

COVID-19

Master plan and protection concept for university members 1.2.2021

The existing concept has been updated in line with the requirements of the Federal Office of Public Health (FOPH) and the Office of Public Health.

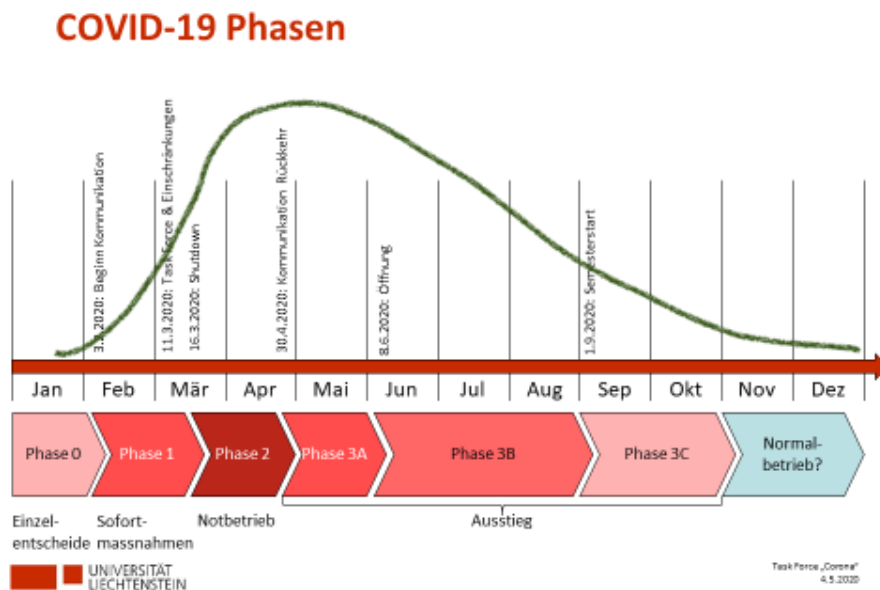
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1. Overview¹



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.

¹ On the basis of ETH Zurich

Update February 2021

(1.2.2021)

3. Campus

The campus of the University of Liechtenstein continues to be closed to the public. Only university members - students, lecturers and staff - are allowed to enter the campus in compliance with the protection concept for selected activities (see below; e.g. visiting the library). Among the distance and hygiene guidelines, the mask requirement for two or more people in a room must be observed in particular. The cafeteria remains closed.

For the examination phase, students have been given the opportunity to use the group rooms in compliance with the protection concept. However, the group rooms will be closed again at the end of the examination phase in order to avoid violations of the mask obligation.

4. Implementation of consecutive teaching

At the beginning of December 2020, the Rectorate of the University of Liechtenstein decided to conduct the teaching phase in the summer semester 2021 for all consecutive courses (economics and architecture) in principle completely virtualized.

5. Implementation of continuing education

Since the beginning of December 2020, it has been possible to conduct continuing education programs on campus in compliance with the protection concept and the continuous masking requirement from two persons in a room. However, it is up to the respective program management to clarify and decide whether it makes sense to conduct the program in presence. Factors are e.g. entry restrictions for students or restrictions regarding presence by the employers of the participants.

6. Change of the student regulations

By Senate resolution of January 13, 2021, the temporary amendment to the Student Code of Conduct was approved to address the COVID-19 crisis and to ensure the academic success of students in the summer term of 2021. All measures set are intended to contribute to ensuring the academic success of the students of the University of Liechtenstein and to ensure that the students do not suffer any disadvantages in their course of studies despite the still special circumstances. All

details are available for [download](#) in the "Third Order amending the Student Regulations of the University of Liechtenstein dated January 13, 2021".

Update December 2020

(14.12.2020)

7. Conduct of written exams (January 2021)

- > The general rules to be observed by members of the University of Liechtenstein apply to the conduct of on-site written examinations.
- > In particular, the following measures shall be taken with regard to the conduct of examinations:
- > All rooms in which examinations are conducted are to be cleaned daily and thoroughly. Frequent contact points (door handles, etc.) are to be additionally disinfected.
- > After each test, the table surfaces are to be cleaned and disinfected.
- > Thorough ventilation is to take place after the end of the examination.
- > Hand sanitizer shall be provided at the entrance to all testing rooms.
- > All sanitary facilities in the vicinity of the examination rooms shall be equipped with sufficient soap and paper towels. Trash cans are to be emptied daily.

7.1. Preparatory Measures:

- > Students are to be informed in advance of procedures and advised that the administration of examinations requires a high degree of personal responsibility with regard to compliance with the regulations made. Gatherings of people in public spaces (e.g. in front of the Spoerry building) before and after the examination are to be avoided.
- > The tables in the examination rooms are to be placed in such a way that a permanent safety distance of at least 1.5 meters (head to head) between the students is ensured.
- > Priority shall be given to large rooms for written examinations.

