INTRODUCTION AND PURPOSE

1.1 Objectives

The Protection Plan (Plan) describes the measures to be taken during the pandemic period (COVID-19) to ensure the operation of SUPSI, adequately protecting the health of its staff and students, as well as external visitors, pursuant to COVID-19 Ordinance Special Situation.

The requirements contained in the Plan are therefore addressed to all SUPSI staff, students and external visitors. SUPSI appeals to individual responsibility in the application of the proposed measures, with the aim of minimising the risk of virus transmission.


The Plan concerns the SUPSI Direction and the four Departments.

The four affiliated schools have their own Protection Plan, respectful of the aforementioned Ordinance and adapted according to the specific operating environments, and pass it on to the SUPSI General Director.

The principles of the Plan must be respected regardless, even in the case of activities carried out outside the SUPSI offices. If the organisation in which the activity is carried out adopts measures that differ from those in this Plan, the more restrictive conditions mentioned in both Plans must be respected.

The Plan complies with the employer's obligations to inform employees.

The Plan shall be constantly updated with regard to the development of the situation.

1.2 Legal basis

- Employment Law (RS 822.11) and related ordinances, links (Italian version): https://www.admin.ch/opc/it/classified-compilation/199640049/index.html

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1To facilitate the reading of this document, the male gender is used to designate people and functions regardless of gender. In the case of conflicting meanings between language versions, the Italian version prevails.
1.3 Information and references

General information on the global and national situation can be found on official websites (non-exhaustive list):

- https://www.who.int
- https://www4.ti.ch/ato

SUPSI dedicates a specific part of its website to information on the development of the pandemic:

The Annex 1, Activity Sheets, lists all the Activity sheets in force, that describe the protective measures intended for each operational activity. They are drafted by the heads of activities, in accordance with the Plan, and form an integral part of it.

The annex [2] Protocol to be followed in the event of COVID-19 contagion or close contact with a COVID-19 positive person for staff and students, which contains the provisions and procedures to be scrupulously applied by all staff and students.

2 ORGANISATION

2.1 SUPSI Direction

The SUPSI Direction is responsible for the drafting, implementation, monitoring and constant updating of the Plan.

The Directors of affiliated schools are responsible for the drafting, implementation, monitoring and constant updating of their specific Protection Plan.

The General Director is responsible, with the Director of Thim van der Laan AG, for the drafting of the protection plan for the Landquart headquarters.

The General Director ensures adequate and constant information to the President of the SUPSI Board on the content and application of the Plan.

The members of Direction sign, together with the heads of unit, the Activity Sheets concerning their own unit.

The members of the SUPSI Direction and of the Departmental Direction supervise the application of the Plan and the Activity Sheets.

Any exceptions to the application of the Plan can only be granted by the Department Directors or other relevant SUPSI Direction members

The following paragraphs show the members of the Plan Drafting Group and, for each unit, the manager responsible for the different operational activities.

2.2 Plan drafting group

The following Working Group is responsible for drafting and keeping the Plan constantly updated:

- Franco Gervasoni, General Director
- Domenico Iacobucci, Head of Real Estate and Facility Management Service,
- Silvia Colombo, Real Estate and Facility Management Service staff member,
- Pamela Valeggia, Head of the General Direction Services
- Patricia Girolmetti, Head of the Human Resources
- Mauro Tonolla, Head of the Laboratory of Applied Microbiology

Mauro Tonolla also serves as the Group's scientific advisor.
2.3 Responsibilities within the Services and Departments

The following are the managers for the implementation of the Plan.

The Activity Sheets, are signed:
- by the member of the SUPSI Direction,
- by the member of the Departmental Management or by the Head of the General Direction Services,
- by the person in charge of the described activity.

2.3.1 Services under the responsibility of the Administrative Director, Renato Bernasconi

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance and Controlling</td>
<td>Alessia Neviani</td>
</tr>
<tr>
<td>Real Estate and Facility Management</td>
<td>Domenico Iacobucci</td>
</tr>
<tr>
<td>Day Nursery</td>
<td>Elena Giambini</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Patricia Girolmetti</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Gabriele Guerra</td>
</tr>
</tbody>
</table>

2.3.2 Services under the responsibility of the Director of Continuing Education, Nadia Bregoli

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education and Lifelong Learning</td>
<td>Nadia Bregoli</td>
</tr>
</tbody>
</table>

2.3.3 Services under the responsibility of the Director of Undergraduate and Graduate Studies, Daniela Willi-Piezzi

<table>
<thead>
<tr>
<th>Activities</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career, Experience and Study Advisory CEO</td>
<td>Enrico Rossi</td>
</tr>
<tr>
<td>Studies coordination and development SCIFB</td>
<td>Daniela Willi-Piezzi</td>
</tr>
<tr>
<td>Higher Education and Teacher Training SEDIFO</td>
<td>Fulvio Poletti</td>
</tr>
</tbody>
</table>

2.3.4 Services under the responsibility of the Director of Research, Development and Knowledge Transfer, Giambattista Ravano

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research, Development and Knowledge Transfer Service</td>
<td>Giambattista Ravano</td>
</tr>
<tr>
<td>Library coordination</td>
<td>Giambattista Ravano</td>
</tr>
</tbody>
</table>

