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

Version 17 dated 17 February 2022

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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.
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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\(^2\) 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)

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\(^2\) For ease of reading this document, the masculine gender is used to designate persons and functions regardless of gender.
1.3 Information and references

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).

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
- 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 disinfected 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>Quantity</th>
</tr>
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<tbody>
<tr>
<td>21 November 2021 - 23 January 2022</td>
<td>1 pack of 50 masks</td>
</tr>
<tr>
<td>24 January 2022 - 27 March 2022</td>
<td>1 pack of 50 masks</td>
</tr>
<tr>
<td>28 March - 29 May 2022</td>
<td>1 pack of 50 masks</td>
</tr>
<tr>
<td>...</td>
<td></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:
- individual offices containing one person only;
- teachers who may optionally remove their masks during lessons
- speakers during meetings when they take the floor
- persons who can prove that they are unable to wear face masks for special reasons, in particular medical reasons, according to Article 6 paragraph 1 and 2 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. As proof of medical reasons, a certificate issued by a health professional licensed to practice under his or her own responsibility in accordance with the Medical Practitioners Act 20064 of 23 June or the Federal Act 20115 of 18 March on Psychological Professions is required.

2.1.7 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.

2.1.8 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 and http://www.aerare-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 Revocation of COVID certificate or SUPSI COVID test certificate requirement

As of 17 February revocation of COVID certificate requirement for students and staff to:

- access SUPSI premises,
- access undergraduate and graduate and continuing education courses,
- access libraries,
- participate in SUPSI events, both indoors and outdoors,
- access the canteens (the provisions laid down by Gastrosuisse apply in terms of the rules to be followed),
- access the USI-SUPSI gym at the East Campus.

2.3.1 Repeat test programme (aggregated PCR salivary tests)

Given the revocation of the COVID Certificate obligation, repeat testing is suspended as of and including Thursday, 17 February.

2.3.2 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.
- 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.

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)

The restrictions on access to SUPSI canteens (and those shared with the Università della Svizzera italiana or other Institutes) are lifted.

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

3.8 Conferences and events

3.8.1 Conferences and indoor events

Restrictions on access to conferences and events within SUPSI premises are lifted. During conferences and events held inside, the obligation to wear a mask is in force.

3.8.2 Conferences and outdoor events

All restrictions on holding SUPSI events outdoors are lifted.

3.8.3 Refreshments

From 17 February it is again possible to organise refreshments associated with the events. Wherever possible, hygiene measures are to be respected.

3.8.4 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.

3.9 Sports activity

Restrictions on access to gyms and sports activities are lifted. For the USI-SUPSI gymnasium at the EST Campus, the relative protection plan of USI applies.
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.

3.10 Access to SUPSI libraries

Access to SUPSI libraries is granted to all those entitled to it. The obligation to wear a mask is in force.

3.11 Contact tracing

No contact tracing is carried out at SUPSI.

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, 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) 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) depends on the country of residence and 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

Please see the information on the page Coronavirus entry into 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 is ordered to go into quarantine (for non-Swiss residents only) must immediately inform their direct superior and the Human Resources.

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

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

If the employee tests positive for COVID-19 or who is ordered to go into quarantine (for non-Swiss residents only), 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

The teleworking recommendation is revoked by the Federal Council with effect from 17 February 2022. SUPSI applies the principles of Directive 10 C Flexibility of workplace and time, as contemplated in the SUPSI Internal Directives.

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 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.

7.6 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
As of 17 February, the obligation to present a valid COVID certificate to access undergraduate and graduate courses and exams, is lifted.
The obligation to wear a mask is in force in all areas inside the premises until 31 March.

8.2 Continuing education
As of 17 February, the obligation to present a valid COVID certificate to access continuing education courses and exams, is lifted.
The obligation to wear a mask is in force in all areas inside the premises until 31 March.

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 Education-specific procedures

8.4.1 Procedure to be followed in case of infection or potential infection
Follow the attached protocol in case of infection, quarantine notice (for non-Swiss residents only) or symptoms of COVID-19 infection.
A student who tests positive or who is ordered to go into quarantine (for non-Swiss residents only) is 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
8.4.2 Illness / Quarantine

Absences related to the presence of flu-like symptoms or illness and to quarantine periods (for non-Swiss residents only) 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. For students is required to obtain a quarantine certificate (for non-Swiss residents only) issued or foreseen by the competent authority.

8.4.3 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.

