

Protection concept of the University of Bern for continuing education under COVID-19 (Change as of 7 September 2020)

The protection concept for continuing education at the University of Bern is the basis for face-to-face courses in continuing education being able to take place in the facilities and on the premises of the University.

Face-to-face courses in continuing education will take place when official requirements allow and only if the measures specified in this protection concept can be complied with.

Statutory basis

- [Ordinance on Measures during the Special Situation to combat the COVID-19 Epidemic](#) of the Swiss Federal Council (818.101.26) of June 19, 2020 (status as of August 15, 2020)

Validity and responsibility

The protection concept is valid for continuing education courses in accordance with Art. 1 Paragraphs 2 and 3 (excl. lit. c) [Regulations for continuing education](#) at the University of Bern.

Unless otherwise stated, the responsible body for the implementation of and compliance with the protection concept is the responsible body of the relevant continuing education program. It is recommended that the implementation of this protection concept be documented in cooperation with the safety officer of the relevant responsible body.

The responsible body ensures that the measures of the protection concept are also adhered to if the face-to-face course is not taking place on its own premises (e.g. in seminar hotels, in companies etc.).

Protection concept

1. *Obligation to inform*

Participants and lecturers are to be informed about the valid protection concept for continuing education, the distance and hygiene rules as well as the adapted choice of methods for continuing education before and during the course.

2. *Keeping your distance, limitation of persons per room and hygiene*

a. In the corridors of the (university) building in which the continuing education course/event is taking place, protective masks must be worn when large numbers of people are present (i.e. it is not possible to maintain a distance of 1.5 meters).

b. A minimum distance of 1.5 meters applies to all interpersonal contacts in face-to-face training courses. Teaching (in particular the choice of methods) is adapted so that the distance rules can be observed at all times. If the distance is less than 1.5 meters, wearing a mask is obligatory. In the case of courses in rooms with 36 or fewer places, wearing a mask is obligatory (if it is not possible to keep a distance of 1.5 meters), but all places in the room can be used. In the case of courses in rooms with more than 36 and fewer than

72 places, wearing a mask is obligatory (if it is not possible to keep a distance of 1.5 meters). Up to 36 people can be admitted. They should disperse as far as possible in the room. Deviations from these principles are possible but only in absolutely exceptional cases. They must, however, be approved by the University Executive Board based on a detailed explanation and an extended protection concept.

c. Responsible and respectful conduct of all those involved is to be encouraged with the help of supporting structural framework conditions. The providers of the face-to-face courses are responsible for ensuring that posters, markings on the floor, especially in break situations, distances between chairs and explicit marking of any seats to be left free, etc. are put up.

d. The Facility Management Office provides hand sanitizers in the entrance area of the buildings and will also provide sufficient waste bins.

e. The Facility Management Office is responsible for the regular cleaning of surfaces, banisters, vending machines, restroom infrastructure and washbasins in the rooms and facilities of the University. The providers of the face-to-face courses are independently responsible for the regular cleaning and/or disinfection of other objects and equipment used by several people in the teaching setting (e.g. flipchart pens).

f. The teaching rooms should be ventilated regularly and extensively.

g. For every course it is ensured that hygiene masks are available for special situations (person becomes symptomatic)¹.

h. During breaks as well as in cloakroom and catering situations, it must be ensured that the distance rules are observed in all activities, e.g. by using a staggering system. There is no self-service for meals. Disposable cups are used in course rooms. The protection concepts of the catering providers apply.

i. For everyone taking part in face-to-face courses, the [Rules on conduct and hygiene issued by the FOPH](#) apply. These include regular hand washing, no shaking hands, no hugging or kissing.

j. Activities with higher transmission risks are avoided wherever possible, for example activities with close interpersonal contacts or large numbers of people, such as diploma celebrations etc.

3. Measures to protect people at especially high risk and to exclude persons who are ill or who feel ill ([Quarantine and isolation](#))

a. [People at especially high risk](#) are to be protected and should not be discriminated against in access to continuing education at the University of Bern. The [Protective measures for people at especially high risk](#) of the University of Bern apply.

b. Participants and lecturers are reminded that persons who show individual COVID-19 symptoms or have been in close contact with infected persons are excluded from face-to-face courses.

c. In principle, contact in the context of face-to-face training courses does not fall under the definition of close contact, provided that the rules are observed. However, if there is an increasing number of cases of the disease, the procedure defined for close contact must be followed and quarantine must be implemented.

4. Tracking participants

Attendance lists must be kept for all continuing education courses. These can be destroyed one month after the particular course has taken place.

¹ Hygiene masks are regarded as medical products and carry the CE mark. Type II or Type IIR masks are recommended.