Covid-19: Code of conduct for Teaching and Working

Updated instructions as of 26 June 2021
(replaces all previous versions)

President’s Board, University Administration
St.Gallen, 25 June 2021

The university management reserves the right to adjust the rules of conduct at any time if necessary.
I Introduction

Basic behavioural measures: If you have symptoms of illness, you must stay at home. In case of a suspected infection or a positive test for Covid-19, proceed according to the instructions of 11.2.2021.

Interaction, communication and the inspiring exchange of ideas in teaching, research and university services are central to the University of St.Gallen (HSG). The stay and cooperation on campus and in the other university properties are now fortunately possible again to a much greater extent.

Nevertheless, the HSG continues to count on the self-responsibility of all university members. In the current situation, we as an institution and as individuals remain particularly responsible to the community and must adapt our behaviour accordingly. We would like to thank all university members for their continued responsible compliance with all subsequent behavioural and protective measures.

The following updated instructions are valid from Saturday, 26 June 2021.
2 General

a) **Health**: The health of students, researchers, lecturers and staff is most important.

b) **Self-responsibility**: Each and every one of us acting with personal responsibility forms the core of the protective measures.

c) **Hygiene and safety**: The general hygiene and protection recommendations of the federal government and the canton must continue to be observed. In addition to the existing facilities for hand washing, the university operates hand disinfection stations.

d) **Symptoms of illness**: Persons with symptoms of illness must remain at home at all times and are advised to seek medical advice by telephone. Please proceed in accordance with the instructions of 11.2.2021.

e) **Distance**: In principle, a minimum distance of 1.5 metres between persons should be maintained whenever possible.

f) **Obligatory wearing of masks in general**: All persons who are in the publicly accessible interior rooms of the university buildings (so-called "interior circulation areas") must wear a protective mouth-nose mask that complies with the official recommendations. The mask requirement also applies to short distances such as changing offices or going to the toilet. Persons without a protective mask must leave the university premises immediately. The mask requirement does not apply only to persons who have been released from the obligation to wear a mask by a doctor.

g) **Presence**: Teaching and executive education can take place again in the usual formats (no more capacity restrictions), but participants must wear a protective mask (except lecturers). A home office recommendation applies. Those who wish to work on site may do so. The workplaces should be organised in such a way that a minimum distance of 1.5 metres can be maintained between people. If this is not the case, a mask must be worn. If the distance of at least 1.5 metres is guaranteed, the obligation to wear a mask in the office is waived.

h) **Members of high-risk groups**: They will continue to receive additional protection. To this end, the Federal Council has introduced the right to home office or a leave of absence for particularly vulnerable persons - who cannot work in a home office due to their job and to whom no reasonable alternative home office activity can be assigned. They will be released from work duties with full pay until further notice. Please contact your supervisor about this and refer to the [federal regulation](https://www.admin.ch/ch/d/515/18000019.18000019.html) (in German). Students who are among those at particular risk are asked to contact the relevant service unit.

i) **Enabling**: Wherever possible, the university creates the conditions for particularly vulnerable persons by means of suitable measures (e.g. finding appropriate solutions in study-related hardship cases or online access for administrative work) in order to ensure the success of their studies or the performance of their work.

j) **Social events (aperitifs etc.)**: The specific rules for catering establishments apply. In indoor areas, seating is compulsory during consumption, as before, and the distance between groups (maximum of six people per table) must be observed. Contact details must still be collected, but one contact per group is sufficient. The mask must also continue to be worn, except when guests are seated at the table. In outdoor areas, the restriction on the size of guest groups and the obligation to sit when consuming is lifted. However, the distance between the groups of
guests must be maintained here as well. Contact details no longer have to be collected outside. Staff are required to wear masks indoors and outdoors.

k) **Mensa:** The specific rules for catering establishments apply (see point 4j above, "Social Events").

l) **Unisport:** Unisport offers a normalised programme. Only contact details need to be collected. Up-to-date information always available at: sport.unisg.ch
3 University teaching and learning

a) The **standard study periods** should continue to be guaranteed as far as possible. For each course, an alternative scenario for more stringent Covid-19 measures has been set-up as a fall-back.

b) Preparations for teaching in the **autumn semester of 2021** are underway, details of which will be communicated at a later date.

c) The **online tools** provided by the university (Canvas, Teams, Zoom, etc.) are mandatory for use by students and lecturers. Forwarding to other collaboration tools or making their use mandatory is not permitted for data protection and cyber security reasons, among others (cf. [IT usage regulations](#)).