2.3.5 Services under the responsibility of the Head of the General Direction Services, Pamela Valeggia

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Secretariat</td>
<td>Pamela Valeggia</td>
</tr>
<tr>
<td>Quality</td>
<td>Dario Giandeini</td>
</tr>
<tr>
<td>Institutional Communication</td>
<td>Rina Corti</td>
</tr>
<tr>
<td>Gender and Diversity</td>
<td>Vittoria Calabretta</td>
</tr>
<tr>
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</tr>
<tr>
<td>International Office</td>
<td>Annick Catella and Alessandra Spagnolo Mantovani</td>
</tr>
<tr>
<td>Legal Service</td>
<td>Flaviana Biaggi-Fabio</td>
</tr>
</tbody>
</table>

### 2.3.6 Department for Environment Constructions and Design (DACD), Silvio Seno

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>DACD Director</td>
<td>Silvio Seno</td>
</tr>
<tr>
<td>Undergraduate and Graduate Studies</td>
<td>Nicla Borioli</td>
</tr>
<tr>
<td>Institute of Materials and Constructions</td>
<td>Christian Paglia</td>
</tr>
<tr>
<td>Institute of Earth Sciences</td>
<td>Christian Ambrosi</td>
</tr>
<tr>
<td>Institute of Applied Sustainability to the Built Environment</td>
<td>Roman Rudel</td>
</tr>
<tr>
<td>Laboratory of Visual Culture</td>
<td>Jean-Pierre Candeloro</td>
</tr>
<tr>
<td>Laboratory of Applied Microbiology</td>
<td>Mauro Tonolla</td>
</tr>
</tbody>
</table>

### 2.3.7 Department of Business Economics, Health and Social Care (DEASS), Luca Crivelli

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEASS Director</td>
<td>Luca Crivelli</td>
</tr>
<tr>
<td>Undergraduate and graduate Studies</td>
<td>Anna Piccaluga Piatti</td>
</tr>
<tr>
<td>Continuing education</td>
<td>Carmen Vaucher de la Croix</td>
</tr>
<tr>
<td>Research and Services</td>
<td>Carmine Garzia</td>
</tr>
</tbody>
</table>

### 2.3.8 Department of Education and Learning (DFA), Alberto Piatti

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFA Director</td>
<td>Alberto Piatti</td>
</tr>
<tr>
<td>Undergraduate and graduate Studies</td>
<td>Magda Ramadan</td>
</tr>
<tr>
<td>Continuing education</td>
<td>Claudio Della Santa</td>
</tr>
<tr>
<td>Research and Services</td>
<td>Lorena Rocca</td>
</tr>
</tbody>
</table>

### 2.3.9 Department of Innovative Technologies (DTI), Emanuele Carpanzano

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>DTI Director</td>
<td>Emanuele Carpanzano</td>
</tr>
<tr>
<td>Undergraduate and graduate Studies</td>
<td>Andrea Graf</td>
</tr>
<tr>
<td>Research and Services</td>
<td>Milena Properzi</td>
</tr>
<tr>
<td>IDSIA</td>
<td>Andrea Rizzoli</td>
</tr>
<tr>
<td>ISTEPS</td>
<td>Marco Colla</td>
</tr>
<tr>
<td>MEMTI</td>
<td>Adriano Nasciuti</td>
</tr>
<tr>
<td>ISEA</td>
<td>Andrea Salvadè</td>
</tr>
<tr>
<td>ISIN</td>
<td>Tiziano Leidi</td>
</tr>
</tbody>
</table>
2.4 Services involved in the implementation of the Plan

2.4.1 Real Estate & Facility Management service

For the Real Estate & Facility Management service, Mario Fossati is responsible for the coordination, purchases and support of the protection activities described in the Plan.

The Service is responsible for the coordinated purchasing of the protection, sanitation and cleaning materials and guarantees their distribution in the offices as needed.

In addition, the following Service Contact Persons are designated in the individual offices, offering support for the following activities:

- procurement and distribution of protective material (disinfectants, masks, covered waste bins, etc.),
- installation of specific signs,
- coordination and verification of the cleaning work, with attention to the Pandemic Plan for the Cleaning Staff,
- positioning of the furnishings according to the maximum number of people expected in the premises,
- positioning of any protection screens.

