SUPSI

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

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1 INTRODUCTION AND PURPOSE

1.1 Objectives

The Protection Plan (hereinafter referred to as the Plan) describes the measures to be adopted during the period of the coronavirus pandemic (hereinafter referred to as COVID-19) in order to guarantee the operation of SUPSI, adequately protecting the health of its employees\(^1\) and students, as well as External service providers (guests, suppliers, etc.), in accordance with the Ordinance on Measures during the Special Situation to combat the COVID-19 epidemic, hereinafter the “COVID-19 Special Situation Ordinance”.

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 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 takes place adopts measures that differ from those provided for in this Plan, the conditions laid down in the host organisation’s protection plan must be complied with.

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.

1.2 Legal basis

- COVID-19 Special Situation Ordinance
- Ordinance 3 on Measures to Combat the Coronavirus (COVID-19)
- Ordinance on Certificates to Prove COVID-19 Vaccination, COVID-19 Recovery or a COVID-19 Test Result
- Ordinance on Measures to Combat the COVID-19 epidemic in International Travel
- Employment Law (RS 822.11) and related ordinances, (Italian version)

\(^1\) For ease of reading this document, the masculine gender is used to designate persons and functions regardless of gender.
1.3 Information and references

1 SUPSI dedicates a specific part of its website to information on the evolution of the pandemic and the FAQ (Domande relative all’estensione dell’obbligo di presentare un certificato COVID alla SUPSI).

2 For Undergraduate and Graduate Studies consult the Education guidelines, in particular the Guidelines for the conduct of Undergraduate and Graduate Studies activities from September 2021 (Plan A), following the new instructions of the Federal Council (9/6/2021) and the Additional Guidelines for the conduct of Undergraduate and Graduate Studies activities from September 2021 (30/08/2021).

The protocol for employees and students in the event of a COVID-19 infection (isolation), close contact with a COVID-19-positive person (quarantine) or symptoms of a COVID-19 infection (self-isolation) contains instructions and procedures that must be strictly observed by all employees and students. The annex is available on the institutional website and on the staff portal.

2 BASIC RULES

In general, the rules of the FOPH campaign apply Protect yourself and others. The aim of protection in the workplace and at school is to reduce the transmission of the new coronavirus through:

- increased hygiene measures
- distancing measures
- obligation to present a valid COVID certificate to enable access to SUPSI premises
- specific measures

2.1 Increased hygiene measures

Increased hygiene measures must be observed by everyone, even those who are fully vaccinated against COVID-19 or have recovered from infection.

2.1.1 Thorough washing or disinfecting of hands

a. How to wash your hands

Follow the instructions of the FOPH, in particular: rinse hands under running water, soap them, rub them until lather forms (don’t forget to also clean the back of the hand, between the fingers, under the nails and the wrists), rinse hands under running water, dry them with disposable paper, closing the tap with it also.

It is not necessary to disinfect hands after washing them. If soap and water are not available, it is recommended to use a special disinfectant. This should be applied to dry hands and rubbed in for 30 seconds - without skipping a spot, as with soap - until the disinfectant dries.

b. When to wash hands

Wash hands thoroughly when touching (or exchanging) objects or surfaces often touched by other people, after blowing your nose, sneezing or coughing, or before eating.

c. What to do if you cannot wash your hands

Do not touch the mouth, nose or eyes and avoid handshakes (this behaviour should be avoided in all cases).

2.1.2 Disposal of handkerchiefs and other personal waste

Dispose of disposable paper handkerchiefs and disposable masks in waste bins with lids, which are placed at all locations.
2.1.3 Frequently touched surfaces (handles, switches, buttons, ...)

a. Shared surfaces
Responsibility for cleaning services
− Ensure regular cleaning of surfaces that are frequently touched by more than one person in common areas (door handles, switches and buttons with frequent use), using a common surface detergent provided
− Clean classroom desks at least once a day using a common surface cleaner provided. However, it is advisable to clean the desks with every class change.

b. Personal surfaces
Employees are responsible for personally cleaning their desk, computer keyboard, mouse, telephone, etc. at least once a day, using the products provided.

2.1.4 Objects
Use individually and do not share objects such as cups, glasses, plates or crockery.
Describe in the reference activity sheets any specific hygiene measures related to machines or other laboratory equipment.

