

SUPSI

COVID-19 PANDEMIC: PROTECTION PLAN SUPSI FRAMEWORK CONDITIONS AND CONTENT

Version 14 dated 15 October 2021

1 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 staff¹ 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. In terms of sector, this *Plan* may be further developed in detail with specific *activity sheets*, where additional details are required in order to ensure correct wording of content. More generally, the *Sheets* guarantee adequate protection for users of specific areas and ensure compliance with any further sectoral regulations issued by the competent federal and cantonal authorities. The *sheets* are drafted up by the managers of the activities in accordance with the provisions of the Plan, and are an integral part of it.

The *Plan* refers to the [Handbook for corporate preparation](#), associated with the Pandemic Plan of the Federal Office of Public Health (FOPH).

The *Plan* concerns the SUPSI Direction and the four Departments.

The four affiliated schools have their own *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.

In the case of third-party events organised on SUPSI premises, confirmation of the existence of a Protection Plan that complies with current regulations is required. Its application is the responsibility of the organiser.

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.

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.

1.2 Legal basis

- COVID-19 Ordinance Special Situation, link: <https://www.fedlex.admin.ch/eli/cc/2021/379/en>
- Ordinance 3 on Measures to Combat the Coronavirus (COVID-19), link: <https://www.admin.ch/opc/en/classified-compilation/20201773/index.html>
- COVID-19 Certificates Ordinance, link: <https://www.fedlex.admin.ch/eli/cc/2021/325/en>
- COVID-19 Ordinance on International Passenger Transport Measures, link: <https://www.fedlex.admin.ch/eli/cc/2021/380/en>
- Employment Law (RS 822.11) and related ordinances, links (Italian version): <https://www.admin.ch/opc/it/classified-compilation/19640049/index.html>
- Federal Act on the legal basis of the Federal Council Ordinances to cope with the COVID-19 epidemic (COVID-19) Act), (Italian version) <https://www.admin.ch/opc/it/classified-compilation/20202070/index.html>

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://www.bag.admin.ch/bag/en/home.html>
- <https://www4.ti.ch/stato-e-organizzazione/>

SUPSI dedicates a specific part of its website to information on the development of the pandemic: https://www.supsi.ch/home_en/supsi/coronavirus.html on questions concerning the extension of the obligation to submit a COVID certificate to SUPSI: https://www.supsi.ch/home/comunica/coronavirus/faq_certificato_covid.html

Refer to the *Guidelines for Undergraduate and Graduate Studies* (<https://www.supsi.ch/home/supsi/documenti-ufficiali.html>), in particular the *Linee guida per lo svolgimento delle attività didattiche della Formazione di Base da settembre 2021 (Plan A)*, a seguito delle disposizioni del Consiglio Federale (9/6/2021) and *Linee guida in aggiunta per lo svolgimento delle attività didattiche della Formazione di Base da settembre 2021 (30/08/2021) in Italian*.

The *Protocol to be followed in the event of COVID-19 contagion or close contact with a COVID-19 positive person for staff and students*, contains the provisions and procedures to be scrupulously applied by all staff and students. Annex is available on the institutional website and the Staff Portal.

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 *Plan*.

The General Director is responsible, with the Director of Thim van der Laan AG, for the drafting of the *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
- Renato Bernasconi, Administrative Director
- Pamela Valeggia, Head of the General Direction Services
- Patricia Girolmetti, Head of the Human Resources
- Camilla Belfiore e Marina Tolic, General Secretariat

Mauro Tonolla 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

| Activity | Manager |
|-------------------------------------|---------------------|
| Finance and Controlling | Alessia Neviani |
| Real Estate and Facility Management | Domenico Iacobucci |
| Day Nursery | Elena Giambini |
| Human Resources | Patricia Girolmetti |
| Information Technology | Gabriele Guerra |

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

| Activity | Manager |
|--|---------------|
| Continuing Education and Lifelong Learning | Nadia Bregoli |

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

| Activities | Person responsible |
|--|----------------------|
| Career, Experience and Study Advisory | Tatiana Cataldo |
| Studies coordination and development SCIFB | Daniela Willi-Piezzi |
| Higher Education and Teacher Training SEDIFO | Fulvio Poletti |

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

| Activity | Manager |
|--|---------------------|
| Research, Development and Knowledge Transfer Service | Giambattista Ravano |
| Library coordination | Giambattista Ravano |

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

| Activity | Manager |
|-----------------------------|--|
| General Secretariat | Pamela Valeggia |
| Quality | Thomas Tommasini |
| Institutional Communication | Rina Corti |
| Gender and Diversity | Vittoria Calabretta |
| International Office | Annick Catella and Alessandra Spagnolo Mantovani |
| Legal Service | Flaviana Biaggi-Fabio |

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

| Activity | Manager |
|--|-----------------------|
| DACD Director | Silvio Seno |
| Undergraduate and Graduate Studies | Nicla Borioli |
| Continuing education | Enrico Rossi |
| Institute of Materials and Constructions | Christian Paglia |
| Institute of Earth Sciences | Christian Ambrosi |
| Institute of Applied Sustainability to the Built Environment | Roman Rudel |
| Institute of Design | Jean-Pierre Candeloro |
| Institute of Microbiology | Mauro Tonolla |

