INTRODUCTION AND PURPOSE

1.1 Objectives

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

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


The Plan concerns the SUPSI Management and the four Departments.

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

The principles of the Protection Plan must be respected regardless, even in the case of activities outside the SUPSI offices.

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

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

1.2 Legal basis

- Employment Law (RS 822.11) and related ordinances, links (Italian version): https://www.admin.ch/opc/it/classified-compilation/19640049/index.html

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

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

- [https://www.who.int](https://www.who.int)
- [https://www4.ti.ch/stato-e-organizzazione/](https://www4.ti.ch/stato-e-organizzazione/) (Italian version)

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](https://www.supsi.ch/home_en/supsi/coronavirus.html)

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

2 ORGANISATION

2.1 SUPSI Management

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

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

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

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

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

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

2.2 Plan drafting group

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

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

Mauro Tonolla also serves as the Group's scientific advisor.

2.3 Responsibilities within the Services and Departments

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

The Activity Sheets, are signed:

- by the member of the SUPSI Management,
- by the member of the Departmental Management or by the Head of the Management Service,
- by the person in charge of the described activity.
## 2.3.1 Services under the responsibility of the General Director, Franco Gervasoni

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance and Controlling Service</td>
<td>Alessia Neviani</td>
</tr>
<tr>
<td>Real Estate and Facility Management</td>
<td>Domenico Iacobucci</td>
</tr>
<tr>
<td>Early Childcare Service</td>
<td>Elena Giambini</td>
</tr>
<tr>
<td>Internal audit</td>
<td>Thomas Tommasini</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuous Education</td>
<td>Nadia Bregoli</td>
</tr>
<tr>
<td>Human Resources Service</td>
<td>Patricia Girolmetti</td>
</tr>
<tr>
<td>IT Services</td>
<td>Gabriele Guerra</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Activities</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO</td>
<td>Enrico Rossi</td>
</tr>
<tr>
<td>Coordination and institutional development of education</td>
<td>Daniela Willi-Piezzi</td>
</tr>
<tr>
<td>SEDIFO</td>
<td>Fulvio Poletti</td>
</tr>
</tbody>
</table>

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

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

## 2.3.5 Services under the responsibility of the Head of the General Management Services, Pamela Valeggia

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Administrative Office</td>
<td>Pamela Valeggia</td>
</tr>
<tr>
<td>Quality Service</td>
<td>Dario Giandeini</td>
</tr>
<tr>
<td>Institutional Communication Service</td>
<td>Rina Corti</td>
</tr>
<tr>
<td>Gender &amp; Diversity Service</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>
### 2.3.6 Department for Environment Constructions and Design (DACD), Silvio Seno

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

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

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

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

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

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

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

2.4.1 Real Estate & Facility Management service

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

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

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

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

<table>
<thead>
<tr>
<th>Headquarters</th>
<th>Real Estate and Facility Management contact person for the Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellinzona - LMA</td>
<td>Mauro Tonolla</td>
</tr>
<tr>
<td>Lamone - ISTePS laboratory</td>
<td>Antonio Di Conza</td>
</tr>
<tr>
<td>Locarno – Stabile A</td>
<td>Antonio Crupi</td>
</tr>
<tr>
<td>Locarno – Stabile B</td>
<td>Antonio Crupi</td>
</tr>
<tr>
<td>Locarno - Palacinema</td>
<td>Antonio Crupi</td>
</tr>
<tr>
<td>Manno - Gallery 1</td>
<td>Antonio Di Conza</td>
</tr>
<tr>
<td>Manno - Gallery 2</td>
<td>Antonio Di Conza</td>
</tr>
<tr>
<td>Lugano-Viganello - Via Balestra</td>
<td>Antonio Di Conza</td>
</tr>
<tr>
<td>Manno - Le Gerre</td>
<td>Elio Valletta</td>
</tr>
<tr>
<td>Manno – Palazzo E</td>
<td>Elio Valletta</td>
</tr>
<tr>
<td>Manno – Piazzetta</td>
<td>Elio Valletta</td>
</tr>
<tr>
<td>Manno – Suglio</td>
<td>Elio Valletta</td>
</tr>
<tr>
<td>Trevano - Block A</td>
<td>Michel Stocker / Mario Castellaneta</td>
</tr>
<tr>
<td>Trevano - Block B</td>
<td>Michel Stocker / Mario Castellaneta</td>
</tr>
<tr>
<td>Trevano - Block C</td>
<td>Michel Stocker / Mario Castellaneta</td>
</tr>
<tr>
<td>Trevano - Block D</td>
<td>Michel Stocker / Mario Castellaneta</td>
</tr>
<tr>
<td>Trevano - Block E</td>
<td>Michel Stocker / Mario Castellaneta</td>
</tr>
<tr>
<td>Trevano - Residence</td>
<td>Michel Stocker / Mario Castellaneta</td>
</tr>
</tbody>
</table>
2.4.2 Internal and External Communication