2.1.5 Positioning and use of hand and surface disinfectant material
As a matter of principle, given the recommendations on personal hygiene, frequent hand washing with soap and water is considered sufficient. As far as possible, washbasins are equipped with liquid soap dispensers and disposable towels. Hand sanitiser is, as a rule, only provided in places where hand washing with soap and water is not possible.
Hand sanitiser will be provided at counters, in meeting rooms and at entrances to offices.
Disinfectant and wet wipes are provided for use by staff on surfaces (tables, chairs, door and window handles, etc.) and shared equipment (printers, photocopiers, multifunctional equipment, drinks machines, toilets, sinks, etc.).
The Real Estate and Facility Management Service is responsible for supplying the departments with disinfectant material.

2.1.6 Use of surgical masks
Please refer to the FOPH's guidance on the correct use of surgical masks and descriptions of individual type of mask is suitable for which situation and on the quality requirements.
The mask must always cover the nose and mouth. Improper use can be a source of contamination for oneself and others. The use of the mask must not lead to the other measures described being dispensed with.
As a rule, at SUPSI only the following are authorised:
− community masks (industrially manufactured textile masks - sometimes with a transparent window - if they bear the SNR3000 standard mark)
− hygiene masks (type I, II, IIR surgical masks - sometimes with transparent window - if they bear the indication of standard EN 14683 and the CE mark and manufacturer's data on the packaging)
− respiratory masks (FFP or FFP2/FFP3, often commonly referred to as N95 or KN95), provided they are not fitted with a valve.

Employees can request a pack of 50 certified disposable surgical masks for a period of 10 weeks from the Management and Departmental Secretariats.
Delivery period for SUPSI employees' masks

<table>
<thead>
<tr>
<th>Period</th>
<th>Pack of</th>
<th>Masks</th>
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<tbody>
<tr>
<td>21 November 2021 - 23 January 2022</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>24 January 2022 - 27 March 2022</td>
<td>1</td>
<td>50</td>
</tr>
<tr>
<td>28 March - 29 May 2022</td>
<td>1</td>
<td>50</td>
</tr>
</tbody>
</table>

The Real Estate and Facility Management Service is responsible for providing the masks to the Secretariats.

Students and External service providers are responsible for equipping themselves with authorised protective masks.

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

The mask should therefore be worn even when it is possible to maintain social distancing. This rule is imperative, the following are exceptions:

- dining areas, only once you are seated at the table;
- individual offices containing one person only;
- on the basis of the "Requirements concerning the exemption of vaccinated or recovered persons from the obligation to wear a mask and to quarantine contacts ", Annex 2 - Ordinance COVID-19 special situation:
  - teachers who may optionally remove their masks during lessons, provided that they comply with the requirements and as long as distances from students and colleagues are scrupulously respected
- persons who can prove that they are unable to wear face masks for special reasons, in particular medical reasons, according to Article 5 paragraph 1 letter b of the COVID-19 Ordinance Special Situation (medical or psychological reasons); Additional measures such as compliance with the mandatory distance must be taken for these persons, regardless of whether they are vaccinated or recovered.

### 2.1.7 Use of disposable gloves

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

### 2.1.8 Waste

Waste bins must be emptied regularly:

- Avoid direct contact with waste without protection (use of disposable gloves)
- Always pick up waste on the ground with equipment (broom, dustpan, etc.).
- Avoid the compression of waste bags

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

### 2.1.9 Cleaning and ventilating the premises

The cleaning of the premises:

- is adapted to the actual frequency of use
- is carried out, as a rule, when no other persons are present on the premises.

During cleaning, it is recommended to ventilate the rooms regularly, if this is not already provided by a mechanical ventilation system (see point 2.1.10 Room ventilation).

Toilets are cleaned twice a day, where used.

The organisation and coordination of cleaning is the responsibility of the Real Estate and Facility Management Service.
2.1.10 Aerating the premises

Ventilation of rooms (classrooms, offices, meeting rooms), where it is not already provided by a mechanical ventilation system, should be carried out regularly as soon as possible (taking advantage of breaks from work or lessons, but at least four times a day for at least 10 minutes by opening all the windows). The sites [https://www.simaria.ch/it/benvenuto](https://www.simaria.ch/it/benvenuto) and [http://www.aerare-le-scuole.ch/](http://www.aerare-le-scuole.ch/) give indications regarding the ventilation of classrooms, which is the responsibility of the individual teacher.