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

| Activity | Manager |
|------------------------------------|----------------------------|
| DEASS Director | Luca Crivelli |
| Undergraduate and graduate Studies | Anna Piccaluga Piatti |
| Continuing education | Carmen Vaucher de la Croix |
| Research and Services | Carmine Garzia |

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

| Activity | Manager |
|------------------------------------|---------------------|
| DFA Director | Alberto Piatti |
| Undergraduate and graduate Studies | Magda Ramadan |
| Continuing education | Claudio Della Santa |
| Research and Services | Lorena Rocca |

2.3.9 Department of Innovative Technologies (DTI), Emanuele Carpanzano

| Activity | Manager |
|--|---------------------|
| DTI Director | Emanuele Carpanzano |
| Undergraduate and graduate Studies | Andrea Graf |
| Continuing Education and Lifelong Learning | Antonio Bassi |
| Research and Services | Milena Properzi |
| Dalle Molle Institute for Artificial Intelligence USI-SUPSI | Andrea Rizzoli |
| Institute of Systems and Technologies for Sustainable Production | Marco Colla |
| Institute of Digital Technologies for Personalized Healthcare | Alessandro Puiatti |
| Institute of Mechanical Engineering and Materials Technology | Adriano Nasciuti |
| Institute of Systems and Applied Electronics | Andrea Salvadè |
| Institute of Information Systems and Networking | Tiziano Leidi |

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.

| Headquarters | Real Estate and Facility Management contact person for the <i>Plan</i> |
|-----------------------------|--|
| Bellinzona – LMA | Mauro Tonolla Phone: 058 666 62 69 / Email: mauro.tonolla@supsi.ch |
| Locarno – Stabile A | Antonio Crupi Phone: 058 666 68 21 / Email: antonio.crupi@supsi.ch |
| Locarno – Stabile B | Antonio Crupi Phone: 058 666 68 21 / Email: antonio.crupi@supsi.ch |
| Locarno – Palacinema | Antonio Crupi Phone: 058 666 68 21 / Email: antonio.crupi@supsi.ch |
| Lugano - Via Balestra 16 | Antonio Di Conza Phone: 058 666 65 27 / Email: antonio.diconza@supsi.ch |
| Lugano-Viganello Campus EST | Antonio Di Conza Phone: 058 666 65 27 / Email: antonio.diconza@supsi.ch |

| | |
|------------------------------|--|
| Manno – Le Gerre | Fabrizio Furlan Phone: 058 666 61 08 / Email: fabrizio.furlan@supsi.ch |
| Manno – Palazzo E | Fabrizio Furlan Phone: 058 666 61 08 / Email: fabrizio.furlan@supsi.ch |
| Manno – Piazzetta | Fabrizio Furlan Phone: 058 666 61 08 / Email: fabrizio.furlan@supsi.ch |
| Manno – Suglio | Fabrizio Furlan Phone: 058 666 61 08 / Email: fabrizio.furlan@supsi.ch |
| Mendrisio – Campus Mendrisio | Michel Stocker Phone: 058 666 63 07 /Email: michel.stocker@supsi.ch Mario Castellaneta Phone: 058 666 63 06 / Email: mario.castellaneta@supsi.ch |

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.

| Department | Contact person for communication of the <i>Plan</i> |
|------------|---|
| Direction | Rina Corti and Marina Tolic |
| DACD | Federica Leonardi |
| DEASS | Antonio Amendola |
| DFA | Claudia Fornera |
| DTI | Matteo Cremaschi |

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.

| Department | Human resource management contact person |
|------------|--|
| Direction | Elsa Ducommun |
| DACD | Antonella Blago |
| DEASS | Pamela Altwegg / Valeria Abate |
| DFA | Alessia Giudici |
| DTI | Jessica Brenna Boschetti |

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 <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/so-schuetzen-wir-uns.html> apply.

The aim of protection in the place of work and study is to reduce the transmission of the new coronavirus by means of distancing, cleaning and hand hygiene, as well as the introduction of a requirement to present a valid COVID certificate.

3.1 Obligation to present a valid COVID certificate or a SUPSI COVID test certificate

As of September 20, 2021 SUPSI introduced the obligation to present a valid COVID certificate in order to gain access to its premises, for all students in Undergraduate and Graduate Studies (Art. 19a Ordinance COVID-19 special situation), part of Continuing Education (Art. 14a Ordinance COVID-19 special situation) and for its staff members (Art. 25 Ordinance COVID-19 special situation).

From 11 October 2021, students, academic and administrative staff must be in possession of a valid COVID certificate (obtained through complete vaccination, recovery from illness or negative result to a rapid antigenic test or PCR) or of a SUPSI COVID test certificate (obtained through participation in the pooling PCR salivary testing programme, with validity limited to SUPSI premises) each time they enter SUPSI premises, together with a valid photo ID.

In accordance with current regulations, only Swiss COVID certificates and European (digital) COVID certificates with a QR code are recognised as valid. In a transitional phase until 24 October 2021, all foreign vaccination certificates for EMA-approved vaccines will be valid for access to events or facilities requiring a COVID certificate (see point 3.4.1 Recognition of foreign COVID certificates).

