



Emergency Operation Plan V4

Department of Biomedical Engineering

Name	Function/Role	Date	Signature
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Beat Göpfert	General Safety Officer Reviewer	19.07.2021	B. Göpfert

Purpose

After the spread of the Corona-Virus in Switzerland reached again a manageable degree, the Department of Biomedical Engineering (DBE) will take up its operations on a normal level but takes care to minimize the probability to be infected with the virus at the DBE.

This "Emergency Operation Plan V4" introduces certain relaxations of the measures taken for the "DBE_Emergency_Operation_Plan_2021-01-18.pdf", but still sufficient precautions will be required.

Document history

- 25.3.2020 New, V1.0: DBE_Emergency_Operation_Plan_2020-03-25.docx
- 26.3.2020 Minor change: db-central-admin@unibas.ch had to be corrected to db-central-admin@maillist.unibas.ch.
- 28.4.2020 New version (V2), less strict than V1, due to the improved Corona Situation.
- 15.1.2021 completely revised version (V3), based on version 1.0 due to stronger restrictions again and partial lock-down.
- 13.07.2021 New version (V4), less strict than V3, due to the improved Corona Situation, based on version 2.0.



1 Scope

This special Corona Emergency Operation Plan (EOP) covers the rooms, equipment, administration, servers, services and research groups at the site of the Department of Biomedical Engineering in Allschwil at Gewerbestrasse 12-16, ground floor, 3rd floor and 4th floor. Research Groups operating only from the University Hospitals (USB and UKBB) or the Institut für Rechtsmedizin in Basel are not included in this EOP and are subjected to their head organization.

2 Related Documents and Filing of Valid Versions

This EOP-V4 is a relaxation of the EOP as described in DBE_Emergency_Operation_Plan_2021-01-18.pdf and is based on it. It covers the rooms, equipment, administration, servers, services and research groups at the site of the Department of Biomedical Engineering in Allschwil at Gewerbestrasse 12-16, ground floor, 3rd floor and 4th floor. Research Groups operating only from the University Hospitals (USB and UKBB) or the Institut für Rechtsmedizin in Basel are not included in this EOP and are subjected to their head organization.

This EOP-V4 is based on the regulations of the Swiss Federal Office of Health, the e-mail of the "Universität Basel Task Force Coronavirus" sent on 24.06.2021 (Appendix 1), the further instructions on the University of Basel's [Corona Webpage](#) and has been approved by the Medical Faculty.

The procedure for disinfecting machinery, equipment and other research facilities is still valid as described in the **DBE-SOP1-disinfectionV4.pdf**.

The presence of the members of the DBE in Allschwil has to be prospectively documented in the room booking system <https://dbe-presence.dbe.unibas.ch/>. All rooms at the DBE can be used.

This document and the related file DBE-SOP1-disinfectionV4.pdf are regularly revised and if necessary updated and the valid version is always accessible to all members of DBE on https://dbe-wiki.dbe.unibas.ch → Welcome → Emergency Operation Plan.



3 Roles and Responsibilities

Role	Responsibilities
Head of Department	Approver of this EOP and DBE-SOP1-disinfectionV4.pdf
Executive Director	Author of this EOP. Organizing and supervising safety checks, the maintenance and use of booking system and adherence to the EOP.
Group Leaders	Implement and enforce this EOP and Appendices within their group (please note, the term "Group Leader" used in this document does not follow the definition of the Medical Faculty but is a role: a responsible person for group of people, this can be a research group but also a group of lecturers or facility staff or administrative staff).
BSL2 Safety Officer	Supply of disinfectant. Point of contact for malfunctions of BSL2 Labs, fridges and freezers.
General Safety Officer	Reviewer of the DBE-SOP1-disinfection_V4.pdf Point of contact for malfunctions of engineering labs, workshop and as a deputy of BSL2 Safety Officer.
Workshop Manager	Author of the DBE-SOP1-disinfection_V4.pdf
Server Manager	Guarantee continuous performance of DBE's servers and the maintenance and use of booking system.

