



## Directive on Adapted On-Site Operations (Preventing the Spread of Coronavirus SARS-CoV-2) (of 29 June 2021)

### 1. Purpose of the Directive

In accordance with the resolution of the Executive Board of the University of 29 June 2021, UZH (hereinafter: Employer) instructs all UZH employees to work on site in principle as of **23 August 2021**, while taking into account the options for working from home as specified below. This directive has been issued to ensure the greatest level of employee protection during the special situation that has arisen due to the SARS-CoV-2 pandemic. From 30 June 2021, the present directive replaces the previous Directive on Working from Home of 18 January 2021.

### 2. Validity of the Directive

This directive is only valid for the current special situation and remains in effect until further notice. The Employer will regularly evaluate the directive. If necessary, the validity of the directive can be extended via e-mail.

### 3. Working On-Site and From Home

As of 23 August, members of UZH will in principle return to work on site if the legal and regulatory requirements of the federal government and the Canton of Zurich permit on-site work.

Employees must observe and apply the hygiene and safety rules of the [Federal Office of Public Health \(FOPH\)](#) at all times.<sup>1</sup>

UZH will put in place the appropriate organizational and technical measures to ensure that federal government regulations on hygiene and social distancing can be observed. If the recommended social distancing rules cannot be observed, line managers must take measures in accordance with the STOP principle and in the relevant order (substitution, technical measures, organizational measures, personal protective measures). Specifically, these measures include working from home, physical separation, separating teams, or the use of face masks.<sup>2</sup> Measures resulting in additional costs must only be taken if no other suitable measures are available. If the use of personal protective equipment (PPE) is required for operational reasons and ordered by line managers, such equipment will be provided by UZH.

Line managers will organize the size of their teams, the division of working hours and the ways of working together to ensure that employees are protected to the best possible extent and that adhering to FOPH guidelines is possible on-site and during their commute.

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<sup>1</sup> See Ordinance on Measures during the Special Situation to Combat the Covid-19 Epidemic dated 19 June 2020.

<sup>2</sup> See Art. 10 of the Ordinance on Measures during the Special Situation to Combat the Covid-19 Epidemic dated 19 June 2020.



If social distancing rules cannot be observed at the workplace and working from home offers a temporary organizational solution, line managers will assess and decide on how and for how long the option to work from home can be applied. For the rules regarding working from home during the special situation, refer to section 9 of this directive.

The opportunities gained during the pandemic to use digital formats for meetings, workshops, etc. should also continue to be embraced by line managers.

Employees are required to comply with an instruction to work on site.

If line managers instruct their employees that they must work on site, in the event of a conflict the instruction must be issued in writing giving reasons justifying the instruction, and a copy must be sent to the management of the institute/department, clinic or Central Services office.

In cases of conflict concerning on-site work, Human Resources must be contacted. If no agreement can be reached, the Head of Human Resources will present the case to the Corona Pandemic Management Leadership and Coordination Group, through which a decision will be obtained from the Executive Board of the University. Human Resources will communicate the decision back down the line.

In the period from 1 July 2021 to 23 August 2021, line managers may implement a start-up phase for on-site work in their area of responsibility, which – taking into account the Federal Council's current recommendation to work from home – will prepare the team for the return to on-site work from 23 August.

Line managers must check and ensure that their employees understand and comply with the University's basic safety concept and the specific safety concept defined by the management of the organizational unit at all times.

#### **4. Obligation to Wear Masks**

Masks continue to be mandatory in all publicly accessible indoor rooms at UZH, as well as in all classrooms during on-site events.

For workplaces in rooms that are not accessible to the public, line managers shall decide where masks must continue to be worn, in compliance with the respective safety concept.

All employees have the right to wear a mask at all times in the workplace and during work.