From 11 October 2021, the concept of the COVID SUPSI certificate has been introduced, with validity limited to SUPSI premises. Possession of the mySUPSI card by Undergraduate and Graduate students (grey mySUPSI card) and staff members (gold mySUPSI card) certifies that they have participated in multiple initiatives, based on:

- Self-declaration (see point 3.1.1)
- Submission of your COVID certificate (see point 3.1.2)
- Enrolment in the repeat salivary testing programme (see 3.1.3)
- Verification and monitoring (see point 3.1.4)
- Sanctions (see point 3.1.5)

Possession of the mySUPSI card serves as an identification document only for SUPSI premises, its validity covers canteens, libraries, the USI-SUPSI East Campus gymnasium and access to events organised by SUPSI. The extension of the use of the mySUPSI card to canteens, libraries, gymnasiums and to events organised by SUPSI does not apply to participants in Continuing Education (green and grey mySUPSI cards) and to staff members with a collaboration agreement. The mySUPSI card does not contain any specific information on the COVID issue, it cannot therefore be actively used to access SUPSI premises (see point 3.1.4 for verification and monitoring). The mySUPSI card has no validity linked to the COVID certificate for activities and events outside SUPSI (e.g. restaurants, cinemas, theatres, etc.).

Only employees with a collaboration agreement and students of continuing education courses/activities with a stable class composition and fewer than 30 participants are exempt from the COVID certificate requirement (see Section 5.1.2). All staff members, but especially those with a collaboration agreement who do not have a COVID certificate, are obliged to wear a mask during lessons.

3.1.1 Self-declaration

Each staff member and student shall be sent a self-declaration attesting to having read and understood the COVID rules in force at SUPSI (in particular concerning the obligation to present a valid COVID certificate), with the request that the same be signed and sent electronically. The self-declaration is aimed at ascertaining that everyone has acknowledged the situation and that they are committed to respecting the rules. It represents an important act of responsibility towards the entire SUPSI community.

3.1.2 Submission of your long-term COVID certificate

Every staff member and student with a COVID certificate with a long-term expiry date (complete vaccination cycle and/or recovery from illness) is invited to present, on a voluntary basis, their valid COVID certificate and an identity document to their Department / Directorate / RU Undergraduate and Graduate Studies Secretary (information provided by email by each Department). Together with the presentation of the COVID certificate, staff members and students are requested to sign the "COVID Certificate Data Delivery Statement".

3.1.3 Enrolment in the repeat testing program (pooling PCR salivary tests)

Students and staff members, who do not have a long-term COVID certificate, are given the opportunity to enrol in repeat testing (pooling PCR salivary tests). These tests are free of charge for both students and staff members.

For students and staff participating in the repeated testing program, 2 tests must be taken weekly, normally on Mondays and Thursdays or Tuesdays and Fridays, with one test every 72 hours (and no more than 96 hours).

Staff members with only 1 day of attendance at the office must contact their departmental HR contact for any exceptions to the performance of 2 tests per week.

If the student or employee for various reasons (illness, vacation, leave of absence or other) does not take the test with a frequency of 72 hours (and no more than 96 hours), they are released from the test programme and can re-enter – on-site and in the testing program - only by presenting a COVID certificate of a valid negative test (rapid antigenic test or PCR).

Regarding vacations scheduled by the academic calendar, in agreement with the competent cantonal authority, SUPSI has identified a mode of accelerated processing of the salivary test that allows re-entry into the repeat testing programme without having to submit a negative rapid antigen or PCR test.

Samples are taken in the presence of third parties who verify the identity of those taking the test, accompanied by trained personnel and in full respect of privacy. The participant gives their consent by registering on the platform provided by the laboratory.

Special situations:

- Exceptionally, students and staff members whose attendance on the premises does not guarantee the possibility of carrying out two samples on the premises, have the possibility of carrying out one of the two samples at home. The performance of the test at home is accompanied by a "Self-declaration regarding postal transmission of salivary material for test purposes" to be filled in and signed at each sampling.

The performance of the test at home must be authorised by the Department of belonging according to the procedures defined by the latter.

- In order to be able to obtain the equivalence of COVID SUPSI test attestation, students and staff members who are already included in other repeated testing strategies (e.g., working in social-health facilities) must guarantee compliance with the certification conditions described herein, particularly as regards the frequency of the tests performed. The Department Management verifies with the facilities in which they work that they adhere to the testing strategy. The General Director and the Department Director will sign the related agreements.
- For Continuing Education depending on the number of participants, the measures provided for in Ordinance COVID-19 special situation of June 23, 2021, extension of the use of the COVID-19 certificate, amendment of September 8, are adopted. Continuing Education students are not included in the repeated testing program.

3.1.4 Checks and controls

There are two methods of control:

- On a random basis by checking the possession of a valid COVID certificate or a SUPSI COVID test certificate
- Through specific checklists used to monitor the validity of the COVID SUPSI certificate/attestation for all Staff members/ Undergraduate and Graduate students

For optimisation of controls reference shall be made to 3.1.2 submission of own COVID long-term certificate and 3.1.3 enrolment in the repeat test programme (pooling PCR salivary tests).

