

To all SHL students, lecturers  
and employees

Lucerne, 15 January 2021

## **CORONA: SHL SAFETY CONCEPT SCHOOL YEAR 2020/21 / SPRING SEMESTER 2021**

**Valid from 18 January 2021 / Version 1.0**

### **SUMMARY NEW MEASURES**

- The **February 2021 intake semester one** “culinary” will take place from 8 February 2021 to 23 April 2021 in the “Distance Learning” mode.
- The **practical module** of semesters 1 culinary will take place on-site at SHL from 1 March to 26 March 2021. Corresponding protection concepts are in place.
- All **theme days will** not take place until further notice.
- All **examinations** for take place on-site at SHL.
- **External training courses and events** at SHL do not take place until the new school year. Exceptions can be approved by the management upon request.
- Employees must work in **home office**. Exceptions exist for school administration (1 person present) and for F&B (as needed to ensure catering). Other exceptions must be approved by the management (e.g. examination invigilators).
- There is a general obligation to wear a mask. Exceptions exist for offices when only 1 person is present, for smoking breaks on the terraces (**max. 5 people**) and in the restaurant during meals.
- There is a **maximum of 5 people in** the Community Room and on the terraces of the Hotel SHL at any one time.

These new measures will apply from 18 January 2021 until the end of the Culinary term - subject to new regulations from the FOPH.

The regulations for the Service term 2021 semesters will be determined in mid-March 2021.

Dear students, lecturers and employees

In addition to the new measures listed at the beginning of this letter, you will find below all the explanations and regulations that correspond to the current requirements and framework conditions of the Confederation and the cantons and are based on the Ordinance on Measures in the Special Situation to Combat the Covid 19 Pandemic of 2 November 2020. November 2020 (Covid 19 Special Situation Ordinance), the Federal Council's latest proposals for consultation with the cantons, and the Canton of Lucerne's COVID 19 Framework Conditions for Teaching at Secondary Level II and Tertiary Level B Educational Institutions and Other Educational Institutions in the 2020/21 School Year.

## GUIDELINES FOR HIGHER TECHNICAL COLLEGES

- From Monday, 2 November 2020, Article 6d of the Covid 19 Ordinance will apply to teaching at higher technical colleges (courses of study HF, NDS HF) in a special situation. **No face-to-face teaching** may be offered. Classes must be held online.
- For teaching, Article 6d(1)(b) of the Covid 19 Regulation Special Location is to be observed as an **exceptional provision**: Certain teaching activities which are a necessary part of an educational course and for which a presence on-site is required may be carried out on-site (e.g. practical training kitchen and catering). In any case, protective measures must be taken.
- If final **qualification procedures** (diploma examinations) or other examinations (incl. presentations of diploma and project work) are held, Article 6 of the Covid 19 Ordinance Special Situation applies. They count as an event (max. 50 participants) and can therefore be held on-site.

## MEASURES TAKEN BY SHL TO COMPLY WITH THE HYGIENE AND CONDUCT REGULATIONS OF THE CONFEDERATION FOR THE PROTECTION OF STUDENTS, LECTURERS AND EMPLOYEES

### 1. Goals and principles

- a) The transmission of the coronavirus is to be prevented in the educational courses.
- b) Staff and lecturers must work from their home offices. Exceptions exist for the school administration department (1 person present per day) and F&B (catering). Other exceptions must be approved by the management.
- c) Students may only attend SHL for **special events in** accordance with the exception regulations (examinations, presentations) and in accordance with the timetable.
- d) The rules of conduct and hygiene are observed and apply to everyone. The protective regulations are implemented systematically and effectively.

### 2. General measures

- **General obligation to wear masks: There** is a general obligation to wear masks throughout the school. This also applies to the offices and when the distance is 1.5 m or more.