<table>
<thead>
<tr>
<th>Headquarters</th>
<th>Real Estate and Facility Management contact person for the Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellinzona – LMA</td>
<td>Mauro Tonolla Phone: 058 666 62 69 / Email: <a href="mailto:mauro.tonolla@supsi.ch">mauro.tonolla@supsi.ch</a></td>
</tr>
<tr>
<td>Locarno – Stabile A</td>
<td>Antonio Crupi Phone: 058 666 68 21 / Email: <a href="mailto:antonio.crupi@supsi.ch">antonio.crupi@supsi.ch</a></td>
</tr>
<tr>
<td>Locarno – Stabile B</td>
<td>Antonio Crupi</td>
</tr>
<tr>
<td>Locarno – Palacinema</td>
<td>Antonio Crupi</td>
</tr>
<tr>
<td>Manno – Galleria 2</td>
<td>Antonio Di Conza</td>
</tr>
<tr>
<td>Lugano - Via Balestra 16</td>
<td>Antonio Di Conza</td>
</tr>
<tr>
<td>Lugano-Viganello Campus EST</td>
<td>Antonio Di Conza</td>
</tr>
<tr>
<td>Manno – Le Gerre</td>
<td>Elio Valletta Phone: 058 666 60 40 / Email: <a href="mailto:elio.valletta@supsi.ch">elio.valletta@supsi.ch</a></td>
</tr>
<tr>
<td>Manno – Palazzo E</td>
<td>Elio Valletta</td>
</tr>
<tr>
<td>Manno – Piazzetta</td>
<td>Elio Valletta</td>
</tr>
<tr>
<td>Manno – Suglio</td>
<td>Elio Valletta</td>
</tr>
<tr>
<td>Campus Mendrisio – Via Francesco Catenazzi 23</td>
<td>Michel Stocker Phone:058 666 63 07 / Email: <a href="mailto:michel.stocker@supsi.ch">michel.stocker@supsi.ch</a></td>
</tr>
<tr>
<td>Trevano – Blocco A</td>
<td>Michel Stocker/Mario Castellaneta</td>
</tr>
<tr>
<td>Trevano – Blocco B</td>
<td>Michel Stocker/Mario Castellaneta</td>
</tr>
<tr>
<td>Trevano – Blocco C</td>
<td>Michel Stocker/Mario Castellaneta</td>
</tr>
<tr>
<td>Trevano – Blocco D</td>
<td>Michel Stocker/Mario Castellaneta</td>
</tr>
<tr>
<td>Trevano – Blocco E</td>
<td>Michel Stocker/Mario Castellaneta</td>
</tr>
<tr>
<td>Trevano – Foresteria</td>
<td>Michel Stocker/Mario Castellaneta</td>
</tr>
</tbody>
</table>
2.4.2 Internal and External Communication

Pamela Valeggia is responsible for internal and external communication of the contents of the Plan.

For the Management and Departments, the following contact persons are designated to offer communication support.

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact person for communication of the Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direction</td>
<td>Rina Corti and Marina Tolic</td>
</tr>
<tr>
<td>DACD</td>
<td>Federica Leonardi</td>
</tr>
<tr>
<td>DEASS</td>
<td>Antonio Amendola</td>
</tr>
<tr>
<td>DFA</td>
<td>Claudia Fornera</td>
</tr>
<tr>
<td>DTI</td>
<td>Matteo Cremaschi</td>
</tr>
</tbody>
</table>

2.4.3 Human Resources

Patricia Girolmetti is responsible for support in the area of human resource management.

For the Management and Departments, the following contact persons are designated who offer support in the area of human resource management.

<table>
<thead>
<tr>
<th>Department</th>
<th>Human resource management contact person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direction</td>
<td>Elsa Ducommun</td>
</tr>
<tr>
<td>DACD</td>
<td>Antonella Blago</td>
</tr>
<tr>
<td>DEASS</td>
<td>Pamela Altweg / Valeria Abate</td>
</tr>
<tr>
<td>DFA</td>
<td>Alessia Giudici</td>
</tr>
<tr>
<td>DTI</td>
<td>Jessica Brenna Boschetti</td>
</tr>
</tbody>
</table>

2.5 Laboratory for Applied Microbiology

The head of the Laboratory of Applied Microbiology (LMA) of the Department for Environment Constructions and Design, Mauro Tonolla (mauro.tonolla@supsi.ch) is available to staff for specific advice on completing the Activity Sheets.

2.6 Psychological support

Staff and students are offered psychological support in case of need by our Applied Psychology Unit: Tel. 058 666 64 87, email address sportello.upa@supsi.ch.

2.7 Individual Responsibility

Individual Responsibility All staff are required to report non-compliant behaviour to the members of the departmental management.

Those who sign the Safety Data Sheets are responsible for verifying the application of the provisions.
3. **BASIC RULES**

In general, the rules of the FOPH campaign Protect yourself and others apply. 

The aim of protection in the workplace is to reduce the transmission of the new coronavirus through distancing, hand cleanliness and hygiene.

### 3.1 Behaviour in case of flu-like symptoms and isolation and quarantine measures

It is essential to remember that **anyone who develops flu-like symptoms** (fever above 37,5° C or a feeling of fever, mostly dry cough, sore throat, shortness of breath or breathing problems, muscle aches, sudden loss of smell and / or taste must stay at home, limit contact with other people and contact by phone:

- their family doctor;
- the Ticino infoline at 0800 144 144, open every day from 09.00 to 17.00;
- the national infoline on +41 (0)58 463 00 00, active daily from 06.00 to 23.00.

**The procedure to follow in case of reporting direct contact with a person tested positive for COVID-19 or that staff and students have been found to be positive for the virus is outlined in the Protocol which must be strictly applied.**

If isolation and quarantine measures need to be taken, adapted and communicated by the Cantonal Medical Office (CMO) or in case of return from countries at risk, please follow the recommendations issued by the Federal Office of Public Health (FOPH) and the cantonal authorities (New coronavirus: procedure in case of symptoms and possible infection:


The criteria for return to premises following an absence relating to COVID-19 are detailed in Protocol.