3.1.5 Sanctions

The control and verification systems are based on the principle of trust and individual responsibility, as well as on approaches based on dialogue, and on raising awareness of compliance with the rules in force. However, in order to protect the health and safety of the entire SUPSI community, it is necessary to provide for sanctions which will vary according to the seriousness and repetition of the infringement:

- For students there are sanctions according to the Regulations for the Bachelor, Master and Diploma and respectively by the [Ordinance COVID-19 particular situation of 23 June 2021](#) (Italian language only).
- For SUPSI personnel: what is provided in terms of disciplinary sanctions in art. 56 of the SUPSI CCL and art. 56 of the SUPSI Personnel Regulations and respectively by the [COVID-19 special situation ordinance of 23 June 2021](#) (Italian language only) applies.

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

It is essential to remember that **anyone who develops flu-like symptoms, even slight**, (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, but also less frequent symptoms such as persistent headaches, general malaise and weakness, muscle aches, colds, gastrointestinal symptoms and even if vaccinated, 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.

We would like to remind you that the Confederation covers the costs of rapid antigen and PCR tests in the event of symptoms of coronavirus. If you have been in contact with a confirmed case, the Confederation bears the costs of rapid antigenic tests.

If compulsory isolation and quarantine measures decided on and communicated by the Cantonal Medical Office (CMO) are necessary, we urge you to 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: <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/isolation-und-quarantaene.html>).

The criteria for returning to the premises following a COVID-19-related absence are outlined in the attached *Protocol*. Upon return from an isolation or quarantine period, all protective measures must continue to be scrupulously followed (hand hygiene, social distancing, correct use of mask, ...).

From October 11, 2021, the cost of rapid antigen tests for asymptomatic individuals (e.g., for purposes of a test certificate) will no longer be covered by the federal government, except for:

- Children and adolescents under 16 years of age;
- People who cannot be vaccinated for medical reasons (a medical certificate is required);
- People who have received the first dose of a vaccine recognized in Switzerland and are waiting for the second dose. During this time, but until 30 November 2021 at the latest, the costs of tests leading to a COVID certificate are borne by the Confederation;

- People who have been vaccinated with the Janssen vaccine and you have to wait 22 days to get your COVID certificate. During this time, but no later than November 30, 2021, you can get tested for free.

For these persons, the federal government, in addition to assuming the costs of rapid antigen tests, intends to continue issuing a COVID certificate valid for 48 hours.

The federal government also assumes the cost of rapid antigen testing for visitors to healthcare facilities but without issuing a valid COVID certificate.

Tests for symptomatic persons and for persons who have had close contact with an infected person, as well as confirmatory PCR tests, will no longer, in principle, allow a COVID certificate to be issued. Self-diagnostic tests will also no longer be reimbursed by the Confederation.

Please find the following links to the pharmacies:

https://www4.ti.ch/fileadmin/DSS/DSP/UFC/PDF/attualita/Farmacie_authorized.pdf

and the medical practices:

https://m4.ti.ch/fileadmin/DSS/DSP/UMC/malattie_infettive/Coronavirus/Test/Lista_medici_Test_rapidi.pdf authorised to perform rapid antigenic tests.

3.3 Persons particularly at risk

The needs of particularly vulnerable people are properly considered.

The elderly, 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>).

Staff members particularly at risk are advised to promptly contact their human resources contact person and / or their direct superior to establish the best course of action on the basis of Ordinance 3 on Measures to Combat the Coronavirus (COVID-19) (Ordinance 3 COVID-19) (Workers at particular risk), link: <https://www.admin.ch/opc/en/classified-compilation/20201773/index.html>.

Anyone who belongs to an at-risk group and is fully vaccinated or has overcome a confirmed coronavirus infection no longer falls into the category of a person at particular risk.

3.4 Entry in Switzerland

The Federal Council has once again tightened the border health regulations and measures for entering Switzerland. It is strongly recommended to inquire about the regulations of the country of destination or origin. Due to the COVID-19 pandemic, entry into Switzerland is subject to special regulations. Depending on the nature of your trip, you may be required to complete an entry form, submit a negative test result, and/or enter quarantine.

Different rules apply to [people entering Switzerland](#). Please consult the information for [vaccinated or cured persons](#), or the [information for persons who are neither vaccinated nor cured](#). Unvaccinated or non-cured persons are required to present a negative test when entering Switzerland, and all persons are required to complete the entry form. Tests and forms are not compulsory for cross-border commuters. Risk-based controls are in place.

3.4.1 Recognition of foreign COVID certificates

All persons domiciled in or entering Switzerland who have been vaccinated abroad with a vaccine authorised in Switzerland by SwissMedic (Moderna, Pfizer, Johnson&Johnson) or the European Medicines Agency (Astrazeneca) will be able to apply for a Swiss COVID certificate. In a transitional phase until 24 October 2021, all foreign vaccination certificates for vaccines authorised by the European Medicines Agency are recognised for access to facilities or events for which the certificate is required. The certificate (e.g., the yellow WHO vaccination card or another certificate) must correspond to a currently customary form. It must also be provided in German, English, French, Italian or Spanish or in an officially certified translation into one of these languages.

It must also contain the following information:

- name, surname and date of birth;

- place or country where the vaccination was carried out;
- date of vaccination;
- vaccine used.

From 18 October 2021, it is possible to apply for the COVID certificate by filling out an online form (for more information, visit the [dedicated page](#) on the FOPH website). The canton in which you are domiciled or temporarily staying will then issue the certificate.