2.2 Social distancing

On site it is recommended, where possible, to keep the minimum distance between people to 1.5 m or the equivalent of leaving one seat free between two seats. This criterion should therefore, as far as possible, be considered when allocating classrooms to different courses, as well as in administrative spaces and during meetings.

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

<table>
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<tr>
<th>Definitions</th>
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<tbody>
<tr>
<td><strong>COVID 3G certificate</strong> = persons vaccinated, recovered or in possession of a negative test result (or SUPSI COVID test certificate);</td>
</tr>
<tr>
<td><strong>COVID 2G certificate</strong> = vaccinated or recovered persons;</td>
</tr>
<tr>
<td><strong>COVID 2G+ certificate</strong> = persons who have been vaccinated or recovered and have a negative test result.</td>
</tr>
</tbody>
</table>

If access is restricted to persons with both a vaccination certificate or recovery and a test certificate, the test certificate is not required if the vaccination certificate or recovery has been valid for no more than 120 days. This exception does not apply to persons with a certificate of recovery issued on the basis of an antibody test in accordance with Article 16, paragraph 3 of the Ordinance of 4 June 2021 on COVID-19 certificates.

In accordance with Article 3 letter a point 4 of Ordinance COVID-19 Special Situation, persons who have a medical certificate stating that they cannot be vaccinated for one of the medical reasons listed in Annex 4 of Ordinance COVID-19 Special Situation are treated in the same way as persons with a certificate of vaccination or recovery, provided they present a test certificate. The exemption from the compulsory wearing of a face mask provided for in Article 6(2)(i) does not apply to these persons.

SUPSI requires a valid COVID 3G certificate to be presented in order to gain access to its premises, for all Undergraduate and Graduate Studies and PhD students (Art. 19a Ordinanza COVID-19 situazione particolare) and for its employees (Art. 25, paragraph 4 of Ordinanza COVID-19 situazione particolare).

From 11 October 2021, students, academic staff and administrative staff must be in possession of a valid COVID 3G certificate (obtained through complete vaccination, recovery from illness or negative result of a rapid antigen or PCR test) or a SUPSI COVID test certificate (obtained through participation in the aggregated PCR salivary test programme, with limited validity at SUPSI sites - only possible for students in Undergraduate and Graduate Studies and PhD studies and for their staff without a long-term COVID certificate) at each access to SUPSI sites, together with a valid identity document with photograph.

In accordance with the regulations in force, only Swiss COVID certificates and European or foreign (digital) COVID certificates compatible with the "EU-Digital COVID Certificate" system with a QR code are recognised as valid.

For persons who can neither be vaccinated nor tested, a medical certificate may be accepted. In this case it must be checked whether this certificate confirms that the person can neither be vaccinated nor tested. It should also be checked, on the basis of a comparison with the photo ID, whether the medical certificate actually belongs to the person presenting it. These people are obliged to wear a face mask.
People who fall into this category must:
− Submit their medical certificate to their Departmental Directorate, which, if necessary, will carry out further checks.
− Respect the obligation to wear a mask at all times, as well as maintaining a distance from colleagues and students

Persons falling into this category will receive, upon request to the competent cantonal authority, a COVID certificate valid for 365 days.

Since 11 October 2021, the concept of the SUPSI COVID certificate was introduced, with validity limited to SUPSI premises. Possession of the mySUPSI card, which is grey in colour for Undergraduate and Graduate Studies students and gold in colour for staff members, certifies adherence to multiple initiatives, based on:
− Self-declaration (see point 2.3.1)
− Presentation of COVID 2G certificate (see point 2.3.2)
− Enrolment in the repeat salivary test programme (see 2.3.3)
− Checks and controls (see point 2.3.4)
− Sanctions (see point 2.3.5)

Possession of the mySUPSI card therefore acts as an identification document for access to SUPSI premises only. Its validity extends to SUPSI libraries, which are considered places of study and are therefore not accessible to External service providers (see point 3.13).

The mySUPSI card does not contain any specific information on COVID, and therefore cannot be actively used to access SUPSI spaces (see point 2.3.4 for verification and control procedures). The mySUPSI card has no validity linked to the COVID certificate for activities and events outside SUPSI (e.g. restaurants, cinemas, theatres, etc.).