7.2. Examination administration:

- > Sufficient time must be allowed in advance by students to wash their hands before the examination begins and to proceed to the designated examination room immediately thereafter. Upon entering the examination room, students will be escorted by the invigilator or supporting staff. A minimum safety distance of 1.5 meters must be maintained.
- > All students will wear mouth-to-nose protection at all times while on campus and during the examination process (see October 2020 update). Each examinee is responsible for bringing their own mouth-to-nose protection.
- > This also applies to the examination invigilators as well as the supporting staff.
- > Before the start of the examination, students are asked to place their student ID cards on the outer edge of the table for inspection.
- > The examination rooms are to be ventilated at least once an hour for a period of five minutes. Care must be taken to ensure that no disruptive external factors interfere with the conduct of the examination.
- > The doors of the examination rooms are to be kept open until the examination begins.
- > At the end of the examination period or at the end of the written examination, students will be asked to leave their seats in a specified order. Compliance with the safety distance of at least 1.5 meters must be ensured. The students are instructed to leave the room by the examination supervisor or supporting personnel. The examination documents (statements and solution parts)

are to be left stacked and turned over on the table. After all students have left the examination room, the examination supervisor collects the examinations.

- > If the student ends an examination prematurely, he or she leaves the examination in the specified form on the table and leaves the examination room, maintaining the required safety distance.

Update October 2020

(20.10.2020)

8. General remarks

In an environment of rapidly increasing Corona virus infections in Liechtenstein and neighboring countries, the Rectorate of the University of Liechtenstein, in accordance with the regulations of the Government of Liechtenstein and the Swiss Federal Council for higher education institutions, has decided on further measures to contain the risk of spreading the virus on campus. The measures are drastic and we have not taken the decisions lightly. However, our primary goal is to maintain the ability to continue teaching mainly in classroom settings and to remain a safe place for all university members.

For this reason, the following regulations apply at the University of Liechtenstein from **Wednesday, October 21, 2020**, until further notice:

9. Extension of the obligation to wear masks

- > In all public indoor spaces, now also at all student workplaces and during meetings, all university members are required to wear a mouth and nose protector (MNS). This regulation also applies to two-person meetings such as staff or counseling sessions.
- > When university members visit other offices, they wear an MNS. In this case, the visitors also put on a mask - as in meetings.
- > In the classrooms, protective masks are mandatory for all students throughout the entire event. Lecturers are exempt from the obligation to wear protective masks during the performance of their own teaching, as long as the minimum distance of 1.5 meters to other attendees can be maintained. In didactic situations in which the minimum distance is not reached, lecturers are still required to wear a mouth and nose mask. Lecturers are, of course, free to wear an MNS at any time during their teaching.

10. Working from home

- > In order to limit the number and frequency of contacts, the Rectorate recommends that employees reduce their presence in the workplace to activities that are absolutely necessary for the company. Accordingly, teams organize themselves independently to ensure both smooth operations and the greatest possible protection.
- > Each department ensures the availability (telephone, e-mail) of all employees as well as sufficient physical presence of employees in the offices to handle tasks on site.
- > Further regulations
- > Aperitifs are no longer permitted on the campus of the University of Liechtenstein (indoor/outdoor, including non-public areas)

- > In the cafeteria, tables and chairs may not be combined to form larger groups.
- > This year, we are unfortunately unable to hold a Christmas party for employees in the usual manner. The Rectorate is discussing other forms of celebration so that we can look back on this extraordinary year, and above all look forward to the future.
- > The Rectorate strongly advises against Christmas dinners or group events.

The following still applies:

- > If symptoms occur, stay at home until you are free of symptoms for one day.
- > Notification of officially confirmed infections or official quarantine notices to health@uni.li - for students with a copy to the respective contact person in the Student Services Department. The orders of the contact tracers and infection teams must be followed without fail.
- > If you have any questions, please contact the website www.uni.li/corona or the Corona team at health@uni.li.

We may expect all members of the University to behave responsibly outside of the University of Liechtenstein.

Update August 2020

(27.8.2020)

11. General remarks

Due to a COVID-19 infection case at the University of Liechtenstein and the expiration of some measures on 31.8.2020, the master plan will be updated with **regulations that are valid from now until further notice**.