As in neighbouring countries, access to the certificate will be extended to all vaccines recognised by the World Health Organization:

- SARS-CoV-2 Vaccine (Vero Cell) (Sinopharm / BIBP)
- CoronaVac (Sinovac)

Access to the certificate will be granted only to those who:

- submit the application in person to the issuer so that the data provided can be verified on the spot. Information can be found on the [websites of the cantons](#);
- belongs to one of the following categories
 - Swiss citizens;
 - foreigners holding a short-term residence permit, a residence permit, a settlement permit or a cross-border commuter permit;
 - persons provisionally admitted;
 - people in need of protection;
 - asylum seekers holding a residence card or confirmation;
 - persons holding a legitimacy card in accordance with the Host State Ordinance;
 - persons holding a "C permit".

Important: Swiss COVID certificates issued on the basis of a vaccination with SARS-CoV-2 Vaccine (Vero Cell) (Sinopharm / BIBP) or CoronaVac (Sinovac) are only valid in Switzerland.

Please refer to the Federal Council's *Ordinance COVID-19 Measures in International Travel* (<https://www.fedlex.admin.ch/eli/cc/2021/380/en>), the FOPH page *Coronavirus: Entry into Switzerland* (<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/empfehlungen-fuer-reisende/quarantaene-einreisende.html>) and the page of the State Secretariat for Migration (<https://www.sem.admin.ch/sem/en/home/sem/aktuell/faq-einreiseverweigerung.html>) for more detailed information and to register your data with the federal authorities.

3.5 Increased hygiene

Increased hygiene measures must be respected also by those who have already received their COVID-19 vaccine or recovered from the virus.

3.5.1 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.

Follow the FOPH instructions <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/hygiene-pandemiefall/haende-waschen.html>.

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.

3.5.2 Handkerchiefs and other personal waste

Sneezing or coughing in a tissue or in the crease of the elbow.

Paper towels and face masks must be disposed of in the rubbish bins with lids located at all locations.

3.5.3 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.).

3.5.4 Objects

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.

3.5.5 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> (Italian Version) and the type of masks: <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/masken.html>

A face mask must be worn in all areas inside the premises (classrooms, open spaces, offices shared with several people, meeting rooms, corridors, halls, bathrooms, etc.).

The mask should therefore be worn even when maintaining social distance is possible. This rule is imperative, with these exceptions:

- the dining areas, only once you're seated at the table;
- individual offices in which there is only one person.
- those unable to wear a protective mask for particular reasons supported by a medical certificate.
- during meetings on the basis of the "Requirements for an exemption from the requirement to wear a mask and from contact quarantine for persons who have been vaccinated or who have recovered", Annex 2 - Ordinance COVID-19 special situation. This possibility applies only where all participants in the meeting meet the stated requirements. This possibility also applies to individual administrative spaces within which all those present fulfil the above requirement and

to teachers who may optionally remove their masks during lessons, provided that and as long as distancing from students and colleagues are respected.

Staff may request from the General Secretariat and the Departmental Secretariat a pack of 50 certified disposable surgical masks for a period of 10 weeks. The provision for staff is scheduled between next 13 September to 21 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.

Any exceptions to the application of the *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.).

3.5.6 Use of disposable gloves

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

3.5.7 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.

3.5.8 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> (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.

3.5.9 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.

3.6 Social distancing

It is recommended that, wherever possible, a minimum distance between people of 1.5 m be maintained. This criterion should therefore, as far as possible, be considered when allocating classrooms to the different courses, as well as in administrative spaces.

Handshakes should be avoided.

3.6.1 Circulation, waiting and break areas

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.

3.6.2 Meetings

In the meeting rooms, as in all indoor spaces of the premises, a face mask is mandatory, except as provided for in 3.5.5. Meetings must be held in ventilated rooms and, where possible, maintaining a distance of at least 1.5 metres or the equivalent of one free seat between two seats.

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.

3.6.3 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.

3.6.4 Journey to SUPSI premises

When using public transport, it is recommended to pay attention to the provisions issued by the authorities and transport companies.

3.7 Work, study and break areas

3.7.1 Work premises

In workplaces, as in all the internal spaces of the premises, the mask must be worn, except as provided for in 3.5.5.

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.

3.7.2 Counters and reception

Where necessary, the doors are equipped with protective elements (Plexiglas).

The mask is mandatory.

3.7.3 Canteens, cafes and other meal distribution areas

SUPSI canteens (and those shared with the Università della Svizzera Italiana or other Institutes) are subject to Article 12 of the Ordinance on measures to combat the COVID-19 epidemic in the particular situation. In accordance with the introduction of the obligation to present a valid COVID certificate or a SUPSI COVID test certificate (see 3.1), access to all refectories can only take place if a valid COVID certificate or a SUPSI test certificate can be presented. In fact, access to all SUPSI can be gained by

presenting one's mySUPSI card (grey for Undergraduate and Graduate students, gold for staff members, see point 3.1).

