

# General House Rules

## Schulthess Klinik

**Valid as of 1 October 2024**

### **Contents**

Scope of Application	2
General Rules of Conduct	2
Prohibited Activities	2
Activities Requiring Authorization	3
Compliance with Instruction	3
Hygiene Regulations	3
Visiting Hours	3
Access to Premises	4
Noise Disturbance	4
Use of Vehicles	4
Parking Spaces	4
Valuables	4
Sanctions	5
Enforcement	5

## § 1 Scope of Application

1. The house rules apply to individuals present at Schulthess Clinic, including patients, visitors, congress participants, students, trainees, employees, and those working on behalf of the clinic.
2. They apply to all areas of the Schulthess Clinic, including research facilities, staff accommodations, staff cafeterias, and all clinic grounds. They also apply to rented premises outside the clinic's campus during special events held there.
3. For patients, the "Regulations on the Rights and Duties of Patients of the Canton of Zurich" are also binding, in addition to these house rules.

## § 2 General Rules of Conduct

1. Individuals on the clinic premises are required to behave respectfully and considerately toward others, adhere to the house rules, and maintain cleanliness and order. Any activities that disrupt orderly hospital operations are prohibited.
2. Specifically prohibited actions include:
  - Use of violence against individuals or property,
  - Threats and aggressive behavior,
  - Defamatory, discriminatory conduct, or sexual harassment.
3. The confidentiality and privacy of patients and employees of the Schulthess Clinic must be respected at all times.

## § 3 Prohibited Activities

The following are prohibited:

- Advertisements, collections, and surveys for political purposes (e.g., flyers, brochures, posters) as well as political events, particularly election campaigns, voting propaganda, and proselytizing.
- Possession and use of drugs, as well as working under the influence of alcohol or drugs.
- Smoking (including e-cigarettes) on clinic premises, except in designated smoking areas.
- Consumption of excessive alcohol.
- Activities that disrupt peace, safety, and order (e.g., using skateboards, roller skates, inline skates, scooters, or playing loud music through radios, tape/CD/MP3 players).
- Open flames, such as burning candles.
- Setting off fireworks.
- Operating market and sales stalls.

#### **§ 4 Activities Requiring Authorization**

The following activities require explicit approval from the clinic's management. Requests should be directed to the Marketing and Communications Department:

- Hosting events or exhibitions.
- Union activity stands on clinic premises and addressing employees.
- Photography for media purposes.
- Image and audio recordings, as well as research for press, radio, television, and online media.
- Selling goods or conducting other commercial activities (e.g., running stalls).
- Flying drones of any kind.

#### **§ 5 Compliance with Instructions**

Instructions and orders within the Schulthess Clinic must be followed, particularly regarding:

- Directives from medical staff,
- Smoking, alcohol, and drug bans,
- Fire safety regulations and measures,
- Use of IT systems and guest internet,
- Restricted access to rooms and areas,
- Operation of technical equipment, such as elevators for people and goods,
- Use of parking facilities,
- Parking regulations.

#### **§ 6 Hygiene Regulations**

1. Hygiene regulations must be followed to prevent contamination and the spread of pathogens, particularly when entering intensive care and operating rooms.
2. Guide dogs are allowed in outpatient and inpatient areas, with exceptions (e.g., operating rooms, intensive care units). Prior consultation with infection prevention and relevant departments is required.
3. Food and beverages should only be consumed in designated areas.
4. Waste must be disposed of in designated containers.

#### **§ 7 Visiting Hours**

1. Visitors must show due consideration for other patients and visitors.
2. Visitors must adhere to the published visiting hours and specific instructions provided by medical staff.
3. During doctor visits, treatments, and therapies, visitors must leave the patient's room.

## § 8 Access to Premises

1. Access to clinic premises is restricted to:
  - Patients,
  - Employees,
  - Visitors and patient companions,
  - Individuals invited or commissioned by the Schulthess Clinic or fulfilling tasks as cooperation partners.
2. Access to offices, treatment and examination rooms, technical rooms, and other non-public areas is restricted to authorized individuals only.

## § 9 Noise Disturbance

1. Individuals on clinic premises must avoid creating excessive noise.
2. Special consideration is required during nighttime hours, from 10:00 PM to 7:00 AM.
3. Activities causing noise during nighttime, such as using mobile devices without headphones, speaker-phone conversations, or using disruptive lighting, are prohibited.

## § 10 Use of Vehicles

1. Vehicles or personal mobility devices are not to be used within clinic premises unless medically necessary.
2. The use and parking of private mobility devices, such as e-scooters, are prohibited within the clinic premises and hallways.

## § 11 Parking Spaces

1. Visitors and employees using private vehicles must adhere to the published parking regulations.
2. Violations of parking or traffic regulations, such as using unauthorized parking spaces or occupying two spaces, may result in compensation charges or legal action.

## § 12 Valuables

1. Patients and employees are advised not to bring valuables or large sums of money to the clinic. The Schulthess Clinic assumes no liability for lost or stolen valuables or cash during hospital stays or visits.
2. Patients, visitors, and employees are responsible for their personal belongings, such as watches, jewelry, glasses, dentures, toiletries, reading materials, clothing, and electronic devices. Clinic staff will exercise care when handling patients' belongings but cannot be held liable for losses or damages.

### § 13 Sanctions

1. Violations of the house rules may result in expulsion from clinic premises. Severe or repeated violations may lead to oral or written bans issued by authorized personnel (e.g., management, security). The police may be involved, and legal action remains an option.
2. Individuals unlawfully occupying rented premises may be expelled under the house rights of the Schulthess Clinic. Unwelcome individuals can be denied entry, and non-compliance may result in police involvement.
3. Activities causing disturbances (e.g., noise or odor nuisances, blocking access) around rented premises must be reported to the police for resolution. Non-disruptive activities in public spaces must be tolerated.

### Enforcement

The enforcement of these house rules is the responsibility of the clinic management.



Peter Bodmer  
Chairman of the Board of Trustees  
Wilhelm Schulthess-Stiftung



Andrea Rytz  
Director, CEO