SUPSI

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

Version 2.0 of 8 June 2020

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 Federal Ordinance 2-COVID-19.

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 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

1.3 Information and references

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

- https://www.who.int/
- https://www4.ti.ch/stato-e-organizzazione/ (Italian version)
- http://www.governo.it/it/faq-io restoacasa (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

¹To facilitate the reading of this document, the male gender is used to designate people and functions regardless of gender.
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 describing the protection measures envisaged for the individual operational activities, that affect their own unit and share them with their reference staff.

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 Service and Facility Management,
- Silvia Colombo, Real Estate Service and Facility Management staff member,
- Pamela Valeggia, Head of the General Management Services
- Patricia Girolmetti, 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>Educational Development and Institutional Coordination</td>
<td>Wilma Minoggio</td>
</tr>
<tr>
<td>SEDIFO</td>
<td>Fulvio Poletti</td>
</tr>
<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>Nursery</td>
<td>Elena Giambini</td>
</tr>
<tr>
<td>Internal audit</td>
<td>Thomas Tommasini</td>
</tr>
</tbody>
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2.3.2 Services under the responsibility of the Director of Continuing Education, Nadia Bregoli

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
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<tbody>
<tr>
<td>Continuing education</td>
<td>Nadia Bregoli</td>
</tr>
<tr>
<td>CEO</td>
<td>Enrico Rossi</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Patricia Girolmetti</td>
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<tr>
<td>I.T.</td>
<td>Gabriele Guerra</td>
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</tbody>
</table>

2.3.3 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 and knowledge transfer</td>
<td>Giambattista Ravano</td>
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<tr>
<td>Library coordination</td>
<td>Giambattista Ravano</td>
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</tbody>
</table>

2.3.4 Services under the responsibility of the Head of the General Management Services, Pamela Valeggia

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
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<tbody>
<tr>
<td>General Management Services</td>
<td>Pamela Valeggia</td>
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<tr>
<td>Quality</td>
<td>Dario Giandeini</td>
</tr>
<tr>
<td>Institutional Communications</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</td>
</tr>
</tbody>
</table>
2.3.5  Department for Environment Constructions and Design (DACD), Silvio Seno

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<tr>
<th>Activity</th>
<th>Manager</th>
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<tbody>
<tr>
<td>DACD Director</td>
<td>Silvio Seno</td>
</tr>
<tr>
<td>Undergraduate and graduate programs</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>
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</tbody>
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2.3.6  Department of Business Economics, Health and Social Care (DEASS), Luca Crivelli

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
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<tbody>
<tr>
<td>DEASS Director</td>
<td>Luca Crivelli</td>
</tr>
<tr>
<td>Undergraduate and graduate programs</td>
<td>Graziano Meli</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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2.3.7  Department of Education and Learning (DFA), Alberto Piatti

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<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
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<tbody>
<tr>
<td>DFA Director</td>
<td>Alberto Piatti</td>
</tr>
<tr>
<td>Undergraduate and graduate programs</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>

2.3.8  Department of Innovative Technologies (DTI), Emanuele Carpanzano

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
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<tbody>
<tr>
<td>DTI Director</td>
<td>Emanuele Carpanzano</td>
</tr>
<tr>
<td>Undergraduate and graduate programs</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>
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<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>
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</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>
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<tr>
<td>Locarno – Stabile B</td>
<td>Antonio Crupi</td>
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<tr>
<td>Locarno - Palacinema</td>
<td>Antonio Crupi</td>
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<tr>
<td>Manno - Gallery 1</td>
<td>Antonio Di Conza</td>
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<tr>
<td>Manno - Gallery 2</td>
<td>Antonio Di Conza</td>
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<tr>
<td>Manno - Le Gerre</td>
<td>Elio Valletta</td>
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<tr>
<td>Manno – Palazzo E</td>
<td>Elio Valletta</td>
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<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>
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<tr>
<td>Trevano - Block B</td>
<td>Michel Stocker / Mario Castellaneta</td>
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<tr>
<td>Trevano - Block C</td>
<td>Michel Stocker / Mario Castellaneta</td>
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<td>Trevano - Block D</td>
<td>Michel Stocker / Mario Castellaneta</td>
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<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</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.
**3 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 Increased hygiene

#### 3.1.1 Washing 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.

#### 3.1.2 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.

#### 3.1.3 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 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.).
3.1.4 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).