Employees with a cooperation agreement are exempt from the COVID certificate requirement. All employees, but especially those with a cooperation agreement who do not have a COVID certificate, are obliged to wear a mask during lessons.

2.3.1 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 or a SUPSI COVID test 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.

2.3.2 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". Only the following data is recorded in the system: first name, surname, date of birth, expiry date of the COVID certificate. No other data (related to vaccination or recovery) can be requested.
2.3.3 Enrolment in the repeat test programme (aggregated PCR salivary tests)

Students and staff are given the opportunity to enrol in repeat tests (aggregated PCR salivary tests). These tests are free of charge for Undergraduate and Graduate Studies students, PhD students and staff. Enrolment in aggregated salivary PCR tests at SUPSI is only possible for Undergraduate and Graduate Studies and PhD students and for their staff without a long-term COVID certificate.

For students and staff participating in the repeated testing programme, 2 tests per week are required, either on Mondays and Thursdays or Tuesdays and Fridays, with one test every 72 hours (and no more than 96 hours).

Employees with only one day of attendance at the office should contact their departmental HR contact for any exceptions to taking 2 tests per week.

If the student or employee for various reasons (illness, holiday, leave of absence, etc.) does not take the test on a regular basis for 72 hours (and no more than 96 hours), he/she is excluded from repeat testing and can only re-enter – on-site and in the testing programme - by presenting a COVID certificate of a valid negative test (rapid antigen test or PCR).

With regard to absences under the study plan, a COVID certificate of a valid negative test (rapid antigen test or PCR, carried out in accordance with the statutory timetable) must be submitted.

Samples are taken in the presence of a third-party who verifies the identity of the person taking the test, accompanied by trained staff and in full respect of privacy. The participant gives his or her consent by registering on the platform provided by the laboratory.

Special situations:
- Exceptionally, students and staff whose presence 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 home test is accompanied by a "Self-declaration concerning the postal transmission of saliva material for the test", which must be completed online with each sample. The home test must be authorised by the departmental management according to the procedures defined by the latter.
- In order to be able to obtain the equivalence of SUPSI COVID test certificates, students and staff who are already included in other repeated testing strategies (e.g. working in social-health structures) must guarantee compliance with the certification conditions described herein, particularly as regards the frequency of the tests performed. The Department Directorate checks with the structures in which they work that they adhere to the testing strategy. The General Director and the Department Director sign the related agreements.

2.3.4 Checks and controls

There are two modes of control:
- In-person verification of possession of a valid COVID certificate or SUPSI COVID test certificate for employees, Undergraduate and Graduate Studies students and continuing training students
- Through specific checklists used to monitor the validity of the SUPSI COVID certificate/attestation for all employees/students Undergraduate and Graduate Studies

For optimisation of controls, please refer to section 2.3.2 Submission of long-term COVID certificate and 2.3.3 Enrolment in the repeat test programme (aggregated PCR salivary tests).
2.3.5 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:

- Penalties are provided for Undergraduate and Graduate Studies students in accordance with the Bachelor's, Master's and Diploma Regulations, and respectively with the COVID-19 Ordinance. Ordinanza COVID-19 situazione particolare del 23 giugno 2021.

- For SUPSI personnel, the provisions in terms of disciplinary sanctions are applied by Art. 56 of the SUPSI CCL and Art. 56 of the SUPSI Personnel Regulations, and respectively by the Ordinanza COVID-19 situazione particolare del 23 giugno 2021.

- Penalties for Continuing Education students are provided for in accordance with Ordinanza COVID-19 situazione particolare del 23 giugno 2021.

3 SPECIFIC MEASURES

3.1 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.

3.2 Journey to SUPSI premises

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

3.3 Counters and reception

Where necessary, the doors are equipped with protective elements (Plexiglas). The mask is mandatory.

3.4 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.

3.5 Work premises

In workplaces, as in all the internal spaces of the premises, the mask must be worn, except as provided for in 2.1.6.

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.
3.6 Meetings

In the meeting rooms, as in all indoor spaces of the premises, a face mask is mandatory. 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.