This rule applies to the following dining locations:

- Canteens and cafeterias on the Viganello (EST Campus) and Mendrisio (DACD, Mendrisio Campus) campuses
- Cafeteria and canteen Palazzo Suglio and cafeteria Palazzo E and the cafeteria of the building Piazzetta Manno (DEASS)
- Cafeteria Stabile A Locarno (DFA)

The following applies to all facilities:

- Access to the refectory area is guaranteed for the purchase of drinks and meals in takeaway mode, subject to compliance with the wearing of a mask.
- It is forbidden to take meals outside of the indoor catering areas. Exceptionally, spaces will be made available for the consumption of meals. Access to these areas is permitted only to Undergraduate and Graduate students and SUPSI staff members in possession of the mySUPSI card (grey for Undergraduate and Graduate students, gold for staff members, see point 3.1).
- The operators of canteens, restaurants and cafeterias are responsible for implementing protective measures.

Please refer to the industry protection concepts (ITA/GER/FRA only) published by Gastro Suisse (<https://www.gastrouisse.ch/it/concetto-settoriale/conoscenze-settoriali/informazioni-covid-19/concetto-di-protezione-per-il-settore-durante-il-covid-19/>).

3.8 Conferences and events

Conferences and indoor events

Events organised by SUPSI (on its own premises or in external spaces rented by SUPSI) include

- **Events attended exclusively by Undergraduate and Graduate students and/or SUPSI Staff members**
Entry checks are **not** required for these events. However, care must be taken if staff members with a collaboration agreement are also attending the event; they must present a valid COVID certificate.
- **Events whose participation is extended to Continuing Education students as well as outsiders**
For these events, entry checks must be carried out using the mySUPSI card (grey for Undergraduate and Graduate students and gold for staff members) or a valid COVID certificate, together with a valid ID document.

In addition to the audience and organisers, speakers are also required to present a valid COVID certificate.

During events held indoors with a COVID certificate, the use of a mask remains mandatory at SUPSI.

Conferences and outdoor events

At SUPSI, open-air events may be held for up to 500 participants, using a maximum of two thirds of the facilities' capacity, with no obligation to sit and no COVID certificate.

There is no requirement to wear a mask outdoors.

In general

Refreshments associated with events may only be organised by delegating the organisation of the refreshments to catering establishments and giving them responsibility for protective measures.

For all types of SUPSI events, it is recommended that a specific protection sheet be developed and implemented.

Events organized by third parties

Events organised by third parties within SUPSI premises (autonomously and not in collaboration with SUPSI) must take place in compliance with the dispositions issued by the competent authorities, and therefore do not refer to the present Protection Plan. The organiser is obliged to confirm to SUPSI that he/she has a specific protection plan for the event, and that it complies with the normative framework of reference.

3.9 Business lunches and dinners

Business lunches and dinners, in a professional capacity, may only take place in a catering context (e.g.: in a restaurant or catering organised by the manager). The responsibility for enforcing the applicable regulations rests with the restaurateur / caterer, see step 10, contact data registration, Protection plan for the hospitality industry during COVID (valid from 13 September 2021) <https://www.gastrosuisse.ch/it/concetto-settoriale/conoscenze-settoriali/informazioni-covid-19/concetto-di-protezione-per-il-settore-durante-il-covid-19/> (Italian version).

The mySUPSI card is not valid in restaurants outside SUPSI.

3.10 Sports activity

A COVID certificate and a valid identity document are required for access to gyms and indoor sports activities (for Undergraduate and Graduate students and staff members, recognition of the mySUPSI card is guaranteed as valid COVID proof of entry). Training in outdoor groups is possible without restrictions.

SUPSI students and employees have the opportunity to participate in sporting activities offered by the CEO Service and the USI Sport Service in compliance with the regulations in force.

3.11 Access to SUPSI libraries

A COVID certificate must be presented together with a valid ID for all libraries (for Undergraduate and Graduate students and staff members, recognition of the mySUPSI card is guaranteed as valid COVID proof of entry). The return of previously ordered/reserved books or materials is still possible for people without a COVID certificate. A mask must be worn.

3.12 Attendance checks and contact tracing

At SUPSI no contact tracing is performed, in consideration of the general obligation to wear a mask and to present a valid COVID certificate. Even in the exceptional situations described in paragraph 3.5.5, where it is possible to exempt from wearing a mask, contact tracing is not necessary.

All employees and students are encouraged to use the SwissCOVID App to facilitate contact tracing (<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/swissCOVID-app-und-contact-tracing.html>).

3.12.1 External visitors

External visitors must abide to compliance with the protective measures.

Suppliers who enter sites outside of business hours or who are only in the area for a short time are not required to present a COVID certificate. However, they are required to wear a face mask on the premises and must maintain a safe distance.

External visitors who need to access SUPSI premises for study reasons (e.g., requesting information Career service, experience and orientation) or professional reasons (e.g., business meetings) are required to present a COVID certificate. However, the possibility of derogation is given by the relevant members of Management to guests who stay on the premises for a short time and occasionally. In such cases, guests are required to wear a mask on the premises and to maintain a safe distance.

The provision of SUPSI spaces to third-parties for events, meetings, courses or other is allowed if in line with the limits indicated by the Plan.

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.

Any employee who tests positive for the virus or who learns that he or she has been in close contact with a positive person must immediately inform his or her immediate supervisor and the Human Resources Department.

