

Dear students,

As an unprecedented crisis continues to unfold, we will continue to work diligently to ensure the safety of all our students and employees.

With your arrival on campus and the start of the Fall semester, we would like to emphasize again the importance of following our COVID-19 guidelines as well as related policies we have put in place in order to keep our community safe.

Please read the procedures below carefully, as it is statistically inevitable that positive occurrences of COVID-19 will occur on campus during a pandemic.

- If you show symptoms, please stay at home and call the Austrian COVID-19 hotline 1450.
- Please let us know immediately if you are waiting to get tested, inform us once you have been tested, and inform us once you know the test results.
- Please send an e-mail to [CV19.taskforce@webster.ac.at](mailto:CV19.taskforce@webster.ac.at).

The following procedure is triggered once you send us an email that you have been tested positive:

1. The contact tracing protocol will immediately be activated. That is why it is of utmost importance that you sign in at the entrance, in class and in the library when using any study spaces.
2. You will be asked to provide a list of all staff and faculty members (including your advisor, finance officer, other faculty members, members of the Student Resource Center and the colleagues in the library). You will also be asked to provide a list of other Webster students you met outside your classes and with whom you have been in close contact for more than 15 minutes over the last three days so that everyone can be informed accordingly. Thus, please pay attention to whom you meet and when.
3. Staff or faculty members as well as students with whom you met will be sent home and asked to stay in quarantine / work from home for a period of ten days.
4. All courses that you attended will go remote for the following 14 days. All students in the affected classes will be informed in a timely manner once regular onsite classes are resumed. Thus, please pay close attention to emails that you are receiving.
5. If this occurs towards the end of the term/semester, please be prepared that your exam might take place online.

If you get in touch with someone who has tested positive outside of WVPU, you also need to inform Webster Vienna immediately by sending an e-mail to [CV19.taskforce@webster.ac.at](mailto:CV19.taskforce@webster.ac.at). Please stay home for seven days and join your classes remotely. If you show symptoms, please call the Austrian COVID-19 hotline 1450.

To protect individual privacy rights, we will not be sending out a community-wide message from the Office of the Director if a positive case occurs on campus.

We will continue with our online updates containing the latest information about [COVID-19 related policies and issues](#) on campus and send out important information via e-mail. Please make sure that you have access to your webster.edu account.

We will continue to work closely with the Austrian Federal Ministry of Education, Science and Research to monitor the spread of the virus beyond our campus and take all necessary mitigation steps.

Following the health and safety protocols that we have put in place is a shared responsibility of the entire community. As we begin the new semester, please remember the following guidelines:

- Wear a face mask over nose and mouth on campus at all times – protecting your chin is not good enough!
- Maintain social distancing (1m)
- Frequently wash and disinfect your hands
- Disinfect common spaces and surfaces once you leave the class
- Air out the rooms you use
- Follow the latest updates for your campus
- Please use communal space responsibly and respect the 1m distance rule
- Apply sound judgment and act responsibly

Thank you for your understanding and your cooperation.

Sincerely,

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