

University of Basel, DPH, Pflegewissenschaft, Bernoullistrasse 28, 4056 Basel

Corona-Emergency Operation Plan-V4

Department Public Health

Genehmigt und gez. 09.02.2021, Prof. Primo Schär, Dekan, für die Fakultätsleitung

Name	Function/Role	Date	Signature
Sabina De Geest	Head of Department Director Institute of Nursing Science Approver	22.01.2021	

Thomas Szucs	Director ECPM Author
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Purpose

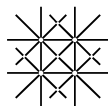
To avoid the spread of the Corona-Virus at the Department Public Health (DPH) <https://dph.medizin.unibas.ch/>, the DPH has taken measures in view of its overall operations, education, and research activities in accordance with the guidelines of the University of Basel. This document describes the specifics of these measures during the COVID 19 crisis for DPH. This plan is an adaptation of the Emergency Operation Plan (EOP) approved in May 2020 to reflect the changes in the corona measures as communicated by the UNIBAS on 14.1.2021 (see Appendix 1 & 2).

Document history

25.3.2020	2020 DPH – Faculty of Medicine – Notbetrieb – Emergency Plan COVID 19 – 25.3.2020.doc
26.3.2020	2020 DPH – Faculty of Medicine – Notbetrieb – Emergency Plan COVID 19 – 26.3.2020.doc
26.4.2020	Betriebskonzept_Forschung_DPH_SARS_CoV-2_26.03.2020.doc
25.5.2020	Betriebskonzept_Forschung_DPH_SARS_CoV-2_25.05.2020.doc
18.1.2021	Betriebskonzept_Forschung_DPH_SARS_CoV-2_25.01.2021.doc

Scope

This Notbetrieb / Emergency Operation Plan (EOP) applies to the offices, rooms, administration and research groups of the two full members of the Department Public Health, (1) Institute of Nursing Science (INS), Bernoullistrasse 28 (cellar, 1st floor, 3rd floor), 4056 Basel and 2) the European Center for Pharmaceutical Medicine (ECPM), Klingelbergstrasse 61, 4056 Basel).



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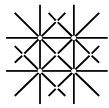
The Associate Institute Swiss TPH has its own Emergency Operation Plan (contact person Professor Dr Daniel Paris). Other associate DPH institutes Evidence Basel Insurance Medicine and Basel Institute of Clinical Epidemiology and Statistics (BICE) are not included in this EOP and are subjected to their head organization (University Hospital Basel). The Institute of Biomedical Ethics is under direct supervision of the Rectorate of UNIBAS.

Related Documents

This EOP is based on the E-Mail of the University of Basel Corona TaskForce (signed by M Geering 14.1.2021 - Appendix 1) as well as further instructions on the University of Basel's [Corona Webpage](https://www.unibas.ch/en/News-Events/Coronavirus/For-employees.html) <https://www.unibas.ch/en/News-Events/Coronavirus/For-employees.html> (January 14, 2021) (Appendix 2)

Roles and Responsibilities

Role	Responsibilities
Head of Department Director INS	Approver of this EOP and Author of this EOP Organizing and supervising adherence to the EOP at INS.
Director ECPM	Organizing and supervising adherence to the EOP at ECPM.
Research Group Leaders Administrative Directors Director Master's curriculum	Implementing and enforcing the EOP within their group



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Policies

General precautions

- ☐ All INS collaborators work from home (home office) for work that does not necessarily have to be done at the university.
- ☐ All meetings are held via "online communication" unless presence is objectively necessary
- Entry in the INS/ECPM building is further limited to absolute minimum (e.g. mail, safety rounds, questionnaire and research documentation retrieval).
- ☐ The DPH Presence-Schedule Notbetrieb (cfr. INS / ECPM system online) is to be continuously updated to track the planned entry to the buildings for mail and safety checks. INS tracking sheet:

INS:

<https://docs.google.com/spreadsheets/d/1tdhXLq64xZeywElaf1rIO97nEZeVEuF4DF74CCFTeY/edit?usp=sharing>

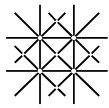
ECPM:

<https://docs.google.com/spreadsheets/d/1pBnD3SNvjOMK8hQwG9iP0vhUL0IvcYRxa9as3RnH2GM/edit#gid=0>

All additional entry to the buildings by INS / ECPM collaborators for research or administration related activities (e.g. questionnaire and research documentation retrieval) needs prior formal approval from the direct supervisor, i.e. respective administrative director, director of Master's curriculum or research group leader and is also entered in the DPH_Presence-Schedule Notbetrieb (cfr. INS / ECPM system online).

