Covid-19: Code of conduct for Teaching and Working in winter 2020-21

Regulations updated as of 21 December 2020
(replaces all previous versions)

President’s Board, University Administration
St.Gallen, 21 December 2020

The University Management reserves the right to adapt the rules of conduct at any time if necessary.
I 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. Classroom teaching will no longer be possible until further notice.

Key to the behavioural measures: If symptoms of illness occur, you must stay at home. In case of suspicion or positive test for Covid-19, please proceed according to the instructions.

From now on, all employees are strongly encouraged to work from home whenever possible. Where this is not possible for work related reasons, presence on campus is of course permitted. In offices and all other rooms, the instruction to wear a mask if there is more than one person in the room still applies.

Anyone who has to do their work on site at the HSG but wants to avoid public transport can now and presumably until 22 January 2020 use the parking garages free of charge.

Cross-border commuters who work from home due to the pandemic situation will remain insured in Switzerland. This “flexible application of the subordination rules” was newly agreed for Germany, France, Italy and Austria until 30 June 2021.

Work and learning meetings are to take place digitally if possible. However, meetings in the HSG buildings are permitted - subject to compliance with all protective measures and with a maximum of 10 persons.

All HSG buildings - including the library and sports facilities - are open in the evening until 7 pm at the latest. All HSG buildings will be closed from 24 December 2020 until and including 3 January 2021.

Existing learning areas, such as the library, theCO and restaurant facilities (some to a limited extent) will remain open (except from 24 December 2020 to 3 January 2021). The announcement of identity and presence via QR code at seats in the cafeteria or mensa is obligatory.

From 4 January 2021 onwards, fewer learning places will be available on campus, but these will be supplemented with additional learning places including catering facilities at the Executive Campus HSG. This is intended to reduce the number of people in the buildings and at the same time to meet the need for learning places.

All HSG athletic facilities will be closed from December 22, 2020 through January 22, 2021.

The current planning for carrying out the centrally organised examinations from mid-January 2021 will remain in place.

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 effective as of 21 December 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 directive** applies, as far as operationally possible. 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:** All persons regardless of age 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 11.12.2020 concerning "events"](https://www.admin.ch/gov/fr/legislation/ord/2020/ord2895.html) 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. Please try not to always take your meals in the time between noon and 1 p.m. so that contacts can be reduced in the gastro areas as well.

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

o) **University sports:** Unispport will temporarily discontinue its program until January 22, 2021. No more trainings will take place (except online trainings). Current info always at: [sport.unisg.ch](https://sport.unisg.ch)

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

e) The learning areas in the library and other places will remain accessible. **Please note:** A protective mask must also be worn when seated - except in situations of eating and drinking. However, drinks and food may not be used as an excuse for not wearing the mask for a longer period of time.
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 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:** In the context of the current situation, relocation to the home office should be necessarily 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 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, Italy and Austria until 30.06.2021. [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)](#)