



Zurich, April 27, 2020

Fact Sheet on conduct on UZH premises

Faculty of Science (MNF)

Valid from April 27, 2020 for the duration of reduced research operations

Valid and binding for all members of the Faculty of Science

All measures listed in the preceding Fact Sheet on Conduct in UZH Work Spaces apply.

This information sheet is intended to clarify the special measures and thus to ensure consistency in the implementation and a clear situation during the reduced operations mode at MNF.

The aim is to maintain a minimal research operation over a longer period of time without the risk of having to tighten up measures again.

General

- Re-entry into regular research operations will take place in stages. This will be done gradually via a reduced (not full) operation.
- Basically, it is still considered a priority to work from home.
- Research activity requiring on-site presence is generally allowed.
- Safety measures and the minimisation of viral transmission must always be ensured. *Social distancing* rules in rooms/laboratories must be strictly adhered to at all times.
- The institute/department heads are responsible for the communication and correct implementation of all measures in their organisational units (OE). They must see to a cautious implementation while minimizing people flow.
- For this purpose, the institute/department heads must submit a concept for compliance with the defined measures in their unit to the Dean of the Faculty of Science for approval in advance. Before the concept is approved by the Dean and the Vice Dean of research, this step into a reduced research operation is *not* allowed.
- Group leaders must provide a signature form for their groups, in which the respective group members confirm with their signature that they have read and understood the UZH and MNF fact sheets and will adhere to the defined sanctions.

Research

- Research activity must take place within the units. There is no claim to usage of services offered by technology platforms or other services (e.g. LASC, FGCZ).
- In the event of a possible re-tightening of measures – e.g. a return to minimal operation – experiments must not be carried out. This scenario should be taken into account, especially when planning animal experiments.
- Students working on their experimental BSc or MSc theses are generally regarded as researchers. They are allowed to visit their workplace provided the responsible group leader allows it and all measures and safety regulations (e.g. supervision) can be adhered to.
- Ideally, offices should not be used and – only if absolutely necessary – only by one person.



Projects outside UZH premises

- Exceptional research projects conducted outside UZH premises which are carried out in Switzerland (e.g. field tests and critical long-term measurements) are permitted. The same rules apply as for research conducted on UZH premises.
- Business trips in Switzerland are still subject to authorisation.
- Business and research trips (research projects) abroad are generally prohibited. An application for exemption must be submitted to the Dean via the official channel.

Support

- The maximum occupancy of a laboratory/office is calculated on an area basis. The accessible area is normally about half (or less than half) of the floor area of a room. *Every* point regarding maximum occupancy per laboratory/office listed in the UZH fact sheet must be adhered to.
- Rule of thumb: in large-scale laboratories, occupy only every 2nd laboratory desk with one person each.
- Equipment rooms (e.g. microscopy rooms) or shared equipment require a good planning/booking system allowing for compliance to *social distancing*.
- Examples of people who should be considered a priority for experimental work (not the full list) include (i) those financed by third-party funds, such as Swiss Government scholarship holders or other fellowships, and who no longer have work that can be accomplished in home office (it is not expected that funds from any source will be made available to extend such grants), (ii) those who would lose a disproportionate amount of time, such as Master's students, and (iii) those who have not yet generated much experimental data and therefore have no work to do from home.
- Each OE must **submit a concept** including (i) a list of all researchers on site, including the frequency and time each person is present, room space information, details as to what type of work/research is being performed, and a short justification for why working from home is no longer possible, as well as (ii) a short tabular description or bullet points describing how the implementation of and compliance with all measures will be ensured.
- All concepts will be coordinated and submitted by the head of the institute/department. This must go through the official channels (Dienstweg). Concepts submitted by individual group leaders will be rejected.