



hdk

Zürcher Hochschule der Künste

# ZHDK GENERAL PROTECTION PLAN FOR COVID-19

Revised version of 12 September 2020

## THE BASIC RULES

The ZHDK General Protection Plan for COVID-19 (General Protection Plan) is intended to ensure that the guidelines of the Federal Office of Public Health (FOPH) are upheld during the “special situation”, in line with the Epidemics Act. It applies to all staff and students of ZHDK and to all organisational units of ZHDK, whether in the tertiary realm or not. It also applies to third parties who are on ZHDK premises. It furthermore provides an overarching concept for the manual for planning the 2020 autumn semester and for the specific protection plans in individual fields of study (see appendix). The General Protection Plan will be adjusted when and where necessary in line with the requirements of the federal and cantonal authorities.

By following these protection measures – and as long as they are not actually sick – staff and students of ZHDK may enter ZHDK premises and use its infrastructure during the COVID-19 pandemic.

### Working and studying

As of the 2020 autumn semester, face-to-face tuition is taking place again. Working and engaging in self-study remain possible on ZHDK premises, as long as protective measures are maintained.

## GENERAL OBLIGATION TO WEAR MASKS

As of 14 September 2020 until further notice, there is a general obligation to wear masks in ZHDK during face-to-face teaching (including practical tuition) and in the public zones (workshops and practice spaces, corridors, the Media and Information Centre, the ITZ Shop, service desks, kitchenettes etc.).

This general obligation to wear masks does not apply in the outside spaces of ZHDK (atria, rooftop terraces, ramps etc.). Outside, all staff and students of ZHDK are instructed to maintain 1.5 metres between each other. This distance rule of 1.5 metres applies to all contact between staff and students of ZHDK when they do not wear masks.

There is no obligation for employees (faculty, researchers, administrative and technical personnel) to wear masks at their workplaces and in conference rooms if they can maintain 1.5 metres between each other. Otherwise, they too must wear masks in these spaces.

ZHDK will provide all employees and students with surgical masks (hereinafter simply “masks”) for the duration of their stay in ZHDK buildings that can protect both the wearers and those in their vicinity. Private masks may also be worn if they provide protection for both parties. Textile masks (“community masks”) must conform to the minimal specifications of the National COVID-19 Science Task Force; only correspondingly certified masks should be used.

Masks should be replaced when they are moist. Regular “mask breaks” of some 15-20 minutes are also recommended, for which the outdoor areas are ideal. During these mask breaks, it is important to keep the distance rule.

People who have a doctor’s certificate to enable them to avoid wearing masks must keep a distance of 1.5 metres from all ZHDK staff and students at all times.

For courses and lectures, lecturers may get masks from the offices of their Heads of Programme. Individual masks are also provided at the disinfection stands.

Shaking hands, hugs and kissing are inappropriate in times of a pandemic.

### General obligation to wear masks

There is a general obligation to wear masks in courses and lectures and in the public zones.

## WASHING OR DISINFECTING YOUR HANDS

---

Without being specifically told to do so, all people who enter a ZHdK building must wash their hands with soap and water for at least 30 seconds, or disinfect them. Corresponding disinfection points are provided at the main entrance.

Washing one's hands is also important after serving anyone at a desk, before and after every meeting, before and after spending breaks together, after touching objects and surfaces in general use (e.g. printers, touchscreens, beverage dispensers, books, tablets etc.), and each time after using the toilets.

Hand disinfectant may be ordered via [service.fm@zhdk.ch](mailto:service.fm@zhdk.ch).

## TOUCHING SURFACES

---

Everyone should in general avoid touching surfaces and objects where this is unnecessary.

Facility Management remains responsible for the regular cleaning of surfaces and objects in public areas. Door handles, lift buttons, banisters, coffee machines and other objects that are often touched by several people will be cleaned several times each day.

Users of objects are instructed to clean their surfaces with the disinfectant provided, each time **before** using them (e.g. tabletops, computers keyboards, instruments, other equipment). This applies especially to the surfaces of equipment in the workshops, to instruments, printers, desks etc. The necessary disinfectant and wipes are already at hand, and may also be ordered from Facility Management at [service.fm@zhdk.ch](mailto:service.fm@zhdk.ch).

As a rule, food, drinks and personal objects such as dishes, cutlery, writing utensils and electronic devices should not be shared with others.

Work clothes (such as lab coats or workshop garments), whether privately owned or provided by ZHdK, should be washed regularly and not shared with other people.

### Shared use of objects

Users of objects are instructed to clean them with the disinfectant provided, each time **before** using them.

## PLEASE OPEN THE WINDOWS

---

In rooms with windows, intensive airing should be carried out after every use, with no one present, for ca 10 minutes.

### Window ventilation

Intensive airing should be carried out after every use, for ca 10 minutes, and without any people present.

## CATERING AND CANTEENS

---

Staff and students of ZHdK must in every instance comply with the measures stated in the ZFV Protection Plan.

The ZFV will carry out its own contact data gathering: either by using the Campus Card or a corresponding QR app.