Exceptions:

- During meals, masks may be taken off while sitting at the table. The GastroSuisse protection regulations apply in the restaurant.
  - In the offices of SHL employees, if only 1 person is present.
  - On the SHL terrace and the forecourt of Café Milano during smoking breaks. The distance rule of 1.5 m and the **maximum number of persons of 5** apply here.
- **Instruction:** Students and staff are instructed to follow the distance rules and the protective measures (obligation to wear masks). Instruction is also given on the proper use of the face masks.
  - **Contact Tracing:** In order to be able to react quickly and efficiently in the event of a COVID case at SHL, SHL requires the use of the SwissCovidApp by all attendees and we will take the liberty of checking this. Accordingly, please ensure that you have a mobile device on which the app works.

### 3. General school organisational measures:

- The wearing of masks is compulsory in classrooms, break and recreation rooms as well as in traffic zones. For exceptions →see point 2.
- Masks are also compulsory in the Hotel SHL. This also applies to the Community Room and the terraces (maximum number of 5 people).
- The masks are given to the students for events in accordance with the exception regulations. The students themselves are responsible for the maintenance and cleanliness of the masks.
- The SHL is generally closed to students. In cases of hardship, study space can be made available upon request.
- For events in accordance with the exceptional regulations, the lesson times and breaks are staggered in such a way that large gatherings of people can also be avoided in the break and recreation rooms as well as the WC facilities.
- Separate protection concepts exist for events in accordance with exceptional provisions (examinations, presentations of diploma and project work, practical modules). Attention is paid to the subdivision into fixed groups.
- The spiral staircase is used for descending and the marble staircase for ascending. Students, lecturers and staff are made aware of this by a guidance system.
- The inclined lift can be used - when wearing a mask - for transporting people.
- Floor markings are placed at the school administration counter to ensure that the distance of at least 1.5 m between students and staff is maintained. At the counter, the glass pane remains closed whenever possible and is only opened for handing over objects.
- External guests are only admitted to SHL by appointment. All visitors must also complete the obligatoryquestionnairefor external visitors and bring it to SHL in printed form.
- No external guests or students without a hotel reservation are allowed at Hotel SHL.
- Restrictions on the number of people in various rooms (e.g. terrace, community room) are clearly indicated and signposted. In general, the maximum number of persons is 5.
- The distance and hygiene rules must also be observed in the SHL restaurant. We refer to Annex 1 of this protection concept, which is based on the protection concept for the catering area and is published at <https://www.gastrosuisse.ch/fileadmin/oeffentliche->

[dateien/branchenwissen-hotellerie-restauration-gastrosuisse/downloads/schutzkonzept-gastgewerbe-covid-19-22122020.pdf](#)

- Meals are provided at events in accordance with the exceptional regulations. Students take their meals in fixed groups of 4.
- Staff and lecturers eat at tables with a maximum of 4 people, if possible always with the same people.
- The distance rules must also be observed on the way from home to SHL and back. Although this is not the responsibility of SHL, we draw the attention of students, staff and lecturers to this fact. The rules of conduct issued for public transport must be observed.
- Immediate reporting obligation: If typical symptoms occur (→see Annex 2), the person concerned must inform the school management immediately. The subsequent return to lessons requires a negative COVID test.
- Students, staff and lecturers for whom quarantine has been ordered must remain in quarantine for 10 days. A negative test result **does not** cancel this instruction.
- As a rule, there will be no excursions until further notice. In exceptional cases, these can be approved by the management. In this case, a separate protection concept comes into effect, which is given to the students in advance.
- Events with one or more overnight stays may not be held until further notice. Events of individual classes without overnight stays are possible in compliance with the existing protection requirements. The protection concepts must comply with the applicable regulations.

#### **4. Measures to comply with the FOPH's hygiene requirements:**

- Disinfectants or facilities for washing hands are provided at the entrance, in common rooms and break rooms as well as in classrooms.
- All rooms are regularly and extensively aired.
- Tables, chairs, reusable course utensils (e.g. flipchart pens), door handles, lift knobs, stair railings, coffee machines and other objects that are often touched by several people are cleaned regularly and disinfected if possible.
- Magazines etc. are removed from common areas.