The federal guidelines (<https://bag-coronavirus.ch/>) as well as those of the Office of Public Health continue to apply as a superior level, supplemented by the following specific rules for all members of the University of Liechtenstein, especially the distance and hygiene rules:

- > **Keep a distance of 1.5 meters**
- > **NEW: Mask obligation on corridors and traffic areas**
- > **Wear masks if maintaining distance is impossible**
- > **Observe hygiene**

Regarding the number and density of persons, the following applies on campus and in the branch offices: A distance of at least 1.5 m must be guaranteed in offices and meeting rooms. For lectures and seminars, the maximum occupancy rates are indicated at the lecture rooms.

12. Opening of the buildings

Campus and branch offices are open again and accessible to university members according to the regular house rules (students, staff, lecturers).

The opening hours of the facilities (library, reception, International Office, cafeteria) are listed on the uni.li website.

13. General rules

13.1. Duty to wear masks

- > Since August 25, 2020, the wearing of a mouth and nose protector (MNS) is mandatory in corridors and traffic areas (including cafeteria waiting areas) on the way to or from the destination in the campus building and in the branch offices. Once at the destination (workplace, dining table, meetings, etc.), the mask can be removed.
- > This MNS is brought and worn by the university members on their own responsibility. Wearing an MNS is also obligatory in other areas and teaching rooms where, for example, the minimum distance cannot be maintained due to the didactic concept.
- > Disposable MNS are kept in the vending machine.

- > Members of the university are required to inform people without MNS about the applicable regulations and to demand compliance with the mask obligation.

13.2. Presence at the workplace

- > The autonomous determination of the working time and room allocation models per area according to the protection concept is maintained, and working from home is still possible within the framework of these specifications. Each area ensures the availability (telephone, e-mail) of all employees as well as sufficient physical presence of employees in the offices to handle tasks on site.
- > Return to the workplace while maintaining the safety distances of 1.5 meters in offices.
- > Mutual substitution must be ensured in the event that part of a team is affected by quarantine measures.

13.3. Meetings

- > Meetings can be held physically in compliance with the distance rules and the maximum number of participants.
- > Meetings that require on-site presence (e.g. structural inspections and acceptances etc.) can also be held physically.
- > Meetings should be kept short and should last no longer than 1½ to 1¾ hours. After each session or during breaks in the session, the meeting room must be left empty and well ventilated for 15 to 30 minutes.

13.4. Events

- > In principle, the University of Liechtenstein will refrain from holding public or external events until the **end of the winter semester 2020/21**, with exceptions being approved by the Rectorate in accordance with the current situation (government regulations, etc.).
- > Prerequisite for own events: The University of Liechtenstein is the organizer; mandatory registration by name via the event registration on uni.li and acceptance of the General Terms and Conditions.

13.5. Resumption of continuing education events

- > Carrying out continuing education events (conferences, meetings, seminars) in compliance with distance and hygiene regulations and the situation of adapted catering.
- > Opening the continuing education to participants who are bound to the regulations of the university by the general terms and conditions. The circle of participants is known (with prior online registration).

13.6. Business trips

- > Business trips are still not permitted. This explicitly includes one-day seminars outside the university.
- > Excursions and retreats are generally permitted, provided that all requirements regarding arrival/departure, stay and meals are met. Overnight stays are only allowed if there is a separate room for each person.

13.7. Travel

- > The regulations for travel from a risk country (see 11) continue to apply.

13.8. Contact Tracing

- > The traceability of close operational contacts must be guaranteed, e.g. by a contact journal, calendar entries, or the use of the SwissCovid app (see below).
- > For each meeting, the participants and the duration of the meeting must be recorded in the minutes. If no minutes are taken, a list with these details must be created. The chairperson of the meeting is responsible for this.
- > The University of Liechtenstein recommends all members of the university to use the SwissCovid App to support efficient tracing.

14. Teaching

- > Presence teaching in lecture halls / seminar rooms in compliance with distance and other hygiene regulations (reduced occupancy rates).
- > Room and time planning for the winter semester 2020/21 remains constant. Maximum capacities are shown for all rooms.
- > Courses will be held in the rooms provided for the study programs and - if the maximum capacity is exceeded - by using alternative online formats. If the teaching-learning setting requires a physical presence and the maximum capacity is exceeded, the wearing of protective masks is also mandatory in lecture halls and seminar rooms.
- > The decision on how the individual courses are to be conducted is made by the director of studies in consultation with the lecturers. If the capacities are sufficient for the performance in presence, it must be provided in this form.
- > Excursions in compliance with the distance and hygiene regulations.
- > Further education events in compliance with the distance and hygiene regulations and with catering adapted to the situation.

Update July 2020

15. General remarks

The guidelines of the Federal Government (<https://bag-coronavirus.ch/>) and the Office of Public Health, supplemented by the following specific rules for all members of the University of Liechtenstein, continue to apply:

The gathering of persons should be kept low at all times. Above all, it is to be avoided that crowds of people gather in the corridors of the buildings and especially in front of the entrances to the lecture and seminar rooms as well as to the catering facilities.

