COVID-19: Code of conduct for Teaching and Working for the autumn semester 2020

Regulations updated as of 2 November 2020
(replaces all previous versions)

President’s Board, University Administration
St.Gallen, 30 October 2020

The University Management reserves the right to adapt the rules of conduct at any time if necessary.
Introduction

Interaction, communication and an inspiring exchange of ideas in education, research and University services are essential to life at the University of St.Gallen.

Unfortunately, regular interactions on campus will be only very limited in the coming period. From 2 November 2020 onwards, classroom teaching will no longer be possible until further notice.

For the time being, social HSG events will no longer take place in person (aperitifs, Christmas dinners, team events, etc.), neither on campus nor externally. In particular, the provisions of the Federal Covid-19 Ordinance of 28.10.2020 concerning "events" must be observed at all times.

Events organised by external organisers are not possible on campus until further notice. The Public Lectures and the Children's University will take place in digital form.

Existing learning areas, such as the library, The Co@HSG and restaurant facilities (some to a limited extent) will remain open. The announcement of identity and presence via QR code at seats in the cafeteria or mensa is obligatory. The University Sports Centre will continue to offer a reduced programme - while observing all safety measures.

In case of suspicion or positive test for Covid-19, please proceed according to the instructions.

The HSG counts on all University members to act in responsible manner. Particularly during this current situation, we as an institution and as individuals are increasingly responsible to the community-at-large and must adapt our behaviour accordingly. Only in this way can we ensure that our campus will be available again in the future in a familiar setting - which is a clear goal for all of us.

We would like to thank all members of the University for following the safety measures and for their understanding and support of the restrictions associated with them.

The following updated instructions are valid as of 2 November 2020.
2 General

a) **Health**: Ensuring the health of students, researchers, faculty and staff is our most important goal.

b) **Presence**: Until further notice, classes and lessons will be held online (distance learning), also in executive education. As of now, the alternative scenarios for intensified Covid-19 measures, registered in all course and examination data sheets, come into force. At the same time, a home office recommendation applies, as far as operationally possible and reasonable. The principle of the HSG as an attendance University in teaching and work does not change.

c) **Personal responsibility**: At the heart of the protective measures is the self-responsible action of each and every individual.

d) **Hygiene and safety**: The general hygiene and protection recommendations of the federal government or canton must be followed. In addition to the existing facilities for hand washing, the University offers hand disinfection stations.

e) **Symptoms of illness**: People with symptoms of the disease must stay at home at all times and are advised to seek medical advice and help by telephone.

f) **Facilitation**: The University shall take appropriate measures (e.g. recording lectures, finding appropriate solutions in study-related hardship cases or online access for administrative work) to ensure, as far as possible, that the conditions are in place to guarantee the success of studies or the performance of work; this applies to both healthy and sick persons as well as to persons belonging to a particularly vulnerable group or who are in quarantine.

g) **Mandatory wearing of masks in general**: Persons aged 12 years and over who are inside the University buildings (including teaching rooms, library, offices) must wear a mouth-and-nose protective mask that complies with official recommendations. The obligation to wear a mask also applies to short distances such as changing offices or going to the toilet; also, outdoors if the distances are not guaranteed. **To be observed**: The mask obligation is to be regarded as a supplement to the basic distance rules. This means that learning and work situations should be organised in such a way that distances can be maintained. **Persons without a protective mask must leave the University premises immediately.**

Exceptions: The only exceptions to the obligation to wear a mask are in parts of the sports facility and in situations where individuals are alone in a room/office. The same applies if persons are released from the obligation to wear masks as certified by a doctor (see allergies etc.).

h) **Distance**: The distance between people of at least 1.5 metres must be maintained whenever possible.

i) **Members of high-risk groups**: Persons who are considered particularly at risk with regard to Covid-19 must be specially protected. Those affected are asked to agree individually acceptable solutions for learning and/or working with the responsible service unit (students) or their superiors (employees).

j) **Tracing**: The University of St.Gallen strongly urges all its members to use the SwissCovid app of the federal government. Any attendance lists (cf. e.g. Mensa) must be filled out completely and truthfully.

*Note: The more precisely the location and time of a person who tested positive can be reconstructed, the fewer people will have to submit to a quarantine order.*
k) **Social events:** For the time being, social HSG events will no longer take place in person (aperitifs, Christmas dinners, team events, etc.), **either on campus or externally.** In particular, the provisions of the Federal [Covid 19 Ordinance of 28.10.2020](https://www.admin.ch/gov/mn/00392/000396071672/index.html) concerning "events" must be observed at all times.

l) Events organised by **external providers** are not possible on campus until further notice.

m) **Catering:** The specific protection concepts for so-called company canteens and restaurants apply. Consumption etc. may only take place **while seated.** It is **mandatory** to disclose your identity and presence at your seat via **QR code.** HSG mensa and cafeteria are open with a **reduced offer and reduced service times.**

n) **Cleaning:** The premises are ventilated regularly and extensively. Working and contact surfaces are regularly cleaned and disinfected.

o) **University sports:** University sports programmes will continue to exist with a reduced number of activities and appropriate protective measures. For further information: [sport.unisg.ch](http://sport.unisg.ch)

p) In case of **suspicion or positive test** for Covid-19, please proceed according to the [instructions](https://www.admin.ch/gov/mn/00392/000396071672/index.html).