## **5. Measures to comply with the FOPH's requirements for the protection of persons at particular risk and for the exclusion of persons who are ill or feel ill:**

The existing rules regarding quarantine and isolation measures apply:

- Persons showing individual COVID-19 symptoms (→see Annex 2) or who have been in contact with infected persons are excluded from events. They go into isolation and get tested. Students with symptoms will be sent home immediately.
- Persons who have had close contact with a person infected with COVID-19, in particular in the context of family life or other close contacts, shall place themselves in quarantine in accordance with the current recommendations of the FOPH and the directives and orders of the cantonal health authorities.
- Individuals who have been confirmed to have been affected by the Corona virus are not allowed to come to school until 10 days after they have recovered from the illness.
- Employees and lecturers who belong to a risk group shall report this to the management so that appropriate measures can be taken.
- Lecturers and staff who have been confirmed to have been affected by the Corona virus may not resume tasks involving physical contact with students and staff until 10 days after they have recovered from the illness.

## **6. Measures on information and management:**

- The Confederation's information material on distance and hygiene rules shall be prominently displayed at the entrance, in common rooms and break rooms.
- Staff and lecturers point out the applicable distance and hygiene rules as well as the adapted choice of methods.
- The employees are regularly informed about the measures in connection with the protection concept.
- Employees who are particularly at risk are informed about their rights and protective measures in the company.
- The school management shall ensure that the implementation of the measures laid down in the protection concept is regularly monitored.

## **IMPLEMENTATION IN THE SEMESTERS**

In order to be able to implement and comply with the aforementioned regulations, teaching in the individual spring semesters will be as follows - always subject to changes by the Federal Council, the State Secretariat for Education, Research and Innovation or the Department of Education and Culture of the Canton of Lucerne:

### **Information concerning all current semesters**

- Those who are prevented from taking intermediate examinations for urgent reasons (e.g. quarantine) may make up for them on dates set by the Directorate.
- Students who are prevented from taking final examinations or diploma examinations for an urgent reason will normally be able to take them in the next semester. The Directorate decides on exceptions.
- In cases of hardship, the SHL school rooms are available to students. If space is required, this can be requested from Sonja Kern (sonja.kern@shl.ch).
- The F&B benefits for the BSc students are maintained.
- External guests are no longer allowed in the restaurant.

## Semester 1 BSc: Spring 2020/2021 - Start 8 February 2021

- Start of semester: Monday, 8 February 2021 via MS Teams - **09.00 a.m.**
- Teaching via MS Teams: 8 February 2021 to 26 February 2021 (3 weeks)
- A technical training session will be held on Monday, 8 February 2021. Students will receive a separate invitation with instructions for this.
- On-site practical module at SHL: 1 March to 26 March 2021 (4 weeks); there is a **separate protection concept for** the practical module.
- Classes via MS Teams: from 29 March 2021 until the end of the Culinary term on 23 April 2021 (4 weeks)
- The mid-term and final examinations take place on-site **at SHL.**
- The regulations for the Service term 2021 semesters will be determined in mid-March 2021

## ANNEX 1

### Measures to comply with the FOPH's requirements regarding **social distance in the catering sector:**

- **Hand hygiene**  
Set up hand hygiene stations: Guests must be able to wash their hands with soap and water or disinfect with a hand sanitiser when entering the establishment. All persons on the premises shall wash their hands regularly with soap and water. This is particularly important before arrival and before and after breaks. In workplaces where this is not possible, hands must be disinfected. Hands must always be washed or disinfected before the following tasks: Setting tables, folding napkins and polishing cutlery. After clearing the tables, employees wash or disinfect their hands before touching clean dishes again.
- **Face masks:**  
Every person must wear a face mask in all indoor and outdoor areas. This does not apply to guests in the restaurant, Café Milano and the Club when they are seated at a table. However, a face mask must be worn when people are on their way to a table or when they are going to the toilets.
- **Guest groups:**  
Events with external guests (max. 50 persons) are to be avoided whenever possible. Anyone wishing to receive visitors must submit a request to the management. Of course, the SHL's protective measures also apply to external visitors. The management decides on exceptions. Rental to third parties is possible and requires the approval of the management.