3.7 Dining areas (canteens, restaurants, eating places)

SUPSI canteens (and those shared with the Università della Svizzera Italiana or other Institutes) are subject to Article 12, paragraph 1, letter a of the Ordinance on Measures during the Special Situation to combat the COVID-19 epidemic. In accordance with the introduction of the obligation to present a COVID 2G certificate, access to all places of refectories can only take place if a COVID certificate of vaccination or recovery can be presented.

This rule applies to the following dining areas:
- Canteens and cafeterias at the Viganello (EST Campus) and Mendrisio (DACD, Mendrisio Campus) campuses
- Cafeteria and canteen Palazzo Suglio

For the following dining areas
- Caffetteria Stabile A Locarno (DFA), Caffetteria Palazzo E
- Dining areas at the Campuses of Viganello (DTI), Mendrisio (DACD, Mendrisio Campus), DEASS (Manno, Piazzetta building and Palazzo E) and DFA

the rules of company canteens apply, in accordance with Article 12, paragraph 3 of the COVID-19 Special Situation Ordinance, namely: compliance with the 1.5m distance between guests and restriction of access to SUPSI employees, students in Undergraduate and Graduate Studies and SUPSI PhD students.

The following applies to all premises:
- The wearing of a mask is compulsory; this requirement is only waived once sat at the table.
- There is an obligation to remain seated during consumption.
- Access to the dining area for the purchase of drinks and meals as takeaway is guaranteed, subject to compliance with the wearing of a mask.
- In any case, it is forbidden to eat meals outside the indoor dining areas.
- Managers of canteens, restaurants and cafeterias are responsible for implementing protective measures.

Reference is made to the concetti di protezione di settore pubblicati da Gastro Suisse.

3.8 Conferences and events

3.8.1 Conferences and indoor events

Events organised by SUPSI (on its own premises or in external spaces rented by SUPSI) are subject to the requirement to present a COVID 2G certificate (certificate of vaccination or certificate of recovery).

In addition to the audience and the organisers, speakers are also required to present a valid COVID 2G certificate.
During indoor events with a COVID certificate, the use of a mask remains mandatory.
3.8.2 Conferences and outdoor events

SUPSI allows open-air events for up to 300 participants without the obligation to be seated and without a COVID certificate. In these cases, masks are compulsory even outdoors on SUPSI premises. For events with more than 300 participants, access must be restricted to persons who can present a valid COVID 3G certificate (certificate of vaccination, certificate of recovery or test certificate). This category of open-air events is also subject to a mask requirement on SUPSI premises.

3.8.3 Refreshments

Until further notice, it is not possible to organise refreshments associated with events, even by delegating the organisation to catering establishments and giving them responsibility for protective measures. An exception is made for refreshments for up to 10 people, seated, at a minimum distance of 1.5 m and with priority given to outdoor areas.

3.8.4 Specific protection sheet

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

3.8.5 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 context, may only take place in the context of catering (e.g. in a restaurant or catering organised by the operator). Responsibility for enforcing the applicable rules lies with the restaurant/catering company. It is recommended that business lunches and dinners be kept to a minimum.

3.10 Sports activity

A COVID 2G certificate (certificate of vaccination or certificate of recovery) and a valid ID card must be presented for access to gyms and indoor sports activities.

If indoor sporting activities take place without a mask, access will be restricted to holders of a COVID 2G+ certificate (requirement to present a COVID test certificate in addition to a COVID vaccination certificate or a certificate of recovery). Holders of an anti-COVID vaccination certificate or a certificate of recovery (disease confirmed by a positive PCR test) issued less than 120 days ago do not also need a certificate of a negative test result. If you have a COVID certificate showing a positive antibody test result, you must always also submit a certificate of a negative test result.

Training in outdoor groups is possible without restrictions.

SUPSI students and staff can take part in sports activities offered by the CEO Service and the USI Sport Service in accordance with the regulations in force.

3.11 Access to SUPSI libraries

Until further notice, access to SUPSI libraries is permitted only to Undergraduate and Graduate Studies students, PhD students and staff. However, they are closed for public reference. The collection of books or material previously ordered/reserved by External service providers is guaranteed, but they may not remain on-site to consult books or material. A mask must be worn.
3.12 Contact tracing

No contact tracing is carried out at SUPSI, given the general obligation to wear a face mask and to present a valid COVID certificate. Even in the exceptional situations described in paragraph 2.1.6, where it is possible to derogate from wearing a mask, contact tracing is not necessary.