### 3.2 Persons particularly at risk

The needs of particularly vulnerable people are properly considered. People over 65, pregnant women and people suffering from particular illnesses are considered particularly at risk (https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle- ausbrueche-epidemien/novel-cov/besonders-gefaehrdete-menschen.html).

Persons particularly at risk may attend the premises only by strictly observing the rules on distancing and hygiene or, where appropriate, by taking the additional specific protective measures provided for. The same behaviour must be adopted by those who come into contact with persons at particular risk on the premises.

### 3.3 Return from high-risk countries or regions

It is recommended to limit travel and movement.


The list of states or regions considered at risk is attached to the Ordinance. Please note that those who are required to self-quarantine must register within 48 hours from their re-entry with the competent cantonal authority, by filling in the following form(I Italian Version). For specific requests, please contact the cantonal hotline COVID-19 (tel.: 0800 144 144; e-mail: hotline@fctsa.ch).
3.4 Increased hygiene

3.4.1 Washing your hands

Wash your hands regularly and thoroughly for at least 30 seconds with soap and water, especially your arrival at the workplace, before and after breaks and before and after meetings.


More specifically:
- rinse your hands under running water,
- apply soap
- rub them until a lather forms. Don't forget to wash also the back of your hands, between your fingers, under your nails and wrists,
- rinse your hands under running water,
- dry them with a disposable paper towel and close the tap with it,
- after washing your hands, it is not necessary to disinfect them.

When it is not possible to wash your hands with soap and water, disinfect your hands with a disinfectant made available at the main entrances, on all floors and office common areas.

Do not touch your mouth, nose or eyes.
Wash your hands after coughing, sneezing or blowing your nose.

3.4.2 Handkerchiefs and other personal waste

Sneezing or coughing in a tissue or in the crease of the elbow.
Use disposable paper tissues, to be thrown away immediately after use in the appropriate covered waste bins, positioned in all every building.

3.4.3 Frequently touched surfaces (handles, switches, buttons, etc.)

Clean frequently touched surfaces with the usual detergent, at least twice a day.

Have cleaning staff pay particular attention to the careful cleaning of frequently used door handles, switches and buttons.

This operation is carried out by the cleaning services in the common access areas.

Employees are responsible for personally cleaning their desk, computer keyboard, mouse, telephone, etc., at least once a day, with the products made available.

Provision is made for the supply of disinfectant and wet-wipes to be used by employees for surfaces (tables, chairs, door and window handles, etc.) and shared appliances (printers, copiers, multifunctional appliances, vending machines for drinks, toilets, sinks, etc.).

3.4.4 Objects

Remove non-essential objects that may be touched by various people, such as brochures, newspapers and magazines in the common areas (rooms for the coffee break and kitchens, waiting foyers).

Wash your hands before and after sorting mail or office supplies and limit the exchange of paper documents and objects (hole punches, pens, etc.) between people.

Items such as cups, glasses, plates or dishes are for individual and not shared use.

Describe in the Activity Sheets any specific hygiene measures related to machines or other laboratory equipment.
3.4.5 Use of surgical masks

Please refer to the general indications concerning the use of the masks [https://www.youtube.com/watch?v=w68fHd7ouNU&feature=youtu.be](https://www.youtube.com/watch?v=w68fHd7ouNU&feature=youtu.be) (Italian Version).


In all spaces inside and outside the premises (classrooms, open plan, shared offices with several people, in meeting rooms, corridors, atria, bathrooms, courtyards, etc.) masks are mandatory for students, staff and external users.

The mask should therefore be worn even when maintaining social distance is possible.

Staff may request a pack of 50 certified disposable surgical masks for a period of 10 weeks. The second supply for employees will take place for the period from 16 November to 5 February 2021 with the same principles as the first distribution (7 September - 15 November).

The responsibility for supplying the masks to the Secretariats lies with the Real Estate and Facility Management Service.

Students and external visitors are responsible for providing themselves with effective protective masks.

The masks must be used correctly as a non-compliant use can be a source of contamination for themselves and for others. The use of masks must not result in the abandonment of the other measures described.

The following guidelines apply.

- To obtain maximum protection it is also necessary that the mask fits the face well. It must completely cover the face from the back of the nose to under the chin and remain comfortably in position.

- It is therefore recommended to:
  - position the mask on the nose and mouth so that the reinforced part is on the bridge of the nose,
  - pass the elastic around each ear or tie the laces behind the head,
  - cover the chin with the lower part of the mask,
  - adjust the reinforced upper part so that the whole edge of the mask adheres well to the skin,
  - do not exchange used masks with other people,
  - wash your hands with soap before putting on the mask and after throwing it away,
  - dispose of used masks as household waste.

The informative video is available at the following link: [https://www.youtube.com/watch?time_continue=13&v=i8HTd1jROYM&feature=emb_logo](https://www.youtube.com/watch?time_continue=13&v=i8HTd1jROYM&feature=emb_logo) (Italian Version).

Any exceptions to the application of the Protection Plan can only be granted by the Department Directors or other relevant SUPSI Direction members.

Exceptions can be granted, for example, in the event that few people are present in large and ventilated spaces where distance is ensured, for particular activities, such as recording lectures or in the case of online events (presentation of degree courses, etc.).

