COVID-19 coronavirus

GUIDELINES OF THE RECTORATE ON PREVENTION IN RELATION TO COVID-19

Status: 16 March 2020, 15h00

In connection with COVID-19, the Rectorate publishes guidelines on courses, research, staff, special offers (e.g. libraries), opening of counters, holding of internal university meetings and other events (especially conferences and meetings and further education).

The Rectorate continuously reviews the situation in close cooperation with the competent authorities and regularly updates these guidelines. The latest version of the guidelines as well as the latest information can be found on the special website of our university.

These guidelines replace those of 13 March 2020 and shall apply from 17 March 2020 until revoked.

A. In general

Regarding the initial situation, reference is made to the regulations and communications of the competent authorities. The health authorities, namely the Federal Office of Public Health FOPH, communicate continuously updated information, recommendations and directives concerning coronavirus. The most important links and further information can be found on the special website of our university.

The federal hygiene and protection regulations must be strictly followed.

B. Courses

There will be no attendance events.

The course content is offered in other forms to be determined by the lecturers (e.g. by making materials, exercises or similar available on Moodle, video recordings or specific literature references). The Moodle platform is of particular importance in this context and is very resilient. The information provided at https://www3.unifr.ch/it/fr/enseignement-a-distance.html allows for optimal use, and the NTE Centre is available to answer questions (nte@unifr.ch or moodle@unifr.ch).
C. **Research**

The research activities will be continued as far as possible in compliance with the present guidelines (especially regarding teleworking and home office).

D. **Personnel**

The University of Fribourg is introducing **telework** for all employees of the University. **Access to the university buildings is prohibited.** The following exceptions are reserved:

1. specifically designated persons with a view to ensuring the absolutely necessary activities, in accordance with a pandemic or continuity plan submitted to the Administrative Directorate.
2. those units which consider the presence of staff to be necessary for an activity they consider essential, but for which no pandemic or continuity plan has yet been drawn up. In such cases, sante@unifr.ch should be contacted to draw up such a plan and obtain permission to enter the university buildings.
3. In addition, the following exceptions are granted:
   a) the presence of lecturers for the purpose of recordings in connection with e-learning in the rooms provided for this purpose;
   b) persons who, for compelling reasons, need access to their offices for a short period of time (in particular to obtain the materials necessary for teaching or teleworking). Prior registration via sante@unifr.ch is mandatory.

The persons mentioned in points 1 to 3 above must **strictly** observe the following guidelines and regulations:

- keep a minimum distance of two metres to all persons;
- stay of only one person in the same room;
- no exchange or transfer of material to other persons;
- maximum restriction of the length of stay;
- no use of public transport;
- wash their hands on arrival at and departure from the university;
- in general: compliance with the FOPH’s hygiene and protection regulations.

E. **Special offers and opening of premises**

All university services are offered online as far as possible. The following applies in particular:
- **Access to the university buildings** is generally prohibited.
- **The libraries are closed.** Access to documents from electronic sources remains guaranteed.
- The **university restaurants** and cafeterias are closed.
- **The sports program offered by the University Sports Office are suspended.** The fitness rooms remain closed.
- Concerning online offers the respective websites provide information.
F. **Counter openings**
The public counters remain closed. As far as possible, counter services will continue to be offered online and by telephone.

G. **Meetings**

All presence meetings are prohibited. The right to hold meetings of the Rectorate's crisis committee is reserved.

Wherever possible, telephone conferences or Skype’s should be held and decisions made by way of circulation. In addition, "Moodle" can also be used for the coordination of online faculty council or online commissions meetings. The deans and the presidents of the commissions can contact nte@unifr.ch if necessary.

H. **Other events (especially meetings, conferences and further education)**

No business trips are to be undertaken until further notice. Private travel is strongly discouraged. If necessary, the FOPH's recommendations for travellers and the travel advice of the Federal Department of Foreign Affairs FDFA must be observed.

The holding of events is prohibited (in particular meetings, conferences and further training).