8.4.4 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 (for non-Swiss residents only) ordered by the competent authority, 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>
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9.3.2 Services under the responsibility of the Director of Continuing Education, Nadia Bregoli

<table>
<thead>
<tr>
<th>Activity</th>
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<tbody>
<tr>
<td>Continuing Education and Lifelong Learning</td>
<td>Nadia Bregoli</td>
</tr>
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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>
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<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>
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<tbody>
<tr>
<td>Research, Development and Knowledge Transfer Service</td>
<td>Giambattista Ravano</td>
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<tr>
<td>Library coordination</td>
<td>Giambattista Ravano</td>
</tr>
</tbody>
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9.3.5 Services under the responsibility of the Head of the General Direction Services, Pamela Valeggia

<table>
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<tbody>
<tr>
<td>General Secretariat</td>
<td>Pamela Valeggia</td>
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<tr>
<td>Quality</td>
<td>Thomas Tommasini</td>
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<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>
</tbody>
</table>

15/19
9.3.7 Department of Business Economics, Health and Social Care (DEASS), Luca Crivelli

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
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</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>
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</table>

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

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>DFA Director</td>
<td>Alberto Piatti</td>
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<tr>
<td>Undergraduate and graduate Studies</td>
<td>Magda Ramadan</td>
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<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>
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<th>Activity</th>
<th>Manager</th>
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</thead>
<tbody>
<tr>
<td>DTI Director</td>
<td>Emanuele Carpanzano</td>
</tr>
<tr>
<td>Undergraduate and graduate Studies</td>
<td>Andrea Graf</td>
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<tr>
<td>Continuing Education and Lifelong Learning</td>
<td>Antonio Bassi</td>
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<tr>
<td>Research and Services</td>
<td>Milena Properzi</td>
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<tr>
<td>Dalle Molle Institute for Artificial Intelligence USI-SUPSI</td>
<td>Andrea Rizzoli</td>
</tr>
<tr>
<td>Institute of Systems and Technologies for Sustainable Production</td>
<td>Marco Colla</td>
</tr>
<tr>
<td>Institute of Digital Technologies for Personalized Healthcare</td>
<td>Alessandro Puiatti</td>
</tr>
<tr>
<td>Institute of Mechanical Engineering and Materials Technology</td>
<td>Adriano Nasciuti</td>
</tr>
<tr>
<td>Institute of Systems and Applied Electronics</td>
<td>Andrea Salvadè</td>
</tr>
<tr>
<td>Institute of Information Systems and Networking</td>
<td>Tiziano Leidi</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>
</table>
| Bellinzona – LMA    | Mauro Tonolla  
Phone: 058 666 62 69 / Email: mauro.tonolla@supsi.ch |
| Locarno – Stabile A | Antonio Crupi  
Phone: 058 666 68 21 / Email: antonio.crupi@supsi.ch |
| Locarno – Stabile B | Antonio Crupi  
Phone: 058 666 68 21 / Email: antonio.crupi@supsi.ch |
| Locarno – Palacinema| Antonio Crupi  
Phone: 058 666 68 21 / Email: antonio.crupi@supsi.ch |
| Lugano - Via Balestra 16 | Antonio Di Conza  
Phone: 058 666 65 27 / Email: antonio.diconza@supsi.ch |
| Lugano-Viganello Campus EST | Antonio Di Conza  
Phone: 058 666 65 27 / Email: antonio.diconza@supsi.ch |
| Manno – Le Gerre    | Fabrizio Furlan  
Phone: 058 666 61 08 / Email: fabrizio.furlan@supsi.ch |
| Manno – Palazzo E   | Fabrizio Furlan  
Phone: 058 666 61 08 / Email: fabrizio.furlan@supsi.ch |
| Manno – Piazzetta   | Fabrizio Furlan  
Phone: 058 666 61 08 / Email: fabrizio.furlan@supsi.ch |
| Manno – Suglio      | Fabrizio Furlan  
Phone: 058 666 61 08 / Email: fabrizio.furlan@supsi.ch |
| Mendrisio – Campus Mendrisio | Michel Stocker  
Phone: 058 666 63 07 / Email: michel.stocker@supsi.ch  
Mario Castellaneta  
Phone: 058 666 63 06 /  Email: mario.castellaneta@supsi.ch |

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 Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direction</td>
<td>Rina Corti and Marina Tolic</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, Marianna Di Piazza</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

This version of the Protection Plan comes into force on 17.02.2022.
## 12 VERSIONS

<table>
<thead>
<tr>
<th>Version</th>
<th>Data</th>
<th>Entry into force</th>
<th>Amended articles</th>
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<td>16.1</td>
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<td>3; 6; 8.4; 8.5.2; 9.4.3.</td>
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<td>17</td>
<td>17.02.2022</td>
<td>17.02.2022</td>
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</tr>
</tbody>
</table>

Franco Gervasoni  
SUPSI General Director