3.4.6 Use of disposable gloves

The preventive use of gloves is not recommended, except for cleaning or waste disposal.

3.4.7 Waste

Empty the waste bins regularly (especially those near where you wash your hands).
Avoid touching the waste directly and always use tools (broom, shovel, etc.).
Please do not compress the waste bags.

### 3.4.8 Cleaning of premises and relative ventilation

The organisation and coordination of cleaning is the responsibility of the Real Estate and Facility Management service.

The Activity Sheets can describe further measures to be implemented by staff and / or students.

The cleaning of the premises is adapted to the actual frequency of use.

Cleaning is carried out, as a rule, when there is no other person on the premises.

During the cleaning phase, the ventilation of the rooms is recommended, where it is not already guaranteed by a mechanical ventilation system.

The site [https://www.simaria.ch/it/benvenuto](https://www.simaria.ch/it/benvenuto) (Italian version) gives indications on the airing of the classrooms.

The frequency of cleaning the toilets, where used, is as a rule increased to twice a day.

### 3.4.9 Placement and use of hand sanitiser

In principle, the recommendations relating to personal hygiene, frequent hand washing with soap and water is considered sufficient.

Hand sanitiser is to be made available at counters and in meeting rooms, to be used by those who do not have the opportunity to wash their hands.

Wherever possible, the washbasins are equipped with liquid soap dispensers and disposable towels. Hand sanitiser is generally only supplied in the absence of soap.

### 3.5 Social distancing

It is recommended to frequent, where possible, the same group of people. Especially on the way to the offices and during breaks.

#### 3.5.1 Distance between people

On premises it is recommended to keep the minimum distance between people of 1,5 m and to avoid gatherings of over 5 people. By gatherings we mean the spontaneous assembly of people within the SUPSI premises.

Handshakes should be avoided.

As far as possible, guests will be received by appointment in order to avoid prolonged waiting.

#### 3.5.2 Circulation, waiting and break areas

In order to reduce the intersection of people, one-way routes are defined as far as possible with specific signs.

The use of elevators should be avoided. If necessary, they must be used by one person only.

In the waiting areas, signs are set up to ensure that a distance of 1.5 meters between people is maintained.

In the break areas the number of tables and chairs are reduced to ensure the maintenance of distances.

If possible, the working and break times should be staggered in order to reduce the number of people in the common areas at the same time.
3.5.3 Meetings

In the meeting rooms, as in all spaces on and off the premises, the obligation of the mask applies. Face-to-face meetings should, as a rule, be held in naturally ventilated rooms, with a maximum of 10 people in a room of adequate size. The recommendation of respecting a distance of 1.5 metres even in these cases.

It is recommended that all meetings involving more than 10 people be held online.

The number of chairs for the meeting rooms is adjusted accordingly and a sign indicating the maximum number of people is displayed on the doors of the meeting rooms.

Wipes and disinfectant / soap must be present in each meeting room to allow users to clean / disinfect contact surfaces before and after meetings.

The meeting room should be regularly ventilated at the beginning and at the end of every meeting.

3.5.4 Use of service vehicles

The use of surgical masks is compulsory for journeys with service vehicles in the case there are other passengers than the driver.

Drivers of service vehicles at the end of their journey must thoroughly clean the interior with a cloth and a suitable sanitising detergent provided with each service vehicle.

3.5.5 Journey to SUPSI premises

It is advisable, if possible, to go to work on foot, by bicycle, scooter or motorcycle.

If you use a private car it is recommended that you travel alone.

When using public transport, it is recommended to avoid rush hours if possible and to respect the behavioural recommendations issued by the authorities and transport companies.

3.6 Work, study and break areas

3.6.1 Work premises

In workplaces, as in all spaces on and off the premises, the wearing of mask is mandatory. The distance rule of at least 1.5 metres applies between work or study stations.

The distance between workstations in shared offices is achieved thanks to the implementation of telework by employees and rotating presence in the premises.

The maximum number of people permitted in meeting rooms, laboratories and classrooms is indicated directly on the door. To determine the maximum number of persons, consideration must also be given to the layout of the room, the circulation space and the fixed furnishings or equipment present.

The Departmental Direction, with the support of the Real Estate and Facility Management Service, determine the maximum number of people who can access the spaces in compliance with social distances of 1.5 meters.

In open-plan spaces, a maximum number of people present at the same time may be defined as a limit, in order to further encourage measures organizational and teleworking. In defining the quantitative occupancy limitations, the layout of the rooms and the physical partitions already present within the "open plan" area must be considered.

Where there are workstations shared by more than one employee, these must be always equipped with disinfectant material and employees are required to disinfect the workstation before and after using it.

All rooms must be ventilated at least 4 times a day for about 10 minutes.

In classrooms with fixed seating, there must be a clear indication of which seats can be used.
3.6.2 Counters and reception
As far as possible, services are to be provided remotely, alternatively an appointment should be made.
Where necessary, the doors are equipped with protective elements (Plexiglas).
Where necessary in front of the reception area a distance of 1.5 metres must be marked out on the ground.
The mask is always mandatory.