All employees and students are recommended to use the SwissCovid App to facilitate contact tracing.

3.13 External service providers

External service providers must comply with the protective measures. Suppliers who enter premises outside of working hours or who stay 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 to maintain a safe distance. According to the regole SECO, service providers who stay for longer periods of time are required to present a COVID certificate (self-employed persons) or to strictly follow the protection plan drawn up by their employer (employees), as well as to comply with the obligation to wear a mask on the premises and to 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 SUPSI Direction 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 BEHAVIOUR IN CASE OF FLU-LIKE SYMPTOMS AND ISOLATION AND QUARANTINE MEASURES

Anyone developing flu-like symptoms, even if mild, compatible with a COVID-19 infection, even if vaccinated, recovered or participating in repeat salivary tests, should stay at home, limit contact with other people and contact by phone:

− Your family doctor;
− the Ticino information line on 0800 144 144, available daily from 09:00 to 17:00;
− the national infoline on +41 (0)58 463 00 00.

Persons (vaccinated, recovered or participating in repeat salivary testing) who develop flu-like symptoms consistent with a COVID-19 infection (generally, influenza symptoms), even if mild, should be tested at an authorised facility (the choice of test is made by the person based on their health status). If symptoms are present, a PCR test (confirming a rapid antigen test) and self-isolation pending the result are mandatory.

The procedure for reporting close contact with a COVID-19-positive person (quarantine), for the isolation of students and staff as well as for symptoms of COVID-19 infection (self-isolation) is described in the relevant protocol, which must be strictly adhered to.

The criteria for returning to the site following a COVID-19-related absence are set out in the attached protocol. On return from an isolation or quarantine period, all protective measures must continue to be scrupulously followed (hand hygiene, social distancing, correct use of mask, etc.).
5 PEOPLE AT PARTICULAR RISK
The needs of particularly vulnerable people are adequately addressed. These are people at especially high risk: the elderly, pregnant women and people suffering from particular conditions. Employees and students who are particularly at risk are asked to contact their human resources representative and/or their immediate supervisor, or their Undergraduate and Graduate Studies manager, in good time to determine the best operational solution on the basis of Ordinance 3 on Measures to Combat the Coronavirus (COVID-19) (Covid-19 Ordinance 3) (Workers at particular risk).

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.

6 ENTRY INTO SWITZERLAND
The Federal Council has once again tightened border health regulations and measures for entering Switzerland. It is strongly recommended to inform oneself about the regulations of the country of destination or origin. Because of the COVID-19 pandemic, entry into Switzerland is subject to special regulations. For persons entering Switzerland different rules apply. Please refer to the information provided. When entering Switzerland (regardless of country of origin), all persons (even if they have been vaccinated or recovered) are obliged to:
- present a negative PCR or antigen test
- fill in an entry form

For people who are neither vaccinated or recovered, there is an obligation to
- carry out a second test (PCR or antigenic) between the fourth and seventh day after arrival.

The test and entry form are not compulsory for cross-border commuters from certain regions. Risk-based controls are in place.

6.1.1 Recognition of foreign COVID certificates
All persons domiciled in or entering Switzerland who have been vaccinated abroad with a vaccine approved in Switzerland by SwissMedic (Moderna, Pfizer, Johnson&Johnson) or the European Medicines Agency (Astrazeneca) will be able to apply for a Swiss COVID certificate. They can apply for the COVID certificate by filling in an online form (using 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 Organisation, such as SARS-CoV-2 Vaccine (Vero Cell) (Sinopharm / BIBP) and CoronaVac (Sinovac). Access to the certificate will only be granted to those who:
- submit the application in person to the issuer so that the data provided can be verified on the spot. An application for a COVID certificate can be made by calling 0800 128 128. An appointment will be arranged for them, to which they must come with the documentation that will be indicated to them over the phone
- belongs to one of the following categories of persons
  - persons residing or domiciled in the Canton of Ticino

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.
7 HUMAN RESOURCES

7.1 Procedure to be followed in case of potential contagion

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 line manager and the Human Resources Department.

