

Protection Concept for Excursions

Guidelines for planning and conducting excursions

The following notes are intended to support supervisors when planning and organising excursions during COVID-19. Depending on the excursion, further considerations may be expedient/necessary. These can be discussed in a Zoom meeting with SSHE (reto-suter@ethz.ch or katherine-timmel@ethz.ch). Questions of occupational medicine, e.g. regarding members of high-risk groups, can be sent to arbeitsmedizin@ethz.ch. Unrelated to COVID-19, the directive "[Study trips, field trips and excursions: Handling risks](#)" continues to apply with regard to safety and security.

1. Excursion preparation

General information

- Name and content of the excursion
- Total duration (days/weeks) and programme
- Number of students
- Number of lecturers / teaching assistants
- Location(s)

Students in high-risk group

- Inform participating students that they must inform the excursion supervisor if they belong to the high-risk group in accordance with [Annex 6](#) of the COVID-19 Ordinance 2.
- If participants are in the high-risk group, they must contact a general practitioner or medical specialist to determine whether participating in the excursion is possible based on the measures listed in the protection concept.
- The supervisors explain to the students how the excursion is structured, which safety precautions are being taken and whether the distancing rules can be complied with continuously.

2. Informing participants in advance

- The students are informed about the hygiene and distancing rules listed in the annex, both in advance by e-mail and at the beginning of the excursion (presentation/film via beamer, so that speaking time of the supervisors is reduced to a minimum).
- Participants are reminded that ill persons or students with symptoms must not participate in the excursion and must remain at home in self-isolation according to the FOPH. Before the start of the excursion, this information is repeated once again and any affected students are sent home.
- Students must be informed that they should not travel by public transport if possible.

3. Planning and conducting the excursion

Arrival, departure and transport on site

- If at all possible, travel/transportation by public means of transport should be avoided. If there is no other possibility, the distancing rule must be observed.
- If the excursion group travels or is transported together in one or more vehicles for multiple persons (e.g. VW bus), a distance of 2m must be maintained. Should this not be possible for a compelling reason, passengers must wear masks. In addition, surfaces (steering wheels, gear levers, keys, etc.) should be cleaned with disinfectant after driving, especially if the drivers take turns. Rental vehicles should also be cleaned before departure.

Room and board

- Overnight stays should be avoided if possible, otherwise hygiene and distancing measures must be observed (single rooms, sufficient distance when eating, no self-service buffets).

Working outside

- Observe the distancing rules.
- Masks must be worn for unavoidable close contact (<2m for >15 minutes).
- Disinfect shared equipment, both before handover and after completion of the work.
- All regular security precautions (unrelated to COVID-19) must be observed on principle.

Working inside

- For individual tasks without recurring necessary movement within the room, plan for at least 4m² per participant (same for theory sections).
- For tasks in which participants have to move around the room more often to collect material/samples or to work on different equipment, plan for at least 10m² per participant.
- Ventilate the premises well after 1 hour at the latest. If the windows cannot be opened, contact Facility Management so that they can set the ventilation to maximum capacity and ensure that only fresh air is supplied (no recirculation).
- Masks must be worn for unavoidable close contact (<2m for >15 minutes). Regularly check and refill the stock of hygienic masks (surgical masks/operation masks).
- Lab coat: Participants are encouraged to bring their own freshly washed lab coats (use disposable lab coats if need be).
- If it is expedient, the room can be divided by curtains, screens or dividers.
- If need be, affix floor markings (waiting points on the floor to prevent clusters of people when entering the room or when using equipment available to all).
- Keep verbal instructions as short as possible (as little speaking time as possible).
- Wherever possible, each participant will receive their own material.
- Disinfect shared equipment, keyboards or materials after use; alternatively, students wear gloves for the necessary duration of the activity on a shared device.
- If microscopes are used, plastic film is available to cover the eyepieces. The film is removed and disposed of by the student after completion of the work. The next student places a fresh film on the eyepieces.
- Break organization (staggered).

Hand hygiene

- The students wash their hands regularly with soap and water.
- Provide hand disinfection at the entrance.
- If students have wounds on their fingers, these should be covered with plasters or protective gloves should be worn for the duration of the work (not Corona-specific, for general hygiene).

Cleaning

- Regular cleaning of surfaces and objects after use as required, especially if they are touched by several people (at least 3 times a day).
- The necessary cleaning agents are organised and made available by the supervisors.
- Check disinfectant/soap (for hands) and cleaning agents (for objects and/or surfaces) regularly and refill.

Disposal

- Dispose of surgical masks and protective gloves in the waste bin and wash or disinfect hands thoroughly, see the [“Surgical masks” information sheet](#).
- Regular emptying of waste bins. Wear gloves when handling waste and dispose of them immediately after use. Do not compress and knot waste bags.

4. Annex: Information on hygiene measures and distancing rules

Main transmission paths

- Close contact: If you are less than two metres away from an ill person.
- Droplets and aerosols: If an ill person sneezes or coughs, the viruses can be transferred directly onto the mucous membranes of another person’s nose, mouth or eyes.
- Hands: Contagious droplets are transferred onto the hands when coughing and sneezing or when touching the mucous membranes. From there, the viruses are transferred to surfaces. Another person touches the surface, transferring the viruses to their hands, which is how they get to the mouth, nose or eyes when touching the face.

Hygiene measures

- Hand hygiene (regular hand washing, disinfectant dispenser).
- If surgical masks or protective gloves are provided, the correct handling, including disposal/hand washing or disinfection, must be explained.
- If students have wounds on their fingers, these should be covered with plasters or protective gloves should be worn for the duration of the work (not Corona-specific, for general hygiene).
- Rules on distancing (distance of 2m).

→ Transmission by close contact, as well as transmission by droplets, can be prevented by keeping a distance of at least 2m or by physical barriers. In order to avoid transmission via the hands, regular and thorough hand hygiene implemented by all persons as well as the cleaning of frequently touched surfaces is important.

→ Infected persons can be contagious before, during and after the appearance of COVID-19 symptoms. Therefore, even people without symptoms must behave as if they were contagious (keep their distance from other people).