d) The university offers suitable **forms of examination** that take into account the official pandemic protection requirements and organisational parameters applicable at the time of the examination.

e) **Learning spaces** are available as far as possible. **Please note:** It is compulsory to wear a protective mask at learning spaces, even when seated - except in situations of eating and drinking. Drinks and refreshments must not be used as an excuse to avoid wearing the mask for a longer period of time.

f) For the time being, the **library** remains open exclusively for lending and returns. Please use preferably the **postal service**. You will always find the latest information [here](#).

g) **Covid tests (“Betriebstestungen”) at the HSG:** Students can also use the weekly Covid-19 tests at the HSG. See **point 4b** below.
4 Work activities

The following rules are the basis for the organisation of work, including work meetings. For the time being, all work activities should comply with the principles set out below.

a) **Precautionary measures:** Supervisors and employees are instructed to organise work and behave personally in such a way that a) employees and entire teams are at no risk of infections and b) operations can continue as smoothly as possible.

b) **Covid-19 tests ("Betriebstestungen") at the HSG:** Employees (and students) can test themselves on Covid-19 once a week. The tests are free of charge for both employees/students and the university. The federal government and the cantons bear the costs. The test day at the HSG is **Monday from 10 a.m. until the end of the office hours (10 p.m. at the latest).** The tests are voluntary, but highly recommended by the HSG. The main aim is to find symptom-free infected persons and thus to interrupt chains of infection at an early stage. Further information is available on the [intranet](#).

c) Those who wish to be **vaccinated against Covid-19** in the coming weeks and months can do so during their **working hours**, choosing the closest vaccination centre.

d) **Working from home:** Under the current circumstance, relocations to the home office are to be carried out where this is operationally possible (cf. so-called official home office recommendation). However, it is generally permitted to work in the HSG properties. The workplaces should be organised in such a way that a minimum distance of 1.5 meters between people can be maintained. If this is not the case, a mask must be worn. If the distance of at least 1.5 meters is guaranteed, the obligation to wear a mask in the office is waived. According to the Federal Council directives, there is no entitlement to compensation for expenses such as payments for rent, energy or additional IT equipment in the home office.

e) **Availability:** Even when working in a home office, there is an obligation to be available in time windows set by superiors - whether on-site or online. Persons who are particularly at risk are encouraged to find appropriate solutions with their supervisor.

f) The **directive** on location- and time-independent working of 8 December 2020 is still overlaid by the Federal Council’s home office recommendation. When the directive will come into full force depends on the Federal Council’s decisions and will be communicated in good time.

g) **Cross-border commuters:** The insurance status due to the Covid-19 restrictions will not change for the time being. Cross-border commuters who work in their home office due to Corona remain insured in Switzerland. This "flexible application of the subordination rules" has been extended until 31 December 2021 for Germany, Italy, Liechtenstein and Austria, and until 30 September 2021 for France. ([Further information](#), in German.)

h) **Caring duties:** The University of St.Gallen is aware that employees with care obligations are not always able to work their usual hours under the current conditions. If employees have to take on additional care duties as part of the Covid-19 measures (cf. care of children under 12, support of persons, etc.), overtime and flexitime balances should first be reduced for this purpose. Wherever possible, those with caring responsibilities (e.g. partners) related to the affected employees should be involved in the caring responsibilities. In the event of existing or
impending negative work-time balances, an individual solution should be found in a discussion between employees, line managers and the HR department in order to prevent cases of hardship - whereby in particular the possibilities of the Order on Compensation for Loss of Earnings (EO) (in German) concerning Covid-19 should also be taken into account.

i) **Self-isolation:** Persons who go into self-isolation to wait for test results do their work from home. If this is not possible, an agreement is made with the superior, whereby negative work-time balances should not arise as a result of self-isolation, cf. above explanations under point 4h.

j) **Statutorily mandated quarantine:** Persons who have to go into quarantine by order of the authorities (travel to risk areas, contact tracing) carry out their work from home. If this is not possible, an agreement is made with the superiors, whereby negative work-time balances should not arise as a result of quarantine, cf. above explanations under point 4h. **Exception:** If the journey to a risk area was made willingly and knowingly and for purely private reasons, a hardship regulation cannot be justified.

k) **Online tools:** The online tools provided by the university (O365, Teams, etc.) are mandatory in their use. The forwarding to or use of other collaboration tools is not permitted, in particular for data protection and cyber security reasons (cf. IT usage regulations).

Please also always note the following additional information:

- [Mandatory quarantine for incoming travellers (BAG)]
- [Regulations for coronavirus income compensation (EO) (in German)]