



# Guidelines for BFH teaching (training and continuing education) during the autumn semester 2020/2021

As of: **15.10.2020**, approved by BFH coronavirus crisis team.

**(Changes compared to the previous version (18.08.2020) are highlighted in yellow.)**

The University Executive Board at BFH is planning to conduct a large percentage of its teaching in the classroom during the autumn semester 2020/2021.

Despite the necessary distancing and hygiene rules, the goal is to allow as many students as possible to attend classes inside BFH buildings during the autumn semester. However, full occupancy of the buildings will not be possible. All students should be given the opportunity to complete at least part of the semester on-site.

The following teaching guidelines apply (training and continuing education):

- Classroom teaching can and should be resumed
- The degree programmes offered will be planned in observance of the applicable restrictions and available resources
- An appropriate didactic and pedagogical concept is essential
- The health of everyone must be protected

## Classroom teaching can and should be resumed

1. New students take priority in classroom teaching.
2. Teaching with a high degree of interaction/practical work should be given preference in room use planning.
3. If not all students can be present at the same time, [blended learning or hybrid teaching concepts](#) with half/partial groups may be used.
4. The Heads of Degree Programmes may provide for courses to be held online.

## The degree programmes offered will be planned in observance of the applicable restrictions and available resources

As a rule, if it is impossible to maintain a distance of 1.5 metres (preferable), masks are to be worn **in courses and seminars**.

1. Whenever possible, a distance of 1.5 metres is to be maintained in all rooms. Otherwise, masks are required.
2. In rooms with fixed seating, only every other seat may be occupied, even when masks are worn. In cases where masks are required, teaching staff may only remove them if they are at least 2 metres away from students while speaking.
3. Rooms may be filled to maximum capacity in exceptional cases where justified. This requires the approval of the relevant head of department. Of course, masks are mandatory in such cases.
4. The current [hygiene rules and protective measures](#) must be observed during all events.
5. In the classroom, teaching staff are responsible for enforcing distancing rules and any mandatory wearing of masks. If a student fails to comply, the lecturer must ask them to leave the room.



## An appropriate didactic and pedagogical concept is essential

1. The new conditions mean that course activities must be modified or rethought. The [Specialist Service for University Teaching and E-Learning HdEL](#) can provide support and advice.
2. A shift towards more blended learning formats is recommended.
3. The HdEL developed [materials for distance learning classes](#) for the spring semester 2020. These materials are still valid.
4. For hybrid teaching, certain technical infrastructure elements will be provided to the departments for the autumn semester 2020.
5. The HdEL can also provide the [documents it has prepared for hybrid teaching](#) (in German).

## The health of everyone must be protected

1. People showing specific symptoms of the disease (cough, sore throat, shortness of breath, chest pain, fever, sudden loss of sense of smell or taste) are to self-isolate at home and call their doctor, who will arrange a test if necessary. If the test is positive for Covid-19, the cantonal medical authorities (KAZA) will be notified directly by the testing laboratory and immediately begin contact tracing for the person concerned. If necessary, KAZA will contact BFH.
2. From Monday, 12 October 2020, wearing masks is compulsory in all indoor public spaces at the BFH.
3. As large numbers of people are expected in BFH buildings for the semester start, everyone must wear protective masks whenever it is impossible to maintain a distance of 1.5 metres.
4. Everyone is responsible for observing the protective measures whenever passing through or spending time in the public/common areas.
5. In the cafeterias and dining facilities, the food safety concepts developed specifically for this purpose apply.
6. As a rule, teaching staff who belong to a high-risk group are also to offer classroom teaching unless a medical certificate confirms that the protection offered on-site is inadequate in their particular case.
7. As a rule, students who belong to a high-risk group are also to participate in classroom teaching unless a medical certificate confirms that the protection offered on-site is inadequate in their particular case. Teaching solutions must be made available to accommodate the needs of students who have presented such medical certificates.
8. Students and teaching staff must wash and disinfect their hands regularly. The buildings provide the necessary facilities for this.
9. All rooms with windows must be ventilated at least hourly.
10. For rooms assignments with rotating groups of people, plans must be in place for students or building maintenance staff, for example, to clean frequently touched surfaces (tables, door knobs, light switches). The individual departments are responsible for organising this.
11. If instruction does not take place at a BFH location (cooperation master), the protection concepts of the instruction location apply.
12. Teaching staff and students are strongly encouraged to use the SwissCovid app.

Staff members with questions or specific concerns should contact their superior; students should contact the head of their degree programme.