## PROTECTING PEOPLE AT RISK

---

The labour-law ordinances issued because of the Corona crisis by the Swiss federal government and the Canton of Zurich regarding those in close contact with people at especially high risk were repealed as of 1 July 2020. See the [FAQs of the Canton of Zurich](#) (NB only available in German).

People at especially high risk, and those who live in the same household as such people, must inform their direct line managers or their lecturers, whichever applies. Special protective measures may be agreed on an individual basis, including continuing to work from home.

## SICK PEOPLE MUST GO HOME

---

People with symptoms of illness, such as coughing or a temperature (i.e. someone with a body temperature of 37.5 °C or upwards), may not enter ZHdK buildings. Sick staff and students of ZHdK are obliged to inform their line managers and lecturers immediately about their absence through illness, and if they are on ZHdK premises, they must go home straightaway.

Line managers and lecturers must inform sick staff and students that they must follow the [FOPH instructions on isolation and quarantine](#).

## THE COVID-19 APP

---

All ZHdK staff and students are urgently advised to download and install the Swiss federal government's contact-tracing app (SwissCovid) on their mobile phones, in order to be able to self-isolate immediately if required. This can prevent them from further infecting other ZHdK staff and students with COVID-19.

## QUARANTINE

---

The quarantine regulations of the federal government apply to both students and staff of ZHdK. If any student has to go into quarantine, this time will be regarded as an authorised absence, as long as the obligatory quarantine has been reported immediately to the Head of Programme or the appropriate lecturers. Individuals have no right to distance tuition.

The [quarantine regulations of the federal government](#) apply to those entering Switzerland from countries at risk, as do the guidelines of the cantonal health authorities.

With regard to labour law matters (wages, permission to travel), ZHdK staff must contact Occupational Health Management (bgm@zhdk.ch) and consult the [FAQs regarding the coronavirus and cantonal labour law](#).

## COURSES AND LECTURES

---

Wearing masks means that almost all face-to-face courses and lectures will be able to take place normally as planned. The increased joint presence of ZHdK staff and

students will also help us to re-establish a social life and informal dialogue on the premises.

Wearing face masks is compulsory in all courses and lectures, including preparatory courses and continuing education. It is also compulsory in all workshops and ateliers. We recommend working with open windows whenever possible, and also recommend instituting regular “mask breaks”, for which the outdoor areas are ideal.

If specific activities (such as dancing or spoken theatre) make wearing protective masks impossible, the specific protection plans must be upheld (e.g. for dance and movement, instrumental tuition and singing). Only if people have to come closer than 1.5 metres from each other for a total of more than 15 minutes must attendees be registered in RaumRes. This is necessary in order to be able to provide the cantonal authorities with the appropriate contact lists as quickly as possible, should contact tracing become necessary. Lecturers are responsible for keeping complete attendance lists.

When lecturers have to teach in front of a class, and when longer lectures have to be held, the speakers do not have to wear a face mask as long as they maintain an adequate distance from their listeners (i.e. ca 2 metres when speaking loudly). However, their listeners must wear masks.

#### Attendance lists

For some courses and lectures, attendance lists must be kept for purposes of contact tracing, should this become necessary.

## SPECIFIC PROTECTION PLANS

---

Specific protection needs and other specific matters must also be taken into consideration. For study programmes whose curricula involve regular activities with a high risk of infection (such as close interpersonal contact), but where it is impossible to wear a face mask, specific protection plans have been devised. The Heads of Programme are responsible for keeping these specific protection plans up to date where necessary. Changes to the plans will similarly be approved jointly by the relevant Head of Department and the Head of Operations, Health and Safety. The specific protection plans are available as PDFs on the Intranet, at [#corona](#).

## PUBLIC EVENTS

---

ZHdK has a specific protection plan for events that is valid for all events at ZHdK.

In general, events may be planned and held for a maximum of 1000 people. However, special rules must be observed for events with more than 300 people. Regardless of the number of people involved, the provisions of the “Ordinance on Measures during the Special Situation to combat the COVID-19 Epidemic” apply; see especially Paragraph 3 and the appendix.

At public events (performances, concerts, exhibitions etc.), the distance rule of 1.5 metres between people applies at ZHdK. If it is not possible to keep this distance, wearing protective masks may be prescribed as an alternative. Such masks will be provided; personal protective masks may also be worn.

When it is not possible for protective masks to be worn across the board (e.g. at aperitif events), **exceptions** may be made for events for up to a maximum of 100 people, if the contact details of all participants (including staff) are gathered **before** the event. Those wishing to procure such contact data may submit a request to the security officers at ZHdK ([sicherheit@zhdk.ch](mailto:sicherheit@zhdk.ch)), giving the reasons. The appropriate permission will be issued by the Head of Operations, Health and Safety at ZHdK. Operational, spatial or economic reasons will not be accepted as reasons for not wearing protective masks, because wearing them has no impact on these issues.

#### Gathering contact data

Contact data may only be gathered with official permission, using the ZHdK form provided for this purpose.

Contact data is to be procured exclusively by means of an online form provided by ZHdK that must be completed by the participants themselves. In line with the guidelines

of the Federal Council, participants are thereby also informed that they will be exposed to an increased risk of infection during the event if they fail to keep the distance rule and do not wear a mask.