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.

3.1.5 Use of surgical masks


In individual offices and in other situations where social distancing is guaranteed and the absence of prolonged contact, there is no obligation to wear a mask.

In common areas, if the safety distance of at least 2 metres cannot be maintained, and in all other situations in which the use of the mask is considered potentially useful, it is necessary to wear a CE surgical mask (Directive 93/42/EEC). In these cases, SUPSI makes the masks available to staff, students and external visitors.

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.

Masks can be obtained from the Executive Administrative Office and departmental management.

3.1.6 Use of disposable gloves

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

3.1.7 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.
3.1.8 Use of service vehicles
For travel with service vehicles, the use of surgical masks is mandatory if there are other passengers besides the driver.
Service vehicle drivers must thoroughly clean the interior with a cloth and a special sanitising detergent, provided for every service vehicle, at the end of the journey.

3.1.8 Cleaning of premises and relative ventilation
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.

3.1.10 Cleaning of toilets
The frequency of cleaning the toilets, where used, has increased accordingly to twice a day.

3.1.11 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.

3.2 Social distancing

3.2.1 Distance between people
The distance of at least 2 metre between people must be maintained in all circumstances.
Handshakes should be avoided.
Assemblies with more than 30 people should be avoided.
As far as possible, guests will be received by appointment in order to avoid prolonged waiting.
Where unavoidable, contacts between people less than 2 metres away should be kept as short as possible. In these cases, the protective mask must be worn.

3.2.2 Journey to work
It is recommended, if possible, to go to work on foot, by bicycle, scooter or motorcycle.
If you use a private car we recommend travelling alone.
If public transport is used, it is recommended to avoid, if possible, peak times and to comply with the behavioural recommendations issued by the authorities and transport companies.
For those who use a public transport pass and decide to go to work with a private car, SUPSI makes the parking spaces of the shared parking areas available free of charge in this phase.
3.2.3 Circulation, waiting and break areas

Where it is not possible to guarantee the meeting of people by respecting the distance of 2 metres, one-way routes are usually defined with specific signs.

The use of lifts should be avoided. In case of need, they must be used by one person.

In the waiting areas, signs are set up to ensure that the distance of 2 metres between people is maintained.

In the break areas, the number of tables and chairs is reduced to ensure that distances are maintained.

If possible, you are asked to stagger work and break times, in order to reduce the number of people present in the common areas at the same time.

3.2.4 Canteens, cafes and other meal distribution areas

The rules of social distancing must also be respected in catering establishments (e.g. canteens and cafeterias) of educational institutes, for example during meal service or regarding the occupation, position and size of tables.

Crowds of people in line should be avoided by taking appropriate measures. External guests must not be served and cannot stay inside these structures.

In addition to the aforementioned hygiene measures, in serving meals to pupils, trainees, students and participants in continuing education courses it is necessary to:

- prohibit people to serve and take cutlery by themselves,
- stagger the flow of people,
- provide protection for food and personnel (e.g. Plexiglas screens).

The canteen and cafeteria managers are responsible for implementing the protective measures.

3.2.5 Meetings

If possible, meetings should be held by video conferencing instead of face-to-face.

Face-to-face meetings must be held in well-ventilated rooms, with a limited number of people suitable for the size of the room. The indicated space is at least 4 m² per person.

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

Each meeting room must have wipes and disinfectant / soap to allow users to clean / disinfect contact surfaces before and after meetings.

The duration of face-to-face meetings should normally be limited to 2 hours.

The meeting room must be regularly aired at the beginning and end of the meeting.

3.2.6 Travel

It is recommended to limit travel to the minimum.

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

In case of mobility before the beginning of the 2020/2021 academic year, you must inform your department mobility coordinator in case of SEMP mobility, while for other trips (business trips, conferences, projects, ...) the Human Resources Service.

For students, both SEMP and international mobility can be carried out, according to Swiss federal regulations and those in force in the country of destination or origin, but must be agreed with your
department mobility coordinator in case of outgoing mobility or the International Office in case of incoming mobility.

3.2.7 Material deliveries
For the delivery of materials / books, if possible opt for postal delivery.

The library and interlibrary loan is authorised for staff and students and must take place in compliance with the conditions of the Plan. Library managers draw up a specific Activity sheet (Annex 1).

Incoming and outgoing mail is distributed by a designated person in each team who collects and distribution. The designated person must maintain hand hygiene regularly.

