
Regulations

President's Board, University Administration
St. Gallen, 3 September 2020
The University administration reserves the right to adapt this code of conduct at any time if necessary.

I Introduction

Interaction, communication and inspiring the exchange of ideas in education, research and university administration are essential to the University of St.Gallen.

 Returning to campus is of the utmost importance to many members of the HSG community. For this reason, we are very pleased to welcome back students, researchers, lecturers and administrative staff for the autumn semester.

Especially in the current situation, we as an organisation and as individuals have special responsibilities to the community, and must adapt our behaviour accordingly. Unfortunately, this means that spending time at the HSG must be limited to specific study, research or work purposes. By doing so, is the only way we can ensure that the campus will be able to open in September.

The HSG is depending on all members of the university to act with a sense of personal responsibility. The coronavirus pandemic will continue to affect our work and life during the 2020 autumn semester, but together we can overcome this extraordinary situation by dealing with the risks at hand. We would like to thank all members of the university for taking responsibility in following the safety measures and for understanding that the restrictions, such as the mandatory wearing of masks in hallways and common areas on campus, will allow us to resume in-person instruction and courses.
2 General

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

b) **In-person events:** Classes and work can and should be done in person if possible and reasonable.

c) **Personal responsibility:** At its core, the safety measures rely on the responsible action of each and everyone of us.

d) **Hygiene and safety:** The general hygiene and safety recommendations of the federal and/or cantonal governments must be observed.

e) **Symptoms of illness:** People with symptoms of illness must always stay at home and are encouraged to seek medical advice and assistance by telephone.

f) **Making campus life possible:** With appropriate measures such as recording lectures, finding solutions for study-related difficulties and providing online access for administrative work, the university will ensure that all possible conditions are in place to guarantee successful study and work practices. This applies to both the healthy and the sick, as well as to members of particularly vulnerable groups and those in quarantine. In addition to the existing sanitary facilities for washing hands, the university will also have hand disinfection stations in place.

g) **Protective masks:** Persons from the age of 12 staying on campus and in university buildings, including offices, must be equipped with a protective mask that complies with official recommendations. In consideration of epidemiological developments (number of cases, local conditions, seasonal influenza, etc.), the University reserves the right to impose a general obligation to wear masks, depending on the situation and on a temporary basis.

h) **Mandatory wearing of masks:** As a precautionary measure, masks shall be worn from Monday, 31 August 2020, until Saturday, 24 October 2020 (start of semester break) in all public/free access areas of the HSG buildings for the autumn semester. This applies to all persons when moving from one place to another. As soon as they have arrived at their destination (place of study, workplace, lunch etc.), the mask can be removed. The mandatory mask also applies to short distances such as the way to the toilet. Please note: The mask is mandatory and does not replace the distance rule.

i) **Distance:** A distance of at least 1.5 metres must, whenever possible, be maintained between people. The furnishings in the lecture rooms and work rooms are arranged accordingly, and any changes to the furniture arrangements must follow these conditions.
   - If there are exceptional cases where in-person activities do not allow for the maintenance of a 1.5-metre distance for a cumulative period of more than 15 minutes (lectures, work situations, sports activities), then a) **protective masks** must be worn. If in duly justified cases exceptions are being made, b) personal data (surname, first name, place of residence, e-mail, telephone) must be collected for tracing purposes in the form of attendance lists (for standing events) or seating lists (for seated events).
j) **Room capacities:** The room capacities indicated at the entrances to the lecture rooms, group rooms and catering rooms are mandatory and cannot be exceeded – even under observance of the mask and attendance list regulations. 

*Note: For lectures with large enrolment numbers, attendance can be organised by alternating times for (in-person/online) room and workstation occupancy.*

k) **Members of high-risk groups:** These persons must be and will be accorded special protection. Those affected are asked to find workable individual solutions for study and/or work with the responsible service unit for students or their supervisors (employees).

l) **Tracing:** The University of St.Gallen recommends that all of its members use the Swiss government’s official COVID-19 app. All attendance lists must be filled out completely and accurately. If a person tests positive, then a higher degree of accuracy in reconstructing their activities means that fewer people will have to quarantine.

m) **Social events:** Events of a social nature can be carried out provided that it is possible for the organiser to ensure the observance of the general code of conduct and that a justification can be given for the event’s specific value and benefit.

The University recommends exercising the greatest possible restraint and caution in organising social events. It is advised to look into alternative ways to put on events and, if there are doubts in terms of safety, to refrain from having an event.

n) **Food:** The special safety concepts for canteens and restaurants must be observed.

o) **Cleaning:** All premises will be regularly and extensively ventilated wherever possible. Working surfaces and contact zones will be regularly cleaned and disinfected.

**Summary:**

**General safety measures**
1. Admittance only for symptom-free persons.
2. Observe hygiene and safety measures.
3. Maintain/ensure a distance of 1.5 m.
4. Mandatory wearing of masks in hallways and common areas.