3.6.3 Canteens, cafes and other meal distribution areas
The mask can be removed in the dining areas, only once seated at the table and only for the time necessary to eat.
It is recommended to frequent, where possible, the same group of people during breaks and at lunch time.
The canteen and cafeteria managers are responsible for implementing the protective measures.

3.7 Conferences and events
At least until the end of February 2021, SUPSI refrains from organizing meetings or convivial moments, both on and off the premises.
It is forbidden to hold events with more than 5 people.

3.8 Attendance checks and contact tracing
It is necessary to ensure attendance checks within the SUPSI offices. If necessary, attendance lists must be made immediately available from Human Resources in accordance with the attached Protocol. The request may also be made outside of working hours.
The contact details must on request be passed on without delay to the competent authority or organisation in the canton in accordance with Article 33 EpidA for the purpose of identifying and notifying persons who may have been infected.²
In the Activity Sheets, managers indicate the method adopted to guarantee attendance checks and data storage for a duration of at least 14 days.

3.8.1 External visitors
External visitors may only be received by appointment and in compliance with the protective measures.
The provision of SUPSI spaces to third-parties for events, meetings, courses or other activities is now normally suspended. Exceptions can be granted by the Department Director or by another member of the SUPSI Direction.
The General Director shall be informed of these exceptions.

4 HUMAN RESOURCES

4.1 Procedure to be followed in case of potential contagion

In the event that a staff member tests positive for COVID-19 or has come into close contact with a COVID-19 positive person, they must follow the indications of the Protocol and ensure the prompt flow of information.

As a general rule, self-quarantine and quarantine are considered as a period of teleworking.

During office hours, Human Resources are to be contacted via the following numbers:

<table>
<thead>
<tr>
<th>Head of Human Resources</th>
<th>Patricia Girolmetti</th>
<th>058 666 6007</th>
<th><a href="mailto:covid.dir@supsi.ch">covid.dir@supsi.ch</a></th>
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<tr>
<td>SUPSI Direction</td>
<td>Elsa Ducommun</td>
<td>058 666 6080</td>
<td><a href="mailto:covid.dir@supsi.ch">covid.dir@supsi.ch</a></td>
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<td>DACD</td>
<td>Antonella Blago</td>
<td>058 666 6317</td>
<td><a href="mailto:covid.dacd@supsi.ch">covid.dacd@supsi.ch</a></td>
</tr>
<tr>
<td>DEASS</td>
<td>Pamela Altwegg</td>
<td>058 666 6444</td>
<td><a href="mailto:covid.deass@supsi.ch">covid.deass@supsi.ch</a></td>
</tr>
<tr>
<td></td>
<td>Valeria Abate</td>
<td>058 666 6470</td>
<td></td>
</tr>
<tr>
<td>DFA</td>
<td>Alessia Giudici</td>
<td>058 666 6804</td>
<td><a href="mailto:covid.dfa@supsi.ch">covid.dfa@supsi.ch</a></td>
</tr>
<tr>
<td></td>
<td>Matteo Lunini</td>
<td>058 666 6518</td>
<td><a href="mailto:covid.dti@supsi.ch">covid.dti@supsi.ch</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>058 666 6726</td>
<td></td>
</tr>
</tbody>
</table>

Contact number for urgent reports to Human Resources outside office hours: 058 666 69 50

4.2 Risk groups

Staff belonging to a risk group or living in an apartment shared with people at risk must be particularly protected.

In order to be able to protect the health of pregnant women in the workplace as much as possible, SUPSI invites the Human Resources to promptly communicate any pregnancy.

See also details in Article 3.2.

4.3 Reporting illness

People who are ill, regardless of sickness, must report their illness to their line manager and the administration.

The medical certificate is required for periods of illness longer than 5 working days.

In the event of an accident, for insurance reasons, the event certification remains unchanged, according to the Staff Regulations or the SUPSI Collective Labour Agreement.

During teleworking, all employees are insured against professional injury for related activities.

4.4 Teleworking and on-site attendance

SUPSI, following the indications of the Federal Council, recommends teleworking where applicable and compatible with the planned management, training and research activities that require presence on the premises.

At least until the end of February 2021 it is permitted to organise activities with teleworking or other forms of flexible working in a regime of more than 40%, referring to Article 3.1.3.4 of the new Directive on the Flexibility of the workplace and working hours.

In addition to teleworking, all forms of flexibility aimed at limiting the presence of people on the premises (rotas, differentiated work shifts, etc.) are preferred.
Activities requiring presence on site must be organised in compliance with the provisions of this Plan. In the event of notification of COVID-19 contagion or of mandatory quarantine ordered by the Cantonal Medical Office, access to the SUPSI buildings for the recovery of any personal materials is absolutely prohibited (see Protocol).

In accordance with the agreements made between States pursuant to the extraordinary measures adopted in the context of the fight against the spread of COVID-19, the period of teleworking (remote working from home-office), carried out by staff residing abroad (EU, EFTA States), is regularly subject with regard to social security contributions and income taxation.

The agreement between the states is applicable during this extraordinary period. Subsequent to this, the standard regulations in force under the bilateral agreements came into force, which stipulate that persons employed by a Swiss employer, but resident in a foreign country (EU, EFTA states), may not exceed the annual percentage of 25% teleworking at home from abroad, without being subject to the welfare and tax system of their country of residence.