3 University teaching and learning

a) The standard period of study should continue as normal, except for exceptional circumstances. All courses for this semester were planned with alternative scenarios for intensified Covid-19 measures. These alternative scenarios are applied as of now.

b) From 2 November 2020 and until further notice, teaching will take place exclusively online.

c) The online tools provided by the University (canvas, teams, zoom etc.) are obligatory for use by students and faculty. The forwarding or use of other collaboration tools is not permitted, in particular for data protection and cyber security reasons (cf. HSG IT User Regulations).

d) The University offers suitable examination options which will take into account the official pandemic protection regulations and organisational parameters applicable at the time of the examination. This also applies to the upcoming midterm exams.

e) The learning areas in the library and other places will remain accessible. Please note: A protective mask must also be worn when seated.
4 Work activities

The following rules are the basis for the organisation of the work activities including work meetings. Courses with an educational character (cf. HSGacademy, internal continuing education) will take place exclusively online from 2 November 2020 and until further notice. For the time being, work activities are based on the following principles, as long as online operation in teaching applies at the same time.

a) **Precautionary measures**: Supervisors and employees are instructed to carry out the organisation of work and personal behaviour within the framework of proportionality in such a preventive manner that a) if possible, infections and quarantine orders do not affect either the employees themselves or the entire team and b) operations can continue as smoothly as possible.

b) **Home office**: If possible, the University provides workplaces in such a way that work can be carried out on site in compliance with the protection concepts and behavioural instructions. In the context of the current situation, relocation to the home office should be carried out wherever possible. Presence is to be limited to what is operationally necessary. This means that the organisational units have to check whether and to what extent (alternating presence, office splitting, complete relocation etc.) work in the home office is possible and how individual tasks and team interaction can continue to be carried out.

c) **Availability**: Even when working in a home office, there is a duty to be available in time windows set by superiors - either on site or online. Particularly vulnerable persons are required to find appropriate solutions with their supervisor on their own responsibility.

d) **Cross-border commuters**: The insurance coverage based on Covid-19 restrictions will not change for the time being. Cross-border commuters who work in a home office due to Corona remain insured in Switzerland. This “flexible application of the subordination rules” was agreed for Germany, France and Austria until 31.12.2020 (Italy: until 31.10.2020). Further information.

e) **Care responsibilities**: The University of St.Gallen is aware that employees with childcare obligations cannot always work their normal working hours under the difficult conditions. If employees have to take on additional care duties within the framework of the Covid-19 measures (cf. care of children under 12 years of age, care of persons, etc.), overtime and flexitime balances should first be reduced. The partners of the employees concerned who are obliged to provide care must also be included in the care responsibilities. In the event of existing or impending negative balances, an individual solution is to be found in a discussion between the employee, line manager and the HR department to prevent hardship cases - with particular consideration being given to the possibilities of the income replacement scheme (EO) regarding Covid-19.

f) **Self-isolation**: People who go into self-isolation to wait for test results do their work from home. If this is not possible, an agreement is reached with the supervisor, whereby negative balances should not arise as a result of self-isolation, cf. the above comments under 4e).

g) **Officially ordered quarantine**: People who have to go into quarantine by official order (travel to risk areas, contact tracing) do their work from home. If this is not possible, an agreement is reached with the supervisor, whereby negative balances are not to be incurred as a result of
quarantine, cf. the above comments under 4e). **Exception:** If the hazardous stay with persons or the trip to a risk area was deliberately and knowingly made for purely private reasons, a hardship clause cannot be argued for.

h) **Online tools:** The online tools provided by the University (O365, TEAMS, etc.) are obligatory in their use. The forwarding or use of other collaboration tools is not permitted, in particular for data protection and cyber security reasons (cf. [HSG IT User Regulations](#)).

Please always note the following additional information:

- **Mandatory quarantine for persons arriving in Switzerland (BAG)**
- **Regulations Corona Employment Replacement (EO)**

**Note:** Additional information on the organisation of the work activities is available on the Corona special page on the [intranet](#). For work independent of location and time (so-called remote work/home office), the individual agreements with superiors apply. An update of the guidelines is being prepared and is expected to come into force by 1.1.2021 at the latest.