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1 For solutions in everyday student life in St.Gallen: Dean’s Advisory Office (DAO), Special Needs Advice Centre, Counselling Services, Advice Centre for Study Funding. 
For solutions for examinations: Service Centre Planning & Examinations (P&P).
For exchange solutions: Student Mobility Office (SMO).
3 University teaching activities

a) Standard study periods should continue to be provided wherever possible.

b) For all course activities, a full online solution must be planned as an alternative so that it can be activated immediately in the case that new official regulations come into effect.

c) If it is possible and reasonable to do so, courses will be held in person. Lecturers for the 2020 autumn semester are free to hold their courses in mixed forms or online only.

d) Clear regulations must be given for who can attend in-person courses and when attendance is possible; these regulations must be communicated to students in a clear manner. If it is not possible for all enrolled students to be present at in-person courses, e.g. due to space capacity, it must be ensured that all students can follow the course (streaming, recording and/or cohorts with an alternating in-person/online structure).

e) It must be provided that all in-person course events can be attended in a suitable digital form. The inability to attend in-person course events (digital attendance) should not put any student at a disadvantage compared to students who are able to attend in-person courses.

f) In the lecture rooms, suitable measures will be taken to ensure that the distance of 1.5 m is maintained. Providing additional occupancy (standing room, temporary seating) will not be tolerated, as the room capacity regulations are mandatory.

g) In order to ensure compliance with the 1.5-metre rule / official safety guidelines, fixed seating is to be arranged in a "chequerboard" pattern.

h) Faculty must compile attendance / seating lists and submit them to the Room Allocation Office (raumdisko@unisg.ch) immediately after each lecture. Data will be archived for 14 days in accordance with data protection guidelines.

i) In areas where masks are required, anyone without a protective mask must leave the premises immediately.

j) Faculty may wear masks during lectures, but are not required to. As aerosols are emitted in a larger radius when speaking loudly, faculty without masks must maintain a minimum distance of 1.5 m when lecturing.

k) As a minimum standard, the regulations must be observed at all times during courses, including in external premises or with external partners.
1) The above regulations in Sections 1-3 also apply to public lectures and the Children’s University.

Summary:

**Protective measures for teaching activities**

1. Admittance only for symptom-free persons.
2. Observe hygiene and safety measures.
3. Have an online backup solution ready.
4. Maintain/ensure a distance of 1.5 m.
5. Masks or attendance lists, if it is not possible to maintain social distance in classrooms for a period exceeding 15 minutes.
6. Faculty without masks must keep a distance of 1.5 m when teaching.
4 Events – other than university teaching

The rules stated in Sections 1-2 apply to all events. For events of an educational nature, the provisions in Section 3 (f) must be followed.

Organisers who wish to use the university as a venue for an event must provide a safety concept in advance and, if necessary, consult with the cantonal health authorities.

Events for more than 1000 persons are only permitted from 1 October 2020 subject to meeting the official requirements to be issued at the beginning of September 2020.

In accordance with data protection guidelines, all attendance or seating lists must be destroyed or deleted by the lecturers/organisers (cf. ES, institutes, associations, etc.) after 14 days.

Events for up to 300 people

a) External event organisers who hold an event at HSG must provide a safety concept ensuring that participants will observe the points stated in Sections 2 & 3 or, if the situation requires, implement letter i) of in the general concept (cf. Section 2).

Events for up to 301 - 1000 people

a) For events with more than 300 attendees, the required distance of 1.5 metres must also be maintained between sections with a maximum of 300 people each. It is forbidden for attendees to move from one section to another.

b) If certain functional areas such as entrances or break areas are to be used by attendees from all sections, it must be ensured that distance regulations are observed in accordance with the general provisions (cf. Section 2).

c) For events for more than 300 people, the organisers must present a safety concept that demonstrates that the safety of all attendees will be ensured. This concept must include social distancing or other case-specific safety measures (mandatory masks, attendance lists, formation of consistent teams, preventing groups of more than 300 people from mingling, etc.).

Summary:

Safety measures at events

1. Admittance only for symptom-free persons.
2. Observe hygiene and safety measures.
3. Maintain/ensure a distance of 1.5 m.
4. Masks or attendance lists, if it is not possible to maintain social distance in classrooms for a period exceeding 15 minutes.
5. Group people into sections if the attendance exceeds 300 people.
5 Work activities

a) These rules are the basis for the organisation of the work activities, including work meetings and team-building events. Special instructions shall be given if necessary. For educational work events (cf. HSGacademy, internal continuing education), the provisions in Section 3 f) to j) must be observed. The specifications stated in Section 4 must also be observed at work events.

Note: Supplementary information on the organisation of work events is available on the dedicated Corona page on the intranet. Individual agreements must be made with supervisors for location- and time-independent work (remote work / home office). An update to the regulations is underway and is expected to come into force by 1.1.2021 at the latest.

Summary:

Safety measures at work activities
1. Admittance only for symptom-free persons.
2. Observe hygiene and safety measures.
3. Maintain/ensure a distance of 1.5 m.
4. Masks or attendance lists, if it is not possible to maintain social distance in office rooms for a period exceeding 15 minutes.
5. Follow individual situation-based agreements and observe the information provided on the dedicated Corona page on the intranet.