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 058 666 6007</th>
<th><a href="mailto:covid.dir@supsi.ch">covid.dir@supsi.ch</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPSI Direction</td>
<td>Elsa Ducommun 058 666 6080</td>
<td><a href="mailto:covid.dir@supsi.ch">covid.dir@supsi.ch</a></td>
</tr>
<tr>
<td>DACD</td>
<td>Antonella Blago 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 058 666 6444, Valeria Abate 058 666 6470</td>
<td><a href="mailto:covid.deass@supsi.ch">covid.deass@supsi.ch</a></td>
</tr>
<tr>
<td>DFA</td>
<td>Alessia Giudici 058 666 6804</td>
<td><a href="mailto:covid.dfa@supsi.ch">covid.dfa@supsi.ch</a></td>
</tr>
<tr>
<td>DTI</td>
<td>Jessica Brenna-Boschetti 058 666 6518, Matteo Lunini 058 666 6726</td>
<td><a href="mailto:covid.dti@supsi.ch">covid.dti@supsi.ch</a></td>
</tr>
</tbody>
</table>

If the employee tests positive for COVID-19 or has come into close contact with a positive person, he/she must follow the instructions in the attached protocol and ensure the prompt flow of information for administrative purposes.

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

7.2 Reporting illness

Sick people, regardless of illness, must announce their illness promptly to their direct superior and on the REXX management system.

7.3 Teleworking and on-site attendance

There is no teleworking obligation for teaching, laboratory and operational support activities, and for face-to-face meetings requiring direct interaction. For all other activities, teleworking is compulsory as far as possible to be agreed in advance with the direct superior. In order to ensure the safety of those who are called upon to work at headquarters, we urge you for greater organisation, where possible, of working shifts to allow for reduced office occupancy.

All staff who do not have a long-term COVID certificate (certificate of vaccination or recovery) and who regularly visit SUPSI premises at least once a week, must take a saliva test at SUPSI premises; the second saliva test may be taken at home. For those who only visit SUPSI from time to time, it is possible to be admitted to the centre, after informing the RU contact person, with a rapid antigenic test carried out autonomously (at authorised pharmacies and medical practices).

7.4 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.

### 7.5 Flextime per coloro che svolgono il rilevamento attività

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.

### 7.6 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.

### 7.7 Holiday

Staff members are advised to use their holidays as usual and to proceed with due planning.
8 CARRYING OUT EDUCATIONAL ACTIVITIES

8.1 Undergraduate and Graduate Studies

From September 2021, SUPSI will provide teaching activities mainly in presence, with a targeted integration of activities to be carried out at a distance (see Plan A inserted in the Guidelines for the conduct of teaching activities in Undergraduate and Graduate Studies from September 2021, following the new provisions of the Federal Council). From Monday 20 September, the requirement for a COVID certificate or a SUPSI COVID test certificate applies to all Undergraduate and Graduate Studies activities (Bachelor, Master, SMS Diploma), together with the requirement to present a valid identity document. Given the equivalence in point 2.3, the mySUPSI card is considered valid.

8.2 Continuing education

As of Monday 20 December 2021, the requirement to present a COVID 2G certificate (COVID certificate of vaccination or recovery) applies to almost all indoor continuing education events/courses, regardless of the number of participants. Participants in continuing education events/courses are therefore required to present a valid COVID 2G certificate together with a valid identity document.

However, the Federal Council has decided on exemptions for continuing education. According to Art. 19a of the COVID-19 Ordinance, a COVID 3G certificate (COVID certificate of vaccination, recovery or testing) must be presented for the following continuing education services:

- preparation courses for federal examinations;
- offers in the field of basic skills acquisition
- tenders aimed at fulfilling the integration criteria
- continuing education courses ordered by the authorities
- examinations as part of continuing education courses

The offer of continuing education courses subject to exemption from the obligation to present a COVID 2G certificate are communicated by the continuing education secretariats to the interested parties. These include internal courses and workshops offered to SUPSI employees for which the COVID 3G certificate is required.

Open-air continuing education events for up to 300 people as well as in-company continuing education events are exempt from the certificate requirement.

If the continuing education course takes place outside SUPSI premises, the venue protection plan applies.

Trainers are not required to have a COVID certificate during continuing education classes. However, a valid COVID certificate (3G) can be requested as a duty of care by the organisers of continuing education courses, and possession of one can be checked. A mask must be worn.

8.3 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.
8.4 Conduct of examinations

Access to venues during examinations is subject to possession of a valid COVID 3G certificate (COVID certificate of vaccination, recovery or test) or a SUPSI COVID test certificate, together with an identity document.

