

Dear Webster Community,

Throughout this summer we have been preparing to welcome you back to our campuses this fall! While we are looking forward to your arrival, we also know you have many questions about how things will look on our campuses. To meet the diverse needs of our students, our entire community has thoughtfully evaluated and implemented many steps to safely build community on campus and provide in-person instruction in Fall 2020. Safety continues to be our number one priority, and we will continually adapt as we learn more about ways to mitigate the spread of COVID 19.

**In this message you will find:**

- **Safety measures we have implemented and expectations for you on campus** (daily health screening, social distancing rules, hand washing, disinfection, in-class expectations, monitoring for positive cases)
- **Information specific to the Webster Vienna campus** (building access, restrictions on visitors)
- **Course modality updates** (hybrid teaching)

**OVERVIEW OF SAFETY MEASURES: Working Together for Our Safety and Health**

We have developed a number of modifications and safety measures based on guidance from the Covid-19 Taskforce in Webster Groves, St. Louis and the Austrian Federal Ministry for Education, Science and Research. In the interest of the safety of our community, we ask you all to adhere to the following guidelines.

The latest public health guidance indicates that preventing spread of the coronavirus includes the following approaches:

- Maintain **social distancing** (at least one meter apart) in classrooms, labs, study spaces, common areas;
- Wear **facial coverings/masks** over mouth and nose – facial shields alone are not sufficient;
- **Daily health screening** to monitor for COVID-19 symptoms;
- Frequent **hand washing** and other measures supporting hygiene;
- **Disinfecting** surfaces and common areas after each use;
- **Prohibiting** large-scale gatherings and events;
- **Reducing density** in public, academic and office spaces.

We have implemented measures that address all of these approaches. Below you will find an overview of how these measures will affect you on a typical day. These include expectations we have for you while on campus and in class at Webster Vienna Private University. This information is also posted and frequently updated on our website.

**Daily Health Screening**

Before you come to campus each day, you should conduct a daily health screening yourself. The screening includes a temperature check, a reflection on the known symptoms of Covid-19 as described [here](#), and a raised awareness of your social contacts. In case you are having any of the described symptoms please call 1450 and do not come to campus under any circumstances. We would appreciate if you would inform us if you are waiting for and undergoing a Covid-19 test. Students, faculty and staff please send an email to: [CV19.taskforce@webster.ac.at](mailto:CV19.taskforce@webster.ac.at)

## **Masks/Facial Coverings**

Everyone on campus must wear a mask covering their nose and mouth while indoors, including while in class or office (if you are working in a shared office or if you receive students, colleagues etc.). See full info and definitions in the **Facial Covering Policy** on our website. Forgot your mask? Disposable masks will also be available at the building entrance, and sanitizers will be prevalent throughout campus.

## **Social Distancing**

Remember, **masks are not a substitute for social distancing** and social distancing is not a substitute for a mask. But you can still see your colleagues! You will just need to see them, and anyone else, from one meter away. To support this, we have:

- Reduced the density of work spaces and classrooms;
- Added social distance signage across campus;
- Reduced occupancy in elevators (max 2 persons at any time) and other places where people gather or line up;
- Installed plexiglas barriers.

## **Access to Buildings**

Access will be restricted to students, faculty and employees with a valid ID. You will want to keep your Webster ID on you at all times:

- Your ID card and daily sign in at the reception are required to enter on-campus buildings; the Austrian authorities demand such an attendance list in case a tracing has to be conducted;
- Once you are entering the building, wearing a mask, please disinfect your hands thoroughly. Dispenser are to be found between the glass entrance doors; only then, sign in at the reception – please keep distance at all times!
- In the classroom, your professors will also use an attendance list;
- Guests and visitors will not be allowed on campus unless they have a scheduled appointment with a Webster employee.

## **Hand Washing and Hygiene**

Frequent, thorough hand washing should be practiced throughout the day, including before and after touching common surfaces. Hand sanitizer dispensers and signage about hand hygiene are placed throughout campus.

## **Disinfection**

It is everyone's responsibility to participate in the cleaning and disinfection of shared surfaces when you have finished using common items such as tables and desks, electronics/keyboards, light switches and faucets and more. To support this:

- Disinfection materials such as wipes and sprays are available throughout the university building and in common shared areas;
- Common shared areas in the building are frequently disinfected by a commercial cleaning crew.

## In-Class Expectations

Your professors are eager to see you, and they have been preparing for multiple scenarios this fall. We can all help each other work through this unique time. Remember:

- Everyone in a classroom will be **required to wear a mask** at all times; If students have any reason why they cannot wear a mask, please contact: [CV19.taskforce@webster.ac.at](mailto:CV19.taskforce@webster.ac.at).
- Maintain **social distance** in classrooms with seating and while entering and exiting;
- Food will not be allowed in class;
- Frequent airing of classrooms is strongly encouraged;
- You will be asked to disinfect the items you used during class or labs before leaving the room;
- Feeling sick? **Do not go to class** and please inform us: [CV19.taskforce@webster.ac.at](mailto:CV19.taskforce@webster.ac.at).

## Response to Positive or Suspected Cases

If you suspect you have COVID symptoms, or if you have been exposed to someone (for 15 minutes at a distance less than one meter) who does, follow these steps:

- Students, faculty, and staff reach out to the Covid-19 hotline: 1450
- Please also see the information page of the Federal Ministry of Social Affairs, Health, Care and Consumer Protection [here](#).
- Please reach out to us and inform us if you are experiencing symptoms, wait for the test, and the test results.

## Quarantine and Testing

Many have asked about quarantines and testing before they arrive to campus. As "community spread" has occurred throughout Europe and abroad, students will **not be asked to start the term in quarantine** or take a pre-emptive test simply because they are arriving from a different country. However, we will urge everyone to **exercise extra caution** in the first two weeks, limiting events and interactions as we re-enter the campus environment. During this time and throughout the fall, it is vitally important that you be vigilant in following the above safety guidelines both while on campus and when moving to and from campus.

## **QUESTIONS ABOUT COURSES and COURSE SCHEDULING**

Webster Vienna Private Universities offers classes in a hybrid mode combining in class, face-to-face instruction with synchronous audio/video (live-streamed) and recordings then posted to WorldClassroom for asynchronous retrieval to accommodate students who still face issues or concerns that prevent them from being present. All classrooms have been equipped to accommodate those needs. Some classes will be offered remotely only.

Please also frequently visit our website for updates.

## Advising, meetings with staff and/or faculty

Please arrange meetings with staff and faculty online to avoid crowding public spaces in front of offices.

Wherever possible, conduct meetings with faculty and staff online.

## COVID-19 TASKFORCE

WVPU has established a Covid-19 Taskforce consisting of the Executive Board (Director, Associate Director, CFO), the Head of HR, Dr. R. Schöllhammer (Works Council) and a representative from the Senate. This group is responsible for any changes and updates on the Covid-19 safety measures and all information sent to our community. In case you have any questions please send an email to: [CV19.taskforce@webster.ac.at](mailto:CV19.taskforce@webster.ac.at).

## IN SUMMARY

Thank you for reviewing these important updates. In summary, it will be the **responsibility of all of us** in the Webster community to help each other maintain a healthy environment on campus by:

- Wearing facial coverings over nose and mouth
- Maintaining social distancing
- Frequently washing hands
- Disinfecting common spaces and surfaces
- Following the latest updates for your campus
- Apply common sense and act responsibly during these unprecedented times

We look forward to seeing you soon!

Johannes Pollak, Rector and Samuel R. Schubert, Associate Director