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:

| | | | |
|-------------------------|---|------------------------------|--|
| Head of Human Resources | Patricia Girolmetti | 058 666 6007 | covid.dir@supsi.ch |
| SUPSI Direction | Elsa Ducommun | 058 666 6080 | covid.dir@supsi.ch |
| DACD | Antonella Blago | 058 666 6317 | covid.dacd@supsi.ch |
| DEASS | Pamela Altwegg Valeria Abate | 058 666 6444 058 666 6470 | covid.deass@supsi.ch |
| DFA | Alessia Giudici | 058 666 6804 | covid.dfa@supsi.ch |
| DTI | Jessica Brenna-Boschetti Matteo Lunini | 058 666 6518 058 666 6726 | covid.dti@supsi.ch |

4.2 Reporting illness

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

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.

4.3 Teleworking and on-site attendance

SUPSI applies the principles of Directive 10 C Flexibility of the workplace and working hours (Art. 3.2.2.2. Participation in costs during teleworking) provided for in the [SUPSI Internal Directives](#) (Italian version).

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.

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.

4.4 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.

4.5 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.

4.6 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.

4.7 Holiday

Staff members are advised to use their holidays as usual and to proceed with due planning.

5 PERFORMANCE OF ACTIVITIES

5.1 Studies

5.1.1 Undergraduate and Graduate Studies and Continuing Education and Lifelong Learning

From September 2021, SUPSI will provide teaching activities mainly in attendance with a targeted integration of activities to be carried out remotely (see Plan A inserted in the *Guidelines for the conduct of teaching activities of Basic Training from September 2021, following the new provisions of the Federal Council*). From Monday 20 September, the COVID certificate requirement applies to all Undergraduate

and Graduate activities (Bachelor, Master, SMS Diploma), together with the requirement to present a valid ID document. Due to the equivalence in 3.1, the mySUPSI card is considered valid.

5.1.2 Continuing Education and Lifelong Learning

As of Monday, September 20, 2021, the COVID certificate requirement applies to all indoor events. Continuing education events with less than 30 people are exempt from the certificate requirement as long as they are "stable composition" groups and known to the training provider (SUPSI). The following groups are considered stable:

- Groups composed prior to continuing education. These groups are considered "stable composition" even if they meet only for a one-time continuing education event.
- Groups that are formed in the context of continuing education and meet regularly in this composition.
- Groups taking part in custom-tailored courses held in the premises of the organizations who request them and made up of the employees of the organization itself (the organization protection plan applies, regardless of the number of people present)

Groups that are newly formed and meet in this composition only once (as is usually the case with a one-day continuing education event) are not considered to have a "stable composition." In these cases, the certificate requirement comes into play.

For continuing education events that take place without a certificate requirement, the mask and occupation of 2/3 of the room capacity shall apply. In courses where seating is available, seats must be arranged or occupied in such a way that one seat remains unoccupied or an equivalent distance between seats is maintained. An equivalent distance is the distance created by the removal of a seat or chair from the row of the usual room setting.

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

Students/participants 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 for administrative purposes:

- a) Name and surname
- b) Mobile phone number
- c) Name of degree course or Continuing Education and Lifelong Learning course
- d) Department of reference
- e) Last date of presence in SUPSI

In the event of contagion or potential contagion, the provisions of the attached *Protocol* must be followed.

5.3 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/ continuing education courses. In case of prolonged absences, upon return, the methods of the recovery will be agreed with the course head the recovery methods.

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

5.4 Risk groups

Students/participants 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.

5.5 Contact tracing for students

At SUPSI no contact tracing is performed, in consideration of the general obligation to wear a mask.

In the case of an on-site investigation requested by the Cantonal Medical Office, the SUPSI Direction will collaborate with the CMO for information regarding class composition.

5.6 Accessibility of the premises for students

Access to SUPSI premises is granted without any particular time restrictions for the performance of planned activities.

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.

5.7 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.

5.7.1 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:

- Restricting access to students who can present a valid COVID certificate along with a valid ID,
- in addition, if the classroom/room allows it, 2/3 of the nominal capacity, distance between the individual tables of 1.5 metres
- mask requirement,
- cleaning the premises and emptying the waste bins,
- sanitizing the students' work surfaces and monitors,
- ventilating the premises.

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.

6 INFORMATION / DISTRIBUTION

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

- <https://www.supsi.ch/home/comunica/news/2020/2020-02-23.html> (Italian version)
- <http://portalecollaboratori.supsi.ch/>

7 ENTRY INTO FORCE

This version of the *Protection Plan* comes into force on 15 october 2021.