Reminders to adhere are regularly sent out (INS last reminder 14.01.2021; ECPM 18.01.2021) and a safety copy of the tracking sheet made.

- Guidelines in view of CORONA precautions as put forward by University of Basel, including the wearing of masks when more than one person is present in any room, are strictly adhered to when entering INS/ECPM building (see <https://www.unibas.ch/en/News-Events/Coronavirus/For-employees.html> updated 15.1.2021).
- The INS and ECPM continue education via online/digital offerings.
- Clinical studies under direct supervision of the DPH PIs have been restarted on 27.4.2020 in clinical settings under the condition that (1) there is a formal written agreement of the responsible person in the clinical settings and (2) that the study is restarted strictly respecting the CoVID-19



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infection control measures as specified by the clinical sites. This letter needs to be send and approved by SDG before restart of the study. These rules also apply to the data collection as part of Master theses. It is recommended that interviews as part of qualitative research with community dwelling subjects is further performed over online communication (ZOOM, Skype) or telephone.

- The rules put forward above are implemented without exceptions. There is no need to apply for special regulations deviating from those defined by the University of Basel

Safety Inspection Tours

Safety inspection tours will be further performed weekly by a leadership member of INS in the building at the Bernoullistrasse 28 and a leadership member of the ECPM at the Klingelbergstrass 61, respectively. The prospective schedule of the safety inspection tours is reported on the DPH_Presence-Schedule Notbetrieb for ECPM and INS respectively (continuous updated) (subject: "Safety Inspection Tour DD-MM-YY performed" and any observations that indicate a violation of the general precautions will be reported directly to SDG per email. In case a violation is noted Sabina De Geest will contact the person involved in the violation and reiterate the precautions to be followed, In case of repeated violation, a message will be send to corona@unibas.ch.

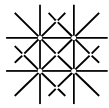
Suspected or Confirmed COVID-19 Case

If someone is tested positive (confirmed case) or has symptoms or his/her family members (or any other people living in the same household) have symptoms (suspected case).

- **this person has to follow the [rules by the Federal Office of Public Health FOPH](#) (self-isolation or self-quarantine),**
- **and has to inform the respective administrative director of INS/ECPM who will inform corona@unibas.ch.**

Implementation of the EOP

After approval, this EOP, the EOP will be spread by e-mail to all members of the DPH full members (INS/ECPM). The document will be saved on the respective intranets accessible for all collaborators.



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Appendix 1 – Corona Task Force UNIBAS 14.1.2021

From: Universität Basel Task Force Coronavirus

Sent: Wednesday, 13 January 2021 18:35

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

Subject: Neue Massnahme: Homeoffice-Pflicht ab Montag | New measure: Mandatory home office starting Monday

English version below

Liebe Mitarbeitende

Aufgrund der auf hohem Niveau stagnierenden Fallzahlen und der zunehmenden Verbreitung der ansteckenderen Variante des Corona-Virus hat der Bundesrat heute die geltenden Massnahmen bis Ende Februar verlängert und neue, schärfere Regelungen angekündigt, darunter die Pflicht zu Homeoffice.

Homeoffice-Pflicht ab Montag

«Die Arbeitgeber sind verpflichtet, Homeoffice überall dort anzuordnen, wo dies aufgrund der Art der Aktivität möglich und mit verhältnismässigem Aufwand umsetzbar ist», schreibt das BAG in der heutigen Mitteilung. Für die Universität Basel bedeutet dies, dass alle Arbeiten, die nicht zwingend an der Universität durchgeführt werden müssen, spätestens ab Montag, 18. Januar, von zu Hause aus erledigt werden. Die neu vom BAG verordnete Massnahme zur Maskenpflicht am Arbeitsplatz hat die Universität bereits umgesetzt. Die Verantwortung für die Umsetzung der neuen Massnahmen liegt bei den Vorgesetzten. Diese werden die notwendigen Massnahmen mit ihren Mitarbeitenden besprechen.