Due to the current healthcare situation, countries have extended the validity of this agreement. The extension takes place from month to month. SUPSI will inform staff as soon as the date on which the provisions of the maximum percentage for teleworking abroad equal to 25% will come back into force.

4.5 Working hours

Maximum flexibility is guaranteed in the management of working hours, between 06:00 and 22:00.

The direct supervisor is responsible for monitoring the sustainability of the workload of their staff, guaranteeing adequate recovery times, to allow them to be able to best reconcile professional needs with family and personal ones.

Working from home, the workload remains unchanged according to the contractually stipulated level of employment.

Unless explicitly agreed otherwise with the direct superior, overtime hours are not permitted in the case of teleworking.

4.6 Flexitime for those who carry out takeover activities

The usual rules concerning the recording of working hours apply.

Staff who, due to the measures to contain the contagion from COVID-19, were unable to cover their percentage of the workload are required to plan the progressive use of their own flexitime with their direct superior.

4.7 Staff mobility

It is recommended to limit mobility both at home and abroad.

For staff, business trips abroad can be made, in accordance with federal regulations and those in force in the country of destination or origin. The same also applies to mobility through the Swiss-European Mobility Program (SEMP), both outgoing and incoming.

For SEMP mobility, it is necessary to inform the mobility coordinator of your Department, while for other trips (business trips, conferences, projects, ...) the Human Resource Service will be informed through the insertion of the trip in the REXX system, using the item “Business trip”. Teachers will inform the relevant Human Resources contact person of their movements by e-mail.

When travelling abroad, it is recommended that you take out travel cancellation insurance and check that you have return home insurance. Furthermore, it is always necessary to check and comply with the regulations in force in the host country and to respect the regulations indicated by the partner university or institute.
4.8 Return from countries or regions with a high risk of contagion

The staff member has the obligation to inform the direct superior and the relevant Human Resources contact person immediately upon returning from a risk country and must not physically go to the workplace.

The quarantine period is not to be considered as paid leave in such cases. If the staff member's duties allow it, teleworking must be carried out from home during the quarantine period.

If the role does not allow the activities to be carried out through teleworking, or only a part of them, the time in which the staff member is unable to carry out the work regularly is the responsibility of the staff member and must be compensated through vacation or unpaid leave.

4.9 Holiday

An extension is granted until 31 December 2020 to consume the remaining holiday from 2019. Planning must be agreed with your direct supervisor.
5 PERFORMANCE OF ACTIVITIES

The aim is to ensure the continuity of our institutional mandates for undergraduate and graduate Studies, continuous training, applied research and service provision to the maximum extent possible.

The working methods will be defined and agreed with the direct superior and the member of the Departmental Management or of the indicated Services.

Each department and service describes how to carry out its activities in the specific Activity Sheets. The up-do-date list of Activity Sheets is described in Annex 1. Each Department and Service shall ensure the application of the Protocol described in Annex 2.

5.1 Undergraduate and Graduate Studies and Continuing Education and Lifelong Learning

On the basis of the provisions in the COVID-19 Special Situation Ordinance, from 2 November SUPSI has adopted a model of predominantly distance teaching.

Exceptions are made for individual lessons and selected teaching activities in small groups of students, which are considered indispensable components of a training course.

The maximum number of students per group is 20.

In the case of on-site activities, appropriate measures are taken to ensure that sufficient distance between the participants or that the risk of transmission is otherwise minimised through the mandatory use of the mask. Presence control measures shall be adopted to facilitate the traceability of any infections. To facilitate the traceability of possible contagion, attendance control measures are adopted, guaranteeing the accuracy of the data (name, surname and mobile phone number).

As a rule, the Departments have a staggered entry and exit of students. The same goes for breaks.

The night-time closure of the premises is between 18.30 pm and 07.30, am, except for planned institutional activities, such as selected Undergraduate and Graduate Studies in parallel with the professional activity or Continuing Education and Lifelong Learning.

5.1.1 Procedure to be followed in case of contagion or potential contagion

Students who test positive or who are made aware that they have been in close contact with a person who has tested positive must immediately notify their Head of the degree course or Continuing Education and Lifelong Learning course and simultaneously send an email to:

- Department of Environment Constructions and Design covid.dacd@supsi.ch
- Department of Business Economics, Health and Social Care covid.deass@supsi.ch
- Department of Education and Learning covid.dfa@supsi.ch
- Department of Innovative Technologies covid.dti@supsi.ch
- SUPSI Direction covid.dir@supsi.ch

providing the following information:

a) Name and surname
b) Mobile phone number
c) Name of degree course or Continuing Education and Lifelong Learning course
d) Name and surname of the Course Manager
e) Department of reference
f) Last date of presence in SUPSI
g) Last close contacts in SUPSI (names and surnames):
h) Have there been any situations in which you could not comply with the protection measures? If so, please specify the names.
i) In case of a COVID-19: positive result: do you have symptoms (yes / no) and if so, since when?

In the event of contagion or potential contagion, the provisions of the attached Protocol must be followed.
5.1.2 Illness / Quarantine

Absences related to the presence of flu-like symptoms or illness and to quarantine periods will not be counted, if justified according to the normal provisions of the degree programs. In case of prolonged absences, upon return, the methods of the recovery will be agreed with the course heads.

