Covid-19 Safety Concept

for the

28th IEEE International Requirements Engineering Conference (RE'20)

to be held August 31 – September 4, 2020 on the Irchel Campus of the University of Zurich (UZH)

1. Goal and Validity

This safety concept aims at protecting participants of RE'20, RE'20 staff and UZH support staff from infection with Covid-19. The goal of this concept is to minimize the risk of infections with Covid-19 primarily by keeping social distance and employing other protective measures (such as wearing face masks or using separation screens) in situations where the distance cannot be kept during more than 15 minutes.

This safety concept is valid during the conference week from August 31 to September 4, 2020. It also applies for the preparation and wrap-up activities in the days before and after the conference.

2. Legal Basis

This concept is based on the regulation 818.101.26[1] of June 19, 2020 (version of July 6, 2020), issued by the Swiss Federal Council and on the regulations issued by the University of Zurich.

3. Protection Principles

Everybody abides by the recommendations of the Swiss Federal Office for Public Health about hygiene and personal behavior in the Covid-19 pandemic[2]:

- **Keep your distance**. Whenever possible, keep a distance of 1.5 m or more to other people. In meeting rooms, leave a chair free between participants. When you cannot keep distance, and no other protective means are in place, wear a face mask. Protect people at especially high risk[3] around you by keeping your distance.
- **If you can't keep your distance, wear a mask.** Wearing face masks is mandatory when using public transport (trains, trams, buses, boats, cable ways) in Switzerland. In public places other than public transport, wearing face masks is strongly recommended in all situations where a distance of 1.5 m between people cannot be kept and no other protective measures such as separation screens are in place.
- **Wash your hands thoroughly.** You can protect yourself from infection by washing your hands regularly and thoroughly with soap and water. Soap renders the virus harmless.
- **Avoid close-contact greeting rituals.** Do not shake hands. Neither hug nor kiss others.
- **Avoid spreading droplets.** Cough and sneeze into a paper tissue/handkerchief or the crook of your arm.

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[1] Verordnung 818.101.26 des Schweizerischen Bundesrats über Massnahmen in der besonderen Lage zur Bekämpfung der Covid-19-Epidemie (Covid-19-Verordnung besondere Lage) vom 19. Juni 2020 (Stand am 6 Juli 2020) [in German] https://www.admin.ch/opc/de/classified-compilation/20201774/index.html

[2] Available at https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/so-schuetzen-wir-uns.html

[3] People over the age of 65 and adults with medical conditions constituting an increased risk, such as, for example, cardiovascular or respiratory diseases, diabetes or obesity.

- **Test.** It is vital to identify infection early on. If you feel ill, or are experiencing particular Covid-19 symptoms, stay at your place and *do not* attend any RE'20 events. Do the coronavirus check[4]. You will receive a recommendation on what to do next and, as appropriate, instructions to have a test. Stay at home/in your hotel until the results of the test are available.
  You must inform RE'20 immediately if you have symptoms of Covid-19 or if you have been tested positively for Covid-19.
- **Trace.** Use the official Swiss Covid-19 Tracing app if you can. During your stay in Zurich and at the conference, keep a log with whom you were in close contact for more than 15 minutes. In particular, when you go to a restaurant with other conference participants, write down with whom you are going. You may be asked by the restaurant to leave your contact details. Such contact information is vital to break the infection chain if a person gets infected with Covid-19.
- **Isolate and quarantine when necessary.** If you are tested positively for Covid-19 or have had close contact with an infected person, you must go into isolation or quarantine to prevent the further spread of the virus. The authorities of the Canton of Zurich will contact you and inform you about what to do.
  This is why following the social distancing and hygiene rules is so important: If you strictly follow these rules during RE'20, you won't need to go into quarantine if an unknowingly infected person should also have attended RE'20.

4. Protection Measures

4.1 Information

All people who participate physically in RE'20, as well as the RE'20 organizing staff and volunteers shall[5] be informed about the protection principles prior to the beginning of the conference. A printed version of the principles shall be included in the materials handed out to participants when they register at the conference venue.

Participants shall be informed about the rules when entering Switzerland from a high-risk country.

4.2 Hand Hygiene

Hand disinfectant dispensers will be available in the registration area and in the coffee break area.

Soap and towels in the washrooms will be provided by UZH infrastructure.

4.3 Maintaining Social Distance

In the coffee break area, high tables shall be set up such that the minimum distance between tables is kept. At the tables, markers on the floor shall mark positions where standing is safe when no separation screens are available or no masks are worn. If possible, tables will be equipped with separation screens. For lunches, the safety concept of Mensa UZH Irchel will apply.

In the lecture halls and seminar rooms used for RE'20 events, a distance of 1.5 m between occupied seats shall be maintained. In the lecture halls, UZH infrastructure will mark the seats that can be used. RE'20 staff and volunteers shall make sure that the distance rule is strictly obeyed. If a room is too small to accommodate all participants with the necessary distance, participants shall wear face masks.

In the registration area, RE'20 staff and volunteers shall be protected by separation screens.

RE'20 staff and volunteers who cannot keep distance to each other or to conference participants shall wear face masks.

RE'20 shall provide RE'20 staff and volunteers with face masks at no cost.

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[4] Available at https://check.foph-coronavirus.ch/screening

[5] The modal verb "shall" denotes a mandatory requirement, as usual in Requirements Engineering. The modal verb "will" denotes measures provided by others.

RE'20 shall provide the participants with one face mask per day for free. Additional masks shall be available for sale at the RE'20 registration desk.

4.4 Cleaning

RE'20 staff or volunteers shall clean lecterns or speaker tables and microphones in the lecture halls and seminar rooms used by RE'20 after every speaker. They shall clean portable microphones after each use.

RE'20 staff or volunteers shall clean the tables in the coffee break area after every break.

General cleaning of rooms and break areas will be done by the regular UZH cleaning staff, according to the UZH safety concept. When needed, RE'20 shall provide UZH additional staff for cleaning or pay UZH for additional staff.

UZH Infrastructure will provide a sufficient number of dustbins for trashing used paper tissues, paper towels and face masks.

4.5 Tracing

RE'20 staff and volunteers are strongly recommended to permanently use the Swiss Covid-19 app (except when being at home), provided that using this app is technically possible for them. RE'20 shall recommend the participants to use this app if technically possible.

RE'20 shall record the contact data of all participants who attend RE'20 physically as well as of all RE'20 staff and volunteers. Participants have to consent to providing these data when registering for the conference.

RE'20 shall recommend participants, staff and volunteers to keep a log of their close contacts (those with less than 1.5 m distance for more than 15 minutes), if no other protective measures are in place and no face masks are worn.

4.5 Testing

Upon request, RE'20 shall inform participants how they can get tested when the online Coronavirus check recommends them to get tested.

4.6 Number of participants

RE'20 shall not admit more than 300 people as physical participants.

5. People at especially high risk

Restrictions for people at especially high risk have been lifted by June 20. The only remaining measure is that people at especially high risk shall be protected by keeping distance.

6. People Showing Symptoms of Covid-19 or Being Positively Tested

RE'20 shall inform all participants, staff and volunteers that they must stay at home/at their hotel and inform RE'20 immediately when showing symptoms of Covid-19 or having been tested positively for Covid-19.

7. Persons responsible

The person responsible for this Covid-19 safety concept and its enactment is

Dr. Martin Glinz, professor emeritus at the Department of Informatics at UZH and RE'20 General Co-Chair.

His deputy is Dr. Samuel Fricker, professor at FHNW and RE'20 General Co-Chair.