The regulations require in particular that the rules of distance and hygiene are observed. These are currently:

- > **Keep a distance of 1.5 meters**
- > **Wear masks if maintaining distance is impossible**
- > **Observe hygiene**

16. Room occupancy and public areas

The new minimum distance of 1.5 meters applies to lecture and seminar rooms and offices. The occupancy figures for the rooms have already been updated accordingly.

On the corridors / public areas of the University of Liechtenstein, it is often not possible to maintain the minimum distance. Although the risk of infection during brief encounters is considered low by the Office of Public Health, the University of Liechtenstein is increasing security:

- > **From September 1, 2020 until further notice, the wearing of a protective mask (mouth-and-nose protection) is mandatory in the corridors and traffic areas in the campus building and in the external offices.**

This also includes the waiting areas of the cafeteria. University staff members are responsible for bringing along this mouth and nose protection.

If the minimum distance cannot be maintained in teaching rooms, e.g. due to the didactic concept, or in other areas, it is mandatory to wear a face mask.

17. Welcome Week

In principle, all existing regulations regarding distance and hygiene apply during the Welcome Week:

- > Minimum distance of 1.5 meters inside and outside the campus building
- > Mandatory wearing of a mouth and nose protector in the corridors or if the minimum distance is not observed (e.g. processing of forms, advice at Student Fair)

Due to the large number of people who are on campus at the same time, special attention must be paid to avoiding close gatherings. The University of Liechtenstein will provide appropriate areas to equalize the flow of people (e.g. break/work areas).

18. Events

- > In principle, the University of Liechtenstein will refrain from holding public or external events until the **end of the winter semester 2020/21**, with exceptions being approved by the Rectorate in accordance with the current situation (government regulations, etc.).
- > Prerequisite for own events: The University of Liechtenstein is the organizer; mandatory registration by name via the event registration on uni.li and acceptance of the General Terms and Conditions.

19. Arrival / Travel

The list of states or areas with an increased risk of infection is available in the Covid 19 Ordinance, under Measures in the field of international passenger transport. This [list](#) is regularly updated. Accordingly, from 6 July 2020, all persons entering Switzerland or Liechtenstein from one of these states/areas with a high risk of infection must be placed in quarantine for ten days. The entry must be reported to the Office of Public Health within two days of entry: [Information and online form](#).

- > University members who travel to or return from one of the above-mentioned risk countries must report this immediately to gesundheit@uni.li. The list of countries and entry regulations may change during the trip.
- > University members are responsible for compliance with quarantine regulations.
- > Employees must inform their superiors if they would have to go into quarantine for ten days due to the entry regulations of Liechtenstein or those of their country of residence.
- > The University reserves the right to decide on the regulations regarding working from home or unpaid

20. University sports

The sports activities of the University of Liechtenstein will take place again with restrictions and according to a separate protection concept. For university sports, there will be a superordinate protection concept from Swiss University Sports.

Master Plan Restart

(subject to further development of Corona)

21. Teaching (consecutive and continuing education)

21.1. 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.

21.2. 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).

21.3. 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 meters (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 1.5 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 1.5 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.

21.4. 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.

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.

22.1. 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.

22.2. 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.

22.3. 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.

22.4. 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.

22.5. 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.).

22.6. 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.

23. Central facilities

23.1. 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.

23.2. 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.

23.3. 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.).

23.4. 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.

23.5. 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.

23.6. 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

24. 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.

25. Defining the rules for the exit phase

25.1. 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.

25.2. Occupancy of rooms

- > Offices: basically only 1 person/room; in open-plan offices with good ventilation min. 10m²/person.
- > Meeting rooms: min. 4m²/person (e.g. in a meeting room of 32 m² 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 1.5 meters 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.

25.3. 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.

25.4. 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: The University of Liechtenstein is the organizer; mandatory registration by name via the event registration on uni.li and acceptance of the general terms and conditions.

25.5. 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.

25.6. 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.

25.7. 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.

26. 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.

27. Keep distance

Employees, students, lecturers and other persons keep a distance of 1.5 meters between each other.

27.1. 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 1.5 meters are required. No use of persons at risk.
- Provide special rooms for particularly endangered persons.

27.2. Room partitioning and management

- Create occupancy plans for offices (based on the applicable safety guidelines).
- Determine maximum room occupancy for meeting rooms, seminar rooms (4m²/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.

27.3. Limiting the number of persons

- No external visitors without an appointment.

28. 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.

28.1. Ventilation

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

28.2. 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..

28.3. 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.

28.4. 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.

29. Particular 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.

30. 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.
- 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.

31. 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.

31.1. Sick employees

Measures:

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