In Appendix 2 the responsible people for these roles and their deputies are named. Each role should name a deputy, for the case he or she is not able to take responsibility.

4 Policies

4.1 General precautions

- "Home office" is recommended but not mandatory. As of August 1, 2021 if the epidemiological situation permits, office workers shall return to normal presence as described in the [Home Office leaflet](#).
- At the workplace (in labs, offices and workshops dedicated to DBE-members, i.e. not in hallways, seminar and learning rooms), wearing a mask can be dispensed with if the protective distance of 1.5m can be maintained.
- For research activities where a distance of 1.5 meters can not be maintained a mask must be worn.
- Meetings can be held physically if the protective distance of 1.5m can be maintained.
- Guests may again be received at the Department of Biomedical Engineering if the protection concepts (distance or mask obligation) can be observed.
- Outdoor aperitifs are once again possible. The maximum number of participants is 50 people, and the event must be approved by the task force (corona@unibas.ch).
- Everyone present at the DBE follows the [hygiene rules of the Swiss Federal Office of Health](#) at all times.
- Rooms shall be ventilated regularly.

4.2 Suspected or Confirmed COVID-19 Case

If someone is tested positive (confirmed case) or has symptoms this person



- must inform his/her superior immediately,
- has to follow the [FOPH's rules for Isolation and Quarantine](#)
- and has to fill the report form of the [University's Corona Taskforce](#).

If someone was in contact with a suspected or confirmed case,

- this person shall follow the [guidelines set by the FOPH](#).

If a member of DBE-Allschwil had symptoms, and now all symptoms disappeared

- at least 48 hours have to be waited until he or she can do a test and if tested negative he/she can come back to DBE-Allschwil.

5 Implementation of the EOP-V4

After approval, this EOP-V4, including the related file DBE-SOP1-disinfection.pdf will be spread by e-mail to all members of the DBE and the location of the valid version on <https://dbe-wiki.dbe.unibas.ch> → [Welcome → Emergency Operation Plan](#) communicated.



Appendix 1 – Vice-Rectorate's Corona Mail

Von: Universität Basel Task Force Coronavirus <corona@unibas.ch>

Gesendet: Donnerstag, 24. Juni 2021 20:44

An: Matthias Geering <matthias.geering@unibas.ch>

Betreff: Lockerungen ab 26. Juni 2021 | Relaxations as of June 26, 2021

Relaxations as of June 26, 2021

Dear members of the University of Basel

The Federal Council communicated another major opening step on Wednesday. For the University of Basel, this step will lead to adjustments of the current regulations:

Public Areas of the University of Basel. While the obligation to wear a mask outdoors will be dropped as of Saturday, June 26, it will continue to apply in the publicly accessible indoor areas of the University of Basel (such as the Kollegienhaus, University Library, Lernoullianum).

Home office/office work. The Federal Council downgrades the home office to a recommendation. The obligation to take regular tests when returning to work has been lifted as of next week. For the University of Basel, this means that supervisors will regulate with their employees how a staggered return to work will be implemented in the coming weeks.

At the workplace, wearing a mask can be dispensed with if the protective distances can be maintained. We recommend that rooms be ventilated regularly. If the epidemiological situation permits, we will return to normal operations in August. From then on, the general conditions for administrative employees described in the [Home Office leaflet](#) will apply.

Events and examinations. The relaxations decided by the Federal Council do not affect the existing rules for study and teaching. In learning rooms and publicly accessible buildings such as the Kollegienhaus or the University Library, the mask requirement will remain in place. Examinations will also be implemented as announced.

Reception of guests/apéros. Guests may again be received at the University of Basel if the protection concepts (distance or mask obligation) can be observed. Likewise, as of June 26, outdoor aperitifs are once again possible. The maximum number of participants is 50 people, and the event must be approved by the task force (corona@unibas.ch).

With best regards
Matthias Geering, Task Force Corona