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

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

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

2.4.3 Human Resources management

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>Management</td>
<td>Elsa Ducommun</td>
</tr>
<tr>
<td>DACD</td>
<td>Antonella Blago</td>
</tr>
<tr>
<td>DEASS</td>
<td>Pamela Altweg / Valeria Abate</td>
</tr>
<tr>
<td>DFA</td>
<td>Alessia Giudici</td>
</tr>
<tr>
<td>DTI</td>
<td>Jessica Brenna Boschetti</td>
</tr>
</tbody>
</table>

2.5 Laboratory for Applied Microbiology

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

2.6 Psychological support

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

2.7 Individual Responsibility

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

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


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

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

It is essential to remember that **anyone who develops flu-like symptoms** (fever above 37.5°C or a feeling of fever, mostly dry cough, sore throat, shortness of breath or breathing problems, muscle aches, sudden loss of smell and / or taste must **stay at home, limit contact** with other people and **contact by phone**:

- Your 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.

Anyone who has had close contact with a person affected by COVID-19 in the last 14 days (less than 1.5 metres away for more than 15 minutes) must stay at home for 10 days.


### 3.2 Persons particularly at risk

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

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

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

It is recommended to limit travel and movement.


The list of countries or regions considered at risk is attached to the Ordinance. Please note that those who are required to quarantine must register within two days of their entry to the cantonal hotspot COVID-19 (tel.: 0800 144 144; e-mail: hotline@fctsa.ch).
3.4 Increased hygiene

3.4.1 Washing your hands

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


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

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

Do not touch your mouth, nose or eyes.

Wash your hands after coughing, sneezing or blowing your nose.

3.4.2 Handkerchiefs and other personal waste

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

Use disposable paper tissues, to be thrown away immediately after use in the appropriate covered waste bins, positioned in all every building.

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

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

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

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

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

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

3.4.4 Objects

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

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

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

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

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

In all internal common areas (corridors, lobbies, bathrooms) within in the offices, a mask is obligatory for students, staff and external visitors. The mask must be worn until you reach your destination (classroom or office) and can usually be taken off when people are sitting and the social distance of 1.5 m is respected.

In the external common areas of the offices, the mask must be worn only when it is not possible to respect the social distance of 1.5 m.

Staff may request a pack of 50 certified disposable surgical masks for a period of 10 weeks (from 7 September to 15 November) from the Executive Administrative Office and the Departmental Secretariat.

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

Students and external visitors are responsible for providing themselves with effective protective masks. The masks must be used correctly as a non-compliant use can be a source of contamination for themselves and for others. The use of masks must not result in the abandonment of the other measures described.

The following guidelines apply.

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

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

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

3.4.6 Use of disposable gloves

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

3.4.7 Waste

You must empty the waste bins regularly (especially those near where you wash your hands).

You must avoid touching the waste directly and always use tools (broom, shovel, etc.).

Please do not compress the waste bags.
3.4.8 Cleaning of premises and relative ventilation
The organisation and coordination of cleaning is the responsibility of the Real Estate and Facility Management service.

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

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

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

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

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

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

3.4.9 Placement and use of hand sanitiser

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

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

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

3.5 Social distancing

3.5.1 Distance between people
The distance of at least 1.5 metres between people must be maintained in all circumstances, otherwise, the use of a mask is mandatory.

Handshakes should be avoided.

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

3.5.2 Circulation, waiting and break areas

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

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

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

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

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

3.5.3 Meetings

Face-to-face meetings should, as a rule, be held in naturally ventilated rooms, with a limited number of people adequate to the size of the room, respecting the distance of 1.5 meters.

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

Wipes and disinfectant / soap must be present in each meeting room to allow users to clean / disinfect contact surfaces before and after meetings.
The meeting room should be regularly ventilated at the beginning and at the end of every meeting. Exceptionally, meeting rooms without natural ventilation can only be used with the protective mask. In these situations, a specific indication is displayed on the doors.

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

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

3.5.5 Journey to work or school
It is advisable, if possible, to go to work on foot, by bicycle, scooter or motorcycle.
If you use a private car it is recommended that you travel alone.
When using public transport, it is recommended to avoid rush hours if possible and to respect the behavioural recommendations issued by the authorities and transport companies.

3.6 Work, study and break areas

3.6.1 Work premises
The 1.5 metre distance rule applies between work or study stations.

The maximum number of people permitted in offices, meeting rooms, laboratories and classrooms is indicated directly on the door.

To determine the maximum number of persons, consideration must also be given to the layout of the room, the circulation space and the fixed furnishings or equipment present.

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

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

In classrooms with fixed seating, there must be a clear indication of which seats can be used

3.6.2 Rooms or activities with the need to wear the mask
For the use of a room it may be necessary to use the mask (as indicated in paragraph 3.4.5) when the 1.5 metre safety distance is not possible with an acceptable working and/or teaching method, or when specific infrastructure is available.