8.4.1 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:

- if the classroom/room allows it, 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.

8.5 Education-specific procedures

8.5.1 Procedure to be followed in case of infection or potential infection

In case of infection or potential infection, close contact with a positive person or symptoms suggestive of COVID-19 infection, the attached protocol should be followed.

Students who test positive or who are made aware that they have been in close contact with a person who has tested positive are kindly ask to 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) Department of reference
e) Last date of presence in SUPSI

8.5.2 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/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.
8.5.3 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.

8.5.4 Contact tracing for students
At SUPSI no contact tracing is performed.

In the case of an environmental investigation requested by the Cantonal Medical Office, the School Direction collaborates with the CMO for information regarding the composition of the class, according to the attached Protocol.

8.5.5 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. as indicated in the attached Protocol.

9 ORGANISATION

9.1 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.

9.2 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.
9.3 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.

### 9.3.1 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>

### 9.3.2 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>

### 9.3.3 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</td>
<td>Tatiana Cataldo</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>

### 9.3.4 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>

### 9.3.5 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>Thomas Tommasini</td>
</tr>
<tr>
<td>Activity</td>
<td>Manager</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Institutional Communication</td>
<td>Rina Corti</td>
</tr>
<tr>
<td>Gender and Diversity</td>
<td>Vittoria Calabretta</td>
</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>

**9.3.6 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>Continuing education</td>
<td>Enrico Rossi</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>Institute of Design</td>
<td>Jean-Pierre Candeloro</td>
</tr>
<tr>
<td>Institute of Microbiology</td>
<td>Mauro Tonolla</td>
</tr>
</tbody>
</table>

**9.3.7 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>

**9.3.8 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>

**9.3.9 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>Continuing Education and Lifelong Learning</td>
<td>Antonio Bassi</td>
</tr>
<tr>
<td>Research and Services</td>
<td>Milena Properzi</td>
</tr>
</tbody>
</table>
9.4 Services involved in the implementation of the Plan

9.4.1 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</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td>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></td>
<td>Phone: 058 666 68 21 / Email: <a href="mailto:antonio.crupi@supsi.ch">antonio.crupi@supsi.ch</a></td>
</tr>
<tr>
<td>Locarno – Palacinema</td>
<td>Antonio Crupi</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 68 21 / Email: <a href="mailto:antonio.crupi@supsi.ch">antonio.crupi@supsi.ch</a></td>
</tr>
<tr>
<td>Lugano - Via Balestra 16</td>
<td>Antonio Di Conza</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 65 27 / Email: <a href="mailto:antonio.diconza@supsi.ch">antonio.diconza@supsi.ch</a></td>
</tr>
<tr>
<td>Lugano-Viganello Campus EST</td>
<td>Antonio Di Conza</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 65 27 / Email: <a href="mailto:antonio.diconza@supsi.ch">antonio.diconza@supsi.ch</a></td>
</tr>
<tr>
<td>Manno – Le Gerre</td>
<td>Fabrizio Furlan</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 61 08 / Email: <a href="mailto:fabrizio.furlan@supsi.ch">fabrizio.furlan@supsi.ch</a></td>
</tr>
<tr>
<td>Manno – Palazzo E</td>
<td>Fabrizio Furlan</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 61 08 / Email: <a href="mailto:fabrizio.furlan@supsi.ch">fabrizio.furlan@supsi.ch</a></td>
</tr>
</tbody>
</table>
9.4.2 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 <em>Plan</em></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>

9.4.3 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 Altwegg / 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>

9.5 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.
9.6 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.

9.7 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.

10 INFORMATION
Updates are published regularly on the SUPSI website and on the Staff Portal at the following addresses:
- http://portalecollaboratori.supsi.ch/

11 ENTRY INTO FORCE

12 VERSIONS

<table>
<thead>
<tr>
<th>Version</th>
<th>Data</th>
<th>Entry into force</th>
<th>Amended articles</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>21.12.2021</td>
<td>21.12.2021</td>
<td>2.1.6; 2.3; 2.3.2; 2.3.3</td>
</tr>
<tr>
<td></td>
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<td>3.6; 3.7; 3.8.1; 3.8.2; 3.9; 3.10; 3.11; 3.12</td>
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Franco Gervasoni
SUPSI General Director