## 5. Procedure for Symptoms of Illness<sup>3</sup> and Employee Obligation to Provide Information

Employees who display symptoms of illness<sup>4</sup> must inform their line managers immediately and contact either their family doctor or the canton's medical hotline (0800 33 66 55) in order to discuss the next steps. Employees must immediately inform their line managers of illness and accidents as usual. If an employee is unable to work for more than one week, they must also submit a doctor's note as usual.<sup>5</sup>

In order to ensure that UZH can effectively fulfill its obligations for protecting the health of its staff, employees are obliged<sup>6</sup> to inform their employer/line manager **immediately** in case of a concrete suspicion of coronavirus infection with symptoms as described by the FOPH, in particular if:

- a. They are personally infected with coronavirus.
- b. They have had contact with infected persons.
- c. They have traveled to a high-risk area, if the trip was not pre-approved by UZH.

In the case of a. and b., employees are to leave their place of work and the UZH premises unprompted. They should then immediately go into self-isolation (work from home). Any information provided by the employee will be used exclusively for the protection of other employees' health and to avoid additional risk factors. Line managers will ensure that employees are aware of their obligation to provide information and informed about how said information will be used.

## 6. Employees at Especially High Risk

Special safety measures apply for employees<sup>3</sup> who are at especially high risk in accordance with Art. 27a of the Covid-19 Ordinance 3.<sup>7</sup>

## 7. Work-Related Travel and Stays Abroad

Work-related travel on behalf of UZH is permitted in principle if the relevant travel recommendations of the FDFA, the provisions issued by transport companies as well as the general rules of hygiene and social distancing can be observed.

## 8. Working from Abroad

Working for UZH from abroad is not the same as working from home. For periods of one month or more, each case must be evaluated separately with the involvement of Human Resources to clarify the implications regarding social insurances and, if applicable, withholding taxes.<sup>8</sup>

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<sup>3</sup> See also [Fact Sheet for UZH Staff: Procedure for COVID-19 Infections](#).

<sup>4</sup> Current [list of symptoms](#)

<sup>5</sup> § 100 VVO.

<sup>6</sup> Based on an employee's duties toward their employer as set out in § 49 of the Employment Act dated 27 September 1998 (LS 177.10), employees have certain obligations to provide information, and this also relates to coronavirus. The employer requires this information in order to fulfill its duty to protect the lives and health of its staff with appropriate measures. This obligation of an employer toward its employees is anchored in § 39 of the Employment Act and outweighs the personality rights of the employee(s) concerned.

<sup>7</sup> [Covid-19 Ordinance 3](#) (SR 818.101.24).

<sup>8</sup> See also the Fact Sheet on [Transnational Social Insurance](#).



## **9. Regulations for Working from Home**

### *a. Working Hours*

No bonuses will be paid for work done from home (with the usual exceptions of on-call duty and mandatory overtime).

Employees working from home must be reachable during their usual office hours.

Employees who are required to record their working hours must do so in the usual manner using the employee time sheet provided by Human Resources.<sup>9</sup> Employees must submit a completed time sheet (final version) to their line manager at the end of each month. The line manager is to reply to the e-mail with a formal confirmation. Line managers may also request time sheets on a weekly basis. Regarding working extra hours, the general provisions of employment law apply.

### *b. Work Equipment and Costs*

Whenever possible, work equipment already made available by UZH should be used for working from home.

Since the instruction to work from home is a temporary measure, no expenses will be reimbursed to employees who perform their work duties from home based on this directive.

### *c. Security and Use of Telephones*

All devices used in an employee's home office must be password protected. Business data and backups are to be accessed/made via the UZH server.

Employees must make sure that all files and devices are secure, both when transporting them and using them at home. All files and devices must be protected from unauthorized access and theft.

If possible, UZH office landlines will be forwarded internally or to an office voicemail that informs callers about said office's availability/contact details. The latter applies in particular to employees who deal directly with clients. Forwarding calls to private (mobile) phones should be avoided if possible.

### *d. Collaboration and Affiliation*

Line managers shall take an active role in shaping the way employees work together remotely to sustainably promote the quality of the work performed, team spirit, and the well-being of the employees working from home.<sup>10</sup> They shall also ensure efficient and effective collaboration between employees working from home and those on site at UZH.

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<sup>9</sup> Some organizational units use special systems for recording their employees' working hours.

<sup>10</sup> See [Staying Fit and Healthy Working from Home](#).