A sign on the entrance door to the room should carry information about the need to use protective material.

3.6.3 Counters and reception
As far as possible, services are to be provided remotely, alternatively an appointment should be made.
Where necessary, the doors are equipped with protective elements (Plexiglas).
Where necessary in front of the reception area a distance of 1.5 metres must be marked out on the ground.
3.6.4 Canteens, cafes and other meal distribution areas


3.7 Conferences and events

Public events of academic or institutional interest can be organised, with the authorisation of the relevant member of the SUPSI Management, for up to a maximum of 300 people, in strict compliance with this Plan, including the guarantee of traceability through the registration of attendance.

For each event involving the participation of more than 50 people, the relevant member of the SUPSI Management should approve a specific protection plan.

3.8 Attendance checks and contact tracing

It is necessary to ensure attendance checks within the SUPSI offices.

In the Activity Sheets, managers indicate the method adopted to guarantee attendance checks and data storage for a duration of at least 14 days.


3.8.1 External visitors

External visitors may only be received by appointment and in compliance with the protective measures. The provision of SUPSI spaces to third-parties for events, meetings, courses or other activities must be limited. In any case, external parties are also required to comply with the indications of this Plan.

4 HUMAN RESOURCES

4.1 Procedure to be followed in case of potential contagion

In the event that the staff member tests positive for COVID-19, or must follow quarantine or self-quarantine periods, they are invited to promptly inform their direct supervisor and the Human Resources Service.

In the case of mandatory quarantine, it is strongly recommended that the virus be tested for negativity before returning to work.

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

The Human Resources Service manages relations with the cantonal medical office in the event of a detected contagion situation, promptly informing the relevant Director and the General Director.

Here are the Human Resources contacts:

<table>
<thead>
<tr>
<th>Head of the Human Resources Service</th>
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<tbody>
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<td>Human Resources Service (DIR)</td>
<td>Elsa Ducommun</td>
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<td>Valeria Abate</td>
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<td>Alessia Giudici</td>
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<td>DTI</td>
<td>Jessica Brenna-Boschetti</td>
<td>058 666 6518</td>
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4.2 Risk groups

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

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

See also details in Article 3.2.

4.3 Reporting illness

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

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

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

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

4.4 Teleworking and on-site attendance

With the resumption of the autumn semester 2020/2021 we return to a regular working regime. The activities can be organised as teleworking, compatibly with the needs of the service and in agreement with one’s direct superior.

The procedure for implementing teleworking must be defined by the direct superior.

Activities requiring presence on site must be organised in compliance with the provisions of this Plan.

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.

From 1 July 2020, the standard regulations in force under the bilateral agreements came into force, which stipulate that persons employed by a Swiss employer, but resident in a foreign country (EU, EFTA states), may not exceed the annual percentage of 25% teleworking at home from abroad, without being subject to the welfare and tax system of their country of residence.

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

4.5 Working hours

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

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

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

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

4.6 Flexitime for those who carry out takeover activities

The usual rules concerning the recording of working hours apply.
Staff who, due to the measures to contain the contagion from COVID-19, were unable to cover their percentage of the workload are required to plan the progressive use of their own flexitime with their direct superior.

4.7 Staff mobility

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

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

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

4.8 Return from countries or regions with a high risk of contagion

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

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

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

4.9 Holiday

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

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

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

Each department and service describes how to carry out its activities in the specific Activity Sheets. The up-to-date list of Activity Sheets is described in Annex 1.

5.1 Undergraduate and Graduate Studies and Continuing Education

With the resumption of the autumn semester, SUPSI is adopting a hybrid teaching model (partly remote, partly face-to-face) in compliance with the Plan and with the aim of reducing the number of people present at the same time.

In the case of on-site activities, appropriate measures are taken to ensure that sufficient distance between the participants or that the risk of transmission is otherwise minimised through the use of the mask. Presence control measures shall be adopted to facilitate the traceability of any infections.

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

5.1.1 Illness / Quarantine or Self-quarantine

Absences related to the presence of flu-like symptoms or illness, quarantine or self-quarantine periods will not be counted, but must be justified according to the normal provisions of the degree programs. In the event of prolonged absences, the best ways to recover what has been lost will be agreed with the head of the degree course upon return.

5.1.2 Risk groups

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

5.1.3 Accessibility of the premises for students

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

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

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

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

5.1.4 Teaching materials

The teaching materials (handouts) are, as a rule, made available to students electronically. The distribution of handouts and other documents to students must be kept to a minimum. Before handling documents wash or disinfect your hands.
5.1.5 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.

6 INFORMATION / DISTRIBUTION

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

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

- [http://portalecollaboratori.supsi.ch/](http://portalecollaboratori.supsi.ch/)

7 ENTRY INTO FORCE

This version of the *Protection Plan* comes into force 7 September 2020.

8 VERSIONS

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Franco Gervasoni
General Director SUPSI