8 VERSIONS

| Version | Date | Entry into force | Amended articles |
|---------|------------|------------------|---|
| 1.0 | 18.05.2020 | 18.05.2020 | Original plan |
| 2.0 | 08.06.2020 | 08.06.2020 | 1.1; 2.3.8; 3; 3.1.1; 3.1.3; 3.1.5; 3.1.8; 3.1.10; 3.1.11; 3.2.1; 3.2.3; 3.2.4; 3.2.6; 3.2.8; 3.2.9; 3.3.1; 3.3.2; 3.4; 4.3; 4.8; 5.1; 5.2; 5.3; 5.4; 5.5; 5.6. |
| 3.0 | 02.07.2020 | 06.07.2020 | 1.2; 3.1.3; 3.1.5; 3.1.9; 3.1.10; 3.2.1; 3.2.2; 3.2.3; 3.2.4; 3.2.5; 3.2.6; 3.2.7; 3.2.8; 3.2.9; 3.3.1; 3.3.2; 3.4; 4.1; 4.3; 4.7; 4.8; 5.1; 5.2; 5.3; 5.4; 5.6. |
| 3.1 | 06.07.2020 | 06.07.2020 | 3.2.1; 5.2. |
| 4.0 | 03.09.2020 | 07.09.2020 | 1.1; 1.2; 2.3.2; 2.3.3; 2.3.5; 2.3.7; 2.4.1; 2.7; 3.1; 3.2; 3.3; 3.4.4; 3.4.5; 3.5.1; 3.5.2; 3.5.3; 3.5.5; 3.6.1; 3.7; 3.8.1; 4.1; 4.2; 4.4; 4.7; 4.8; 5.1; 5.1.1; 5.1.2; 5.1.3; 5.1.5; 6. |
| 4.1 | 21.09.2020 | 21.09.2020 | 4.1. |
| 4.2 | 01.10.2020 | 01.10.2020 | 4.4. |
| 5.0 | 12.10.2020 | 12.10.2020 | 1.3; 3.1; 3.8; 4.1; 4.4; 5; 5.1; 5.1.1; 5.1.3; 6. |
| 5.1 | 15.10.2020 | 15.10.2020 | 1.3; 3.1; 3.3; 3.8; 4.1; 4.4; 5.1; 5.1.1; 5.1.2; 5.1.4; 5.1.5; 6. |
| 5.2 | 16.10.2020 | 19.10.2020 | 3.4.5; 3.5.1; 3.5.3; 3.6.1; 3.6.2; 3.6.3. |
| 6.0 | 29.10.2020 | 29.10.2020 | 1.2; 2.1; 3.4.5, 3.5, 3.5.1, 3.5.3, 3.6.3, 3.7, 3.8.1; 4.1, 4.4, 4.7; 5.1, 5.1.1, 5.1.4, 5.1.5. |
| 6.1 | 02.11.2020 | 02.11.2020 | 5.1. |
| 6.2 | 12.11.2020 | 12.11.2020 | 1.1; 3.5.1; 3.6.1; 3.7; 5.1.5. |
| 6.3 | 26.11.2020 | 26.11.2020 | 2.4.1; 3.1. |
| 6.4 | 23.12.2020 | 23.12.2020 | 3.4.5; 3.6.1; 3.7; 4.4; 5.1.5; 5.2; 5.2.1; 5.2.2; 5.2.3. |
| 7 | 20.01.2021 | 20.01.2021 | 1.1, 1.2, 1.3; 2.3.9, 2.4.1; 3.2, 3.3, 3.4.5, 3.5.3, 3.6.1; 4.4, 4.9; 5.1.5; 5.2. |
| 7.1 | 08.02.2021 | 08.02.2021 | 1.2 2.3.5, 2.3.6; 3.3. |
| 7.2 | 26.02.2021 | 01.03.2021 | 2.4.1; 3.4, 3.7; |

| | | | |
|----------------------|------------|------------|---|
| | | | 4.1, 4.4; 5.1.1, 5.1.5; 5.2.2. |
| 7.3 | 08.03.2021 | 08.03.2021 | 3.8. |
| 7.4 | 26.03.2021 | 26.03.2021 | 3.1; 3.4.5; 3.7; 4.4. |
| 8 | 01.05.2021 | 01.05.2021 | 1.3; 3.7; 3.8; 4.1; 4.4; 5.1, 5.1.1, 5.1.5; 5.2, 5.2.2. |
| 9 | 02.06.2021 | 07.06.2021 | 2.3.3; 3.5.1, 3.5.3; 3.7; 3.8; 5.1, 5.1.5 5.2 |
| 10 | 05.07.2021 | 05.07.2021 | 3.3; 3.4.4, 3.4.5; 3.5.1, 3.5.2, 3.5.4; 3.6.1, 3.6.2, 3.6.3; 3.7; 3.8; 3.9; 3.10.1; 4.4; 5.1, 5.1.5; 5.2. |
| 11 (only in Italian) | 23.08.2021 | 23.08.2021 | 1.1; 3.1, 3.3; 3.4.5; 3.5, 3.5.2; 3.6.1, 3.6.3; 3.7; 3.10; 4.8; 5.1, 5.1.1, 5.1.4, 5.1.5 |
| 12 | 07.09.2021 | 07.09.2021 | 1.2; 1.3; 3.1; 3.2; 3.4.5; 3.7; 4.1; 5.1.4 |
| 13 | 21.09.2021 | 21.09.2021 | 1.2, 1.3 3.1; 3.1.1; 3.1.2; 3.1.3; 3.2; 3.4; 3.4.1; 3.5.5; 3.7.3; 3.8; 3.10; 3.11; 3.12; 3.12.1 5.1; 5.1.2; 5.3; 5.7.1 |
| 14 | 15.10.2021 | 15.10.2021 | 3.1; 3.1.1; 3.1.2; 3.1.3; 3.1.4; 3.2; 3.4; 3.4.1; 3.5.5; 3.7.3; 3.8; 3.9; 3.10; 3.11; 5.1.1 |

Franco Gervasoni

SUPSI General Director