Oberstes Ziel: Kontakte vermeiden

Die neuen Massnahmen sollen zu einer Reduktion der Mobilität führen. Darum sollen persönliche Kontakte im beruflichen Kontext grundsätzlich vermieden werden. Physische Treffen sind nur im Notfall erlaubt, zudem dürfen in den universitären Räumlichkeiten grundsätzlich keine Gäste empfangen werden. Jahresgespräche zwischen Vorgesetzten und Mitarbeitenden, die vorzugsweise in Präsenz stattfinden, können bis aus weiteres ausgesetzt werden.

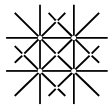
Überarbeitung der Betriebskonzepte in der Forschung

Die neuen Massnahmen zur Arbeit im Homeoffice betreffen auch die Forschung. Arbeiten an der Universität sind ab Montag nur dann erlaubt, wenn die Nutzung der universitären Infrastruktur zwingend nötig ist. Die Departemente sind aufgefordert, ihre bestehenden Corona-Betriebskonzepte den neuen Vorgaben anzupassen und bei den Fakultäten neu bewilligen zu lassen. Das Vizerektorat Forschung und der Chef Sicherheit der Universität Basel, Marco Pagoni, sind über die angepassten Betriebskonzepte zu informieren.

Prüfung und Lehrbetrieb nicht betroffen

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Die neuen Massnahmen des Bundesrats haben keinen Einfluss auf die bereits angesetzten Lehrveranstaltungen und Präsenzprüfungen der kommenden Wochen. Über den Lehrbetrieb im Frühjahrssemester 2021 wird die Universität Basel Ende dieser Woche informieren.

Wir danken allen für die Unterstützung bei der Bewältigung dieser Herausforderung und wünschen beste Gesundheit.

Mit herzlichen Grüssen

Matthias Geering, Task Force Coronavirus

Dear employees

Due to case numbers stagnating at a high level and the increasing spread of the more contagious variant of the Corona virus, the Federal Council today extended the measures in force until the end of February and announced new, stricter regulations, including the obligation to work from home.

Mandatory home office starting Monday

“Employers will be required to enable all staff to work from home where it is feasible and practicable for them to do so based on the type of activity”, the FOPH wrote in today's announcement. For the University of Basel, this means that all work that does not necessarily have to be done at the university will be done from home no later than Monday, January 18. The university has already implemented the new measure imposed by the FOPH regarding the obligation to wear masks at the workplace. The responsibility for implementing the new measures lies with the supervisors. They will discuss the necessary measures with their employees.

Primary goal: avoid contacts

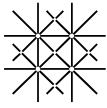
The new measures should lead to a reduction in mobility. Therefore, personal contacts in a professional context should be avoided as a matter of principle. Physical meetings are only permitted in emergencies, and no guests may be received on university premises. The Annual Staff Review between line managers and staff members, which preferably take place in person, can be suspended until further notice.

Revision of the operating concepts in research

The new measures for working from home also affect research. Starting Monday, work at the university will only be permitted if the use of the university infrastructure is absolutely necessary. The departments are required to adapt their existing corona operating concepts to the new requirements and have them re-approved by the faculties. The Vice President's Office for Research and the Head of Security at the University of Basel, Marco Pagoni, are to be informed about the adapted operating concepts.

Exams and teaching operations not affected

The new measures of the Federal Council do not affect the already scheduled courses and



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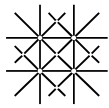
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attendance exams of the coming weeks. The University of Basel will inform about teaching operations in the spring semester 2021 at the end of this week.

We thank everyone for their support in managing this challenge and wish you the best of health.

With warm regards

Matthias Geering, Task Force Coronavirus



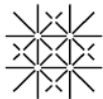
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APPENDIX 2

<https://www.unibas.ch/en/News-Events/Coronavirus/For-employees.html>

1/24/2021

Information and guidelines for employees | University of Basel



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Information and guidelines for employees

This page informs employees about current measures in connection with the Coronavirus. The information is updated on an ongoing basis, most recently on January 14, 2021.

Working at the university

Home office obligation from Monday 18.1.2021

"Employers are obliged to mandate home office wherever this is possible due to the nature of the activity and can be implemented with a proportionate effort," the FOPH writes in today's announcement. For the University of Basel, this means that all work that does not necessarily have to be done at the university will be done from home no later than Monday, January 18. The university has already implemented the new measure imposed by the FOPH regarding the obligation to wear masks at the workplace. The responsibility for implementing the new measures lies with the supervisors. They will discuss the necessary measures with their employees.

