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## **Directive on Adapted On-Site Operations with Partial Certificate Requirement (Preventing the Spread of Coronavirus SARS-CoV-2) (of 17 September 2021)**

### **1. Purpose of the Directive**

With the resolution of the Executive Board of the University of 29 June 2021, UZH (hereinafter: Employer) instructed 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.

According to the resolution of the Executive Board of the University of 10 September 2021, and as recommended by Swiss universities, Covid certificates are required for on-site courses at all levels (Bachelor's, Master's, PhD) and continuing education classes from 20 September 2021. The present directive replaces the Directive on Adapted On-Site Operations of 24 August 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 with Covid Certificates Required for Courses**

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

Employees whose roles at UZH mean they are mostly or always present in on-site courses or continuing education classes requiring Covid certificates must, along with students, be in possession of a valid Covid certificate.

Employees who are not willing to show their Covid certificate when asked will not be permitted entry to events requiring certificates.

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.

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<sup>1</sup> See Ordinance on Measures during the Special Situation to Combat the Covid-19 Epidemic dated 23 June 2021 (Status on 13 September 2021).



If the recommended social distancing rules cannot be observed, line managers must take measures in accordance with the STOP principle (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.

For employees who require a Covid certificate in order to carry out their role at UZH, testing options will be provided.

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. 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

In cases of conflict concerning on-site work or Covid certificate checks, 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.

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**

In principle, masks continue to be mandatory for both staff and students in all publicly accessible indoor spaces at UZH.

Exception 1: During on-site courses and continuing education classes for which Covid certificates are required, masks are no longer mandatory due to the certificate requirement. However, it is strongly recommended that attendees continue to wear masks even when certificates are required.

Exception 2: For workplaces in rooms that are not accessible to the public, line managers may decide where masks must continue to be worn, in compliance with the respective safety concept. Line managers may exempt employees from having to wear masks if they voluntarily present a valid Covid certificate.

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

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<sup>2</sup> See Art. 25 of the Ordinance on Measures during the Special Situation to Combat the Covid-19 Epidemic dated 23 June 2021 (Status on 13 September 2021).



## 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 who are at especially high risk in accordance with Art. 27a of the Covid-19 Ordinance 3.<sup>7</sup>

## 7. People Who Have Been Vaccinated, Recovered or Tested Negative ("3G")

UZH strongly recommends that employees get vaccinated, in accordance with the FOPH's vaccination recommendation; however, UZH employees are not obligated to get vaccinated.

As a general rule, employees may not be asked directly about their immunity status. Information about an employee's immunity status is information that is given voluntarily.

Employees whose roles at UZH mean they are mostly or always present in on-site courses and continuing education classes requiring Covid certificates may be asked by their line managers to demonstrate their immunity status. They are only required to demonstrate immunity, and not how they have such immunity (i.e. whether through vaccination, recovery or a negative test).

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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).



Further exceptions may be made if, despite protective measures being taken, there is a concrete, relatively high risk to the employees themselves or third parties (e.g. patients, clients, colleagues) in the event of non-vaccination.

Collecting data on immunity status is not permitted except in the cases noted. Line managers or HR managers of the organizational unit must communicate transparently to the persons concerned regarding any such data collection, including about the purpose of the data collection, what data is being collected and how long it will be kept.

In the case of large events with 1,000 people or more to which access is restricted to those with valid Covid certificates, the staff working on site must also be able to provide a certificate.

## **8. 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.

## **9. 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>

## **10. 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.

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

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



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