

Vaccination Factsheet

1. Subject Matter

As employer, ETH Zurich is obliged to take all measures which in its experience, are necessary, state of the art and appropriate for the operating conditions to protect the health of its members of staff.¹

Within the scope of their research work, field courses or excursions, members of ETH Zurich are sometimes exposed to particular risks of infection or contagion, which can be minimised by vaccinations.

This factsheet governs the procedure and financing of such special vaccinations, but not exceptional vaccination campaigns.²

2. Scope

This factsheet is geared towards ETH Zurich's organisational units (departments, chairs, institutes etc.) and concerns their staff, trainees and students.

Activities that may require a vaccination particularly include projects involving microorganisms, human samples, animals, sewage, outdoor work (tick vaccination), working in the nursery or excursions to areas in Switzerland or abroad where vaccinations are necessary or recommended.

3. Costs

The appropriate planning and budgeting of vaccinations is done most effectively in the organisational units directly affected as they have precise information on who needs a vaccination, and when they have to do it. Therefore, vaccinations are to be budgeted in the organisational units concerned and the cost is to be covered by them as well.

(see next page)

¹ Cf. article 6 Arbeitsgesetz (SR 822.11), article 3 of the Verordnung über die Verhütung von Unfällen und Berufskrankheiten (SR 832.30), article 14 Par. 1 of the Verordnung über den Schutz der Arbeitnehmerinnen und Arbeitnehmer vor Gefährdung durch Mikroorganismen (SR 832.321), article 97 f. of ETH Zurich's Financial Regulations (RSETHZ 245), article 1 of the Verordnung des ETH-Rates über den Ersatz von Auslagen im ETH-Bereich (SR 172.220.113.43) and article 13 p. 3 of the Reglement der ETH Zürich über berufliche Auslagen (RSETHZ 245.3).

² In the course of a pandemic, for instance, vaccination campaigns may be organised for the entire ETH Zurich.

a) **Vaccinations for members of staff and trainees**

The organisational units bear 100 per cent of the costs for their staff and trainees.

b) **Vaccinations for students**

The organisational units have no obligation to cover vaccination costs for students in part or in full.

4. **Vaccination Procedure**

1. A decision on which vaccinations are necessary for a project or regular work at ETH Zurich is usually made following an (external) **vaccination consultation**. For some countries, the entry requirements include certain compulsory vaccinations (excursions and projects abroad).
2. The ETH member(s) affected get themselves vaccinated.
3. The cost is borne by the organisational unit concerned.

5. **Administration / Information**

The SSHE administrative department recommends that organisational units designate an internal office responsible for budgeting the vaccination cost and providing information on the administrative steps for those concerned.

The organisational units essentially have the following options to organise the vaccination process:

- a. Those concerned can get themselves vaccinated at a centre of their choice and pay for it personally. They will be reimbursed by their unit either via a payout or, for staff members, via "reimbursement of work-related expenses".
- b. The organisational unit makes an agreement with a vaccination centre so that ETH members concerned can get themselves vaccinated by presenting their ID or showing a payment guarantee. The invoice for vaccinations for a predefined and registered group or an agreed period of time is sent directly to the organisational unit.

6. **Vaccination centres**

- a. Doctor / family doctor
- b. University of Zurich's Travel Clinic
Hirschengraben 84
8001 Zurich
<http://www.ispm.uzh.ch/travelclinic.html>
- c. AEH Zentrum (Zentrum für Arbeitssicherheit, Ergonomie und Hygiene AG)
Militärstrasse 76
CH-8004 Zurich
<http://www.aeh.ch/en/>

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