
- Removal of unnecessary objects that can be touched by people on campus, such as newspapers in the cafeteria or in the corridor.

## 9. Keep distance

Employees, students, lecturers and other persons keep a distance of 2 metres between each other.

### 9.1. Defining movement and rest areas

Such zones are, for example, the foyers, the cafeteria and contact points with public access.

- Floor markings in front of the reception, the food vending machines and the coffee machines in the cafeteria to ensure that there is a minimum distance of 2 m between people present and to respect the flow of people.
- For counter operations at reception and other places with public traffic: Plexiglas divider and distance markings of 2 metres are required. No use of persons at risk.
- Provide special rooms for particularly endangered persons.

### 9.2. Room partitioning and management

- Create occupancy plans for offices (based on the applicable safety guidelines).
- Determine maximum room occupancy for meeting rooms, seminar rooms (4m<sup>2</sup>/person) etc. and mark rooms.
- Set room ventilation to maximum capacity, exhaust air mode, no recirculation mode.
- Rooms without technical room ventilation: cross-ventilation every hour for 5 minutes.

### 9.3. Limiting the number of persons

- No external visitors without an appointment.

## 10. Cleaning

Regular cleaning of surfaces and objects after use as required, especially if they are touched by several people. Safe disposal of waste and safe handling of work clothing.

### 10.1. Ventilation

- Rooms without technical room ventilation: cross-ventilate every hour for 5 minutes.

### 10.2. Surfaces and objects

- Regularly clean surfaces and objects (e.g. work surfaces, keyboards, telephones, work tools, washing facilities) with a commercially available cleaning agent, especially when shared.
- Do not share cups, glasses, dishes or utensils; rinse dishes with soap and water after use.
- Regularly clean door handles, lift buttons, stair railings, coffee machines, water dispensers, food dispensers and other objects that are often touched by several people..

### 10.3. Toilet facilities

Measures:

- Marking of the maximum number of persons who may be in the toilet at the same time.

- Ensure a distance of 2 m in toilet facilities (keep doors open to see the number of people, block off urinals which may not be used for reasons of the prescribed safety distance).
- Regular cleaning of WC facilities.
- Professional disposal of waste.

#### 10.4. Waste

- Regular emptying of waste bins (especially when washing your hands).
- Avoid touching waste; always use aids (broom, shovel, etc.).
- Wear gloves when handling waste and dispose of them immediately after use.
- Do not compress waste bags.
- Empty rubbish bins in offices on Friday to avoid "idle time" until Tuesday.

### 11. Particularly exposed persons

Particularly vulnerable persons stay at home whenever possible. The protection of particularly vulnerable employees is regulated in detail in the Ordinance of 13 March 2020 on measures to combat coronavirus (COVID-19).

Measures:

- Fulfil work obligations from home, possibly substitute work in deviation from the employment contract.
- Establish a clearly defined working area at a distance of 2 m from other persons.
- Offer other substitute work on site.

### 12. Information of university members

Information of university members and other persons concerned about the guidelines and measures.

- Continuous internal communication via the "direkt" newsletter and [www.uni.li/corona](http://www.uni.li/corona).
- Posting of the protective measures with posters at each entrance.
- Information that sick members of the university will be tested even with mild symptoms and isolated if the result is positive (call the COVID-19-Tests hotline; T +423 235 45 32 for a possible test).
- Information for university members who are particularly at risk about their rights and protective measures in the company.

### 13. Management

Implementation of measures in management to efficiently implement and adapt the protective measures.

Management is responsible for ensuring that the following measures are implemented:

- Regular instruction of employees on hygiene measures, the use of protective masks and safe contact with customers.
- Refill soap dispensers and disposable towels regularly and ensure that sufficient supplies are available.
- Regularly check and refill disinfectants (for hands) and cleaning agents (for objects and/or surfaces).
- Regularly check and refill stocks of hygiene masks (reserve; always "bring your own").
- As far as possible, assign tasks with a low risk of infection to employees who are particularly at risk.

### **13.1. Sick employees**

Measures:

- Do not allow sick employees to work and send those affected home immediately.