If necessary, students may be required to obtain a quarantine certificate issued by the competent cantonal authority.

5.1.3 Risk groups

Students belonging to a risk group must be guaranteed equal opportunities with regard to access to training and ad hoc solutions must be identified to allow them, as far as possible, to continue their studies.

5.1.4 Contact tracing for students

The presence of students in class is tracked by means of an attendance list and processed on the basis of the students’ contact details (name, surname and mobile phone number).

Upon request, the contact details must be communicated without delay to the cantonal services responsible for the identification and information of potentially infected persons in accordance with Article 33 EpidA.³

5.1.5 Accessibility of the premises for students

Access to the premises is permitted only for the exceptional educational activities described in paragraph 5.1 and 5.2.

Library reading rooms remain closed until at least 22 January, 2021. Access to libraries is therefore limited to library lending activities.

It is recommended to collect the material deposited in lockers as soon as possible.

As a rule, students are not granted access to the premises when they are not involved in face-to-face activities.

At the end of the lessons, students are invited to leave the study premises.

In particular cases, exceptions may be granted by the Departments, with explicit reference to the conditions set out in the specific protection cards.

As a rule, the premises are closed from 1830 to 0730. Exceptions related to face-to-face study activities can be granted with the authorisation of the relevant Department Directors.

In the event of notification of COVID-19 contagion or of mandatory quarantine ordered by the CMO (Cantonal Medical Office), access to the SUPSI buildings for the recovery of any personal materials is absolutely prohibited (see Protocol in case of notification).

5.1.6 Teaching materials

The teaching materials (handouts) are, as a rule, made available to students electronically.

The distribution of handouts and other documents to students must be kept to a minimum. Before handling documents wash or disinfect your hands.

5.1.7 Student mobility

For students, both SEMP and international mobility can be carried out, according to the federal provisions and those in force in the country of destination or origin, but must be agreed with the mobility

coordinator of their Department in case of outgoing mobility or the International Office in case of incoming mobility.

When travelling abroad, it is recommended that you take out travel cancellation insurance and check that you have return home insurance. Furthermore, it is always necessary to check and comply with the regulations in force in the host country and to respect the regulations indicated by the partner university or institute.

5.2 Conducting face-to-face exams in Undergraduate and Graduate Studies

The January exam session includes, in part, face-to-face exams, in full compliance with the Protection Plan and various additional measures described here, with the aim of reducing the number of people present at the same time in the offices, avoiding gatherings of any kind and to minimise the risk of transmission.

To facilitate the traceability of any contagion, measures for detecting and monitoring attendance have been adopted. Attendance data for exams is available daily (date, classroom, times, name, surname and mobile phone number).

The exams are organized in groups of a maximum of 20 students.

Where students of the same year and of the same degree course carry out several tests in attendance, the composition of the student groups is to be kept unchanged as a rule.

Time and space planning for exams normally involves staggered entry and exit times for groups of students and/or, where necessary, the use of multiple locations, in order to avoid gatherings and limit the flow of people.

5.2.1 Preparation of the classrooms / premises used for exams

In addition to the daily sanitation of the classrooms and exam rooms, the following additional hygiene and safety measures are required before each exam is carried out:

- arrangement of workstations to ensure a distance of at least 1,5m between one student and another,
- cleaning of the premises and emptying of waste bins,
- sanitation of the work surfaces of students and supervisors,
- airing the room.

It is also necessary to provide hand sanitizer at the entrance of the premises and in the vicinity of the classrooms / rooms where the examinations are carried out.

5.2.2 Access to premises during the exam session

During the exam session, students can access the premises only for carrying out the in attendance exams provided for in the exam plan of their degree course and / or for collecting and returning books from the library.

In particular cases, exceptions may be granted by the Departmental management, with explicit reference to the conditions set out in the specific protection sheets.

Students are required to access the exam location no earlier than 15 minutes before the exam takes place, to disinfect their hands and to go directly to the classroom or to the specific place where the exam will be held.

At the end of the exam, students will immediately leave the school premises and grounds.

During these movements to and from the premises it is mandatory to wear a mask and maintain an adequate distance (1,5 m) from each other.

Students are asked to refrain from using vending machines and to bring along any drinks or small snacks to consume during the exams.
5.2.3 Exam procedure

Students are required to use their personal materials and to organize themselves in order to bring with them all the equipment necessary for the examination (writing material, laptop if necessary, supporting material, etc.).

The sharing of material between students is generally to be avoided. Where this is not possible, the supervising teachers will arrange for the various material to be sanitized before and after each student's use.

The use of a face mask is compulsory during the exam.

6 INFORMATION / DISTRIBUTION

The first version of the Plan of the 15 May 2020 was communicated by e-mail to all SUPSI staff and students with an accompanying letter.

The first version of the Protocol of 12 October 2020 was sent by e-mail to all SUPSI staff and students.

Updates are published regularly on the SUPSI website and on the Staff Portal at the following addresses:

- http://portalecollaboratori.supsi.ch/
7 ENTRY INTO FORCE

This version of the Protection Plan comes into force on 23 December 2020.

8 VERSIONS

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Franco Gervasoni
SUPSI General Director