- **Keep your distance:**

A distance of 1.5 m must be maintained between groups of guests (maximum 4 persons per table) to the front and side "shoulder-to-shoulder" and a 1.5 m distance from table edge to table edge to the rear "back-to-back". In the club with the extra-long table, more than one group of four guests can be seated, provided that the minimum distance of 1.5 m between the groups of guests is maintained. In order to protect the service staff behind the counter in the club, a plexiglass screen is placed by the cash desk as protection. Waiting guests maintain the minimum distance of 1.5 m from other guests. Floor markings are placed in the waiting area. If guests do not place orders at the table but at the counter (self-service or live cooking), the guests are made aware of the distance rules with posters and markings are placed. Cloakrooms are not served.  
In the case of buffet service, guests are made aware of the spacing rules with posters and floor markings. Sufficient space must be kept free in front of the buffet.
- **Working at an unavoidable distance of less than 1.5 m**

There is no physical contact between guests and staff. This does not apply to medical emergencies. Shaking hands is strictly prohibited. 2 persons working next to each other for a longer period of time (e.g. in the kitchen) keep a distance of 1.5 m from each other, turn their backs to each other and work staggered, or wear hygiene masks. In service, a minimum distance of 1.5 m is strongly recommended. If the distance falls below 1.5 m, even for a short period of time, the wearing of a hygiene mask is strongly recommended, but there is no obligation to wear one. It is possible for everyone to work with hygiene masks if they wish to do so.
- **Cleaning**

The place settings are changed after each guest and cleaned before reuse. Disposable cloths are preferably used for cleaning work. Surfaces and objects (e.g. work surfaces, keyboards, cash registers, telephones, coat hangers) are cleaned regularly with a professional detergent or disinfectant, especially when shared. Door handles, lift knobs, stair railings, armrests of chairs, coffee machines, kitchen utensils used, and other work material used by several people are regularly - depending on use, but at least 1x daily - professionally cleaned or disinfected. WC facilities are cleaned at least twice a day. A cleaning log must be kept. Employees wear gloves when handling waste and dirty laundry. Gloves are disposed of immediately after use and staff wash their hands thoroughly after handling waste and dirty laundry. Open waste bins are emptied several times a day. Waste bags are not manually squeezed. Work clothes are changed daily and washed after use with commercially available detergent. Customer linen is washed after each guest (e.g. tablecloth). When using a table napperon, which are placed on a tablecloth and cover the whole table, the bottom tablecloth does not need to be changed after each guest. Students use their personal work uniforms. Aprons, for example, are not shared among themselves. Menu cards and trays are cleaned or disinfected after each guest. Cutlery and dishes (even

when not in use) are cleaned in the dishwasher (not by hand). Rinse cycles are carried out at temperatures above 60 °C.

- **Special work situations**

Hygiene masks are changed according to use, but at least every four hours. Hands must be washed before putting on the mask and after taking it off and disposing of it. Disposable masks are to be disposed of in a closed waste bin. Disposable gloves are changed after one hour and disposed of in a closed waste bin. Shared utensils (e.g. table spices, cutlery baskets, butter dishes) are not used or are cleaned after each guest. Self-service buffets are changed to served buffets. Alternatively, it is ensured that each guest disinfects their hands before ladling. The protective measures (especially the minimum distance of 1.5 m) also apply to the delivery and removal of goods and waste.

## ANNEX 2

### COVID symptoms according to FOPH (as of 24 June 2020)

These symptoms are common in COVID-19 disease:

Cough (mostly dry)  
Sore throat  
Shortness of breath  
Fever, Feverish Fever  
Muscle pain  
Sudden loss of the sense of smell and/or taste

Rare are these symptoms:

Headache  
Gastrointestinal symptoms  
Conjunctivitis  
Common cold

The symptoms of the disease vary in severity and can also be mild. Complications such as pneumonia are also possible.

## **ANNEX 3**

### Relevant diseases according to COVID-2 Ordinance Art. 10

High blood pressure  
Chronic respiratory diseases  
Diabetes  
Diseases and therapies that weaken the immune system  
Cardiovascular diseases  
Cancer

Detailed general information on the coronavirus situation can be found on the website of the Federal Office of Public Health FOPH:  
[www.bag.admin.ch/bag/de/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov.html](http://www.bag.admin.ch/bag/de/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov.html)