Should attendees fail to comply with the requirements to give their contact data, the federal government provides for the possibility of issuing fines to the organisers of the events in question (Article 13). The cantonal authorities have the right to carry out on-the-spot checks at any time, without warning.

## WORKING IN OFFICES

---

Outside courses and lectures, ZHdK staff and students must keep 1.5 metres between each other. This especially applies to working in offices, to meetings and to workshops. Masks must also be worn in public zones.

If it is necessary at the workplace for people to spend more than 15 minutes at a distance less than 1.5 metres from each other, protective masks must be worn, without any need for line managers to insist on this.

If operational requirements allow it, ZHdK staff may apply to work partly from home, as long as they consult with their line managers.

Meetings for more than 7 people in particular should still preferably be conducted via Zoom, because only a few conference rooms have the necessary capacity.

When booking rooms in RaumRes, the names of all users must be entered in order to enable contact-tracing if this becomes necessary.

### Gathering contact data

When booking rooms in RaumRes, the names of all users must be entered in order to enable contact-tracing if necessary.

## GENERAL MEASURES

---

### Access to the Toni Campus and to the workshops

---

The Campus Cards of all ZHdK staff and students have been reactivated to provide access to the Toni Campus, the Gessnerallee and the offices at Ausstellungsstrasse 60. Staff and students of ZHdK have round-the-clock access (24/7).

### Staff and students

have round-the-clock access (24/7)

After registering in RaumRes, students may use the workshops, music rehearsal rooms in E01, editing stations, media studios and IT training rooms. The specific protection plan for the Production Centre applies to workshops and audio-visual services.

People who do not possess a valid Campus Card (external third parties) also have daily access to ZHdK premises, from 7 a.m. to 7 p.m. However, guests at ZHdK must adhere to the rules of the ZHdK General Protection Plan. Their contact people at ZHdK are obliged to provide their guests with the General Protection Plan for perusal before they visit ZHdK.

#### **External people**

Guests have free access to ZHdK premises each day from 7 a.m. to 7 p.m.

Members of the security staff at ZHdK are authorised to support those responsible for implementing protective measures, and may also act to ensure the implementation of those measures. People who wilfully and repeatedly contravene the protection regulations may be expelled from ZHdK premises by the security staff.

### **Technical, structural and maintenance measures**

---

Facility Management is implementing technical, structural and maintenance measures in order to ensure the operational implementation of the protective measures:

- ZHdK staff at desks will be protected by plexiglass panes. These panes should neither be touched nor circumvented.
- In order to maintain the distance rule, waiting zones with appropriate floor markings are being installed at different places. These must be respected by all ZHdK staff and students.
- In individual cases, rooms are being partitioned in order to provide protection (e.g. the partitioning of the entrance lobby). Further room partitions will be determined by the specific protection plans, then assessed and implemented in consultation with Facility Management.
- Thanks to air filters and a high rate of air exchange, the air quality at the Toni Campus is proven to be impeccable. The air exchange is set at maximum (e.g. in closed rooms of ca 100 square metres, the air is exchanged in 10 to 20 minutes at most). The ventilation systems have already been switched to 24-hour operation; together with the maximum air exchange setting, this might however result in a drier indoor climate.
- In a few areas inaccessible to the public, air can only circulate (such as the archives and cold rooms). Those people with clearance to enter these rooms must wear a mask.

## STAY HEALTHY

---

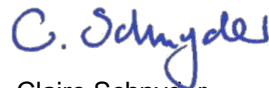
This ZHdK General Protection Plan for COVID-19 will enable us to resume our work and studies at ZHdK – albeit with certain restrictions. For the wellbeing of all staff and students of ZHdK, we ask that you pay due consideration to the health of everyone, and follow these basic rules in your everyday work and studies.

We wish you a good start to the 2020 autumn semester.

Stay healthy!



Thomas D. Meier  
President



Claire Schnyder  
Head of Operations, Health and Safety ZHdK

## SPECIFIC ZHDK PROTECTION PLANS AND PROTECTION PLANS OF PARTNER INSTITUTIONS

---

These specific protection plans take into account the protective measures in the overarching ZHdK General Protection Plan for COVID-19, and show what additional measures ought to fulfil specific protection needs. The Heads of Department will decide on the necessity of further protection plans, in consultation with the Head of Operations and at the request of the Heads of Programme and Unit Heads.

Specific protection plans at ZHdK	Valid as of
Protection plan: Museum für Gestaltung	12.05.2020
Protection plan: Dance Academy taZ / Dance	25.05.2020
Protection plan: Boarding House taZ	25.05.2020
Protection plan: Media and Information Centre (MIZ)	08.06.2020
Protection plan: Production Centre (PZ) (WSL, AVS)	08.06.2020
Protection plan: Public Events	15.07.2020
Dance and movement	14.09.2020
Musical instruments	14.09.2020
Singing	14.09.2020

Protection plans of partner institutions	
Protection plan: ASVZ	13.05.20
Protection plan: ZFV	03.06.20
...	