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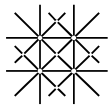
The new measures should lead to a reduction in mobility. Therefore, personal contacts in a professional context should be avoided as a matter of principle. Physical meetings are only permitted in emergencies, and no guests may be received on university premises. Annual meetings between superiors and employees, which preferably take place in person, can be suspended until further notice.

Duty to wear masks in university buildings

- A mask must always be worn in the publicly accessible rooms. The exception that the mask may be taken off while seated, provided the minimum distance is observed, is thus removed.
- Lecturers must, whenever possible, teach with a mask and use microphones.

<https://www.unibas.ch/en/News-Events/Coronavirus/For-employees.html>

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- The mask may only be removed in the cafeterias, refectories and public areas of the University of Basel if food and drinks are consumed sitting down.

What to do in case of a positive test result or request for quarantine?

Reporting Form

- Online form for reporting positive test results and quarantine

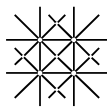
- Members of the University of Basel who receive a positive test result or who have been requested by the authorities to be quarantined should immediately report this to the Corona Task Force using this online form.
- Students will then contact their lecturers and discuss with them how to follow up the lessons. Employees must inform their superiors immediately.

Reporting Form

- Online form for reporting positive test results and quarantine

Central points

- Employees are obliged to comply with the hygiene and conduct regulations of the Swiss Federal Office of Public Health (BAG). This applies in particular to commuting to work: journeys by public transport during rush hours should still be avoided wherever possible.
- Persons who, according to the FOPH, are among the particularly endangered persons must contact their superiors. The measures to be taken by the superior person depend on the specific circumstances of the individual case.



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- The FOPH's specifications are always decisive with regard to hygiene and distance regulations. The supervisors are responsible for the concrete implementation. The respective protection concept is based on the specific circumstances. The local and individual circumstances are decisive in this respect. If, for example, the FOPH's hygiene and clearance requirements cannot be complied with, alternative measures must be defined, such as the possibility of a home office, the wearing of masks, the separation of teams, etc. Marco Pagoni is available to the supervisors in an advisory capacity for the definition of the protection concept.
- Employees who show symptoms of illness must inform their superiors immediately.

Travelling

The University Management recommends its relatives to avoid work-related travel as far as possible and to receive guests at the University of Basel only in important cases. Participation in larger conferences and meetings is strongly discouraged. Furthermore, the recommendations of the federal government on cross-border travel must be followed.

Quarantine obligation for travelers from areas with increased risk of infection

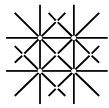
Switzerland has adapted the entry regulations to the current epidemiological situation. There is a quarantine obligation for travellers from certain countries and areas. The list of these states/territories is updated on an ongoing basis. A negative test result does not lift the quarantine.

Persons returning to Switzerland from a risk area must be quarantined for 10 days. You can find more information on the website of the FOPH [Quarantine obligation for persons entering Switzerland](#).

Quarantine order by authorities Quarantine is understood to be medical isolation by order of the authorities.

Persons with suspected COVID-19 or persons who are or have been in contact with a person who has tested positive, but also persons who have contracted the virus, can be quarantined on the order of a doctor. Those affected must stay at home and avoid contact with others.

Employees who have taken a vacation in a country which, after their departure, has been included on the FOPH's list of countries and regions with an increased risk of infection and who therefore had to maintain a ten-day quarantine on their return, are entitled to



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continued payment of their salary, since it was not known at the time of departure that a quarantine would have to be maintained on their return from the vacation to Switzerland.

In such a case, employees are requested to clarify with their superiors whether they can provide home office services. If possible, they are obliged to work from home.

If employees fall ill themselves, the employer is generally obliged to continue to pay their wages if they fall ill through no fault of their own.

Contact Tracing

The university strongly recommends its employees and all other university members to install the application "SwissCovid" on their cell phones.

BAG Corona Check

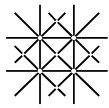
**Are you experiencing
symptoms? Take the
coronavirus check!**

Coronavirus-Check

FOPH Coronavirus-Check

Follow the rules

FOPH Federal Government Measures FOPH Protect yourself and others FOPH: Information for people at especially high risk FOPH: Isolation and Quarantine FOPH: Frequently Asked Questions



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