3.3.8 Work premises
The 2-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.

Where possible, one person should work in each room at any one time.

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

Excess chairs in the rooms must be stacked.

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

3.2.9 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 3.1.5) when the 2-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.

3.3 Limitation of the number of people

3.3.1 Teleworking and on-site attendance
Until at least August 30 2020, SUPSI recommends, when possible and appropriate, teleworking for all employees.

Teachers can access the premises to record streaming lessons that require demonstrations with laboratory equipment.

Activities that require on-site presence must be authorised by the member of the relevant SUPSI Department. As a rule, each activity that requires on-site presence must be described in an Activity Sheet (attachment 1).

3.3.2 Hours and work shifts
Where necessary the presence on site, flexible working hours and shifts, agreed with one’s direct superior, are organised in order to limit the number of people present at the same time.

3.4 Attendance checks
It is necessary to ensure attendance checks within the SUPSI offices.
In the Activity Sheets, managers indicate the method adopted to guarantee attendance checks for a duration of at least 21 days.

**HUMAN RESOURCES**

4.1 Potential contagion

The guidelines of the Federal Office of Public Health must be observed. In particular, those who experience flu symptoms (fever above 37.5°C or the sensation of fever, cough (mostly dry), sore throat, breathlessness or respiratory ailments, muscle pain, sudden loss of smell and / or taste) they must stay at home immediately even in case of mild symptoms and consult their doctor by phone.

Anyone who has had close contact with Covid-19 patients in the past 14 days (less than two metres away, more than 15 minutes) must stay home for 10 days.

4.2 Self-quarantine

All employees must follow the instructions related to the quarantine and SUPSI regulations and those of their immediate superiors.

As a general rule, quarantine is considered as a teleworking period.


4.3 At-risk groups

According to COVID-19 Ordinance 2, people over 65 or people with severe chronic diseases are considered particularly at risk ([https://www.admin.ch/opc/en/classified-compilation/20200744/index.html#id-ni5](https://www.admin.ch/opc/en/classified-compilation/20200744/index.html#id-ni5)).

Employees belonging to an at-risk group or who live in an apartment shared with people at risk must be particularly protected.

Students belonging to an at-risk group must not be discriminated against with regards to access to education and ad hoc solutions must be identified to allow them to continue their studies, in accordance with the principles of equal opportunities.

They can only be accepted on-site for activities in which social distances are constantly guaranteed.

4.3.1 Pregnant women

For pregnant women, the Swiss Society of Obstetrics and Gynaecology does not identify any particular risk. Currently, the valid measures are the same for non-pregnant adult women according to the Federal Office of Public Health.

However, it is advisable to consult a gynaecologist if pregnancy is at risk or simply as a precaution.

4.4 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.

4.5 Working hours

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

The line manager is responsible for monitoring the sustainability of the workload of his staff, ensuring adequate recovery times, to allow them to better reconcile professional needs with family and personal ones.

Working from home, the workload remains unchanged based on the contractually stipulated degree of employment.

Unless explicitly agreed otherwise with the direct superior, overtime is not allowed 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 Holiday

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

By 30 June 2020 holiday period planning must be carried out.

4.8 New recruitment

In view of the Confederation's COVID-19 Ordinance 2 which suspends visas until 15 June 2020 and the temporary closure of borders:

- all signed employment contracts with a commencement date of April 1 or later are duly respected;
- all unsigned employment contracts by employees living abroad will be able to start at the earliest 1 July 2020 for people living in EU / EFTA countries. For those who live in other countries, the earliest possible contract commencement date is 1 October 2020.

5 PERFORMANCE OF ACTIVITIES

The aim is to ensure the continuity of our institutional mandates for undergraduate and graduate programs, 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.

5.1 Undergraduate and Graduate Program and Continuing Education

The lessons and associated certification sessions are, as a rule, held remotely.

The Department Directors can however authorise the performance in the presence of certain training and / or certification activities, in compliance with the conditions of hygiene, social distance and other provisions issued by the authorities.

In these particular cases, students will be informed in advance and will receive clear indications directly from their teachers and reference managers.
The provisions remain valid until at least 30 June, at the end of the spring semester 2020 (spring certification session included).

In the case of attended activities, the specific recommendations must be respected (https://www.sbfi.admin.ch/dam/sbfi/it/dokumente/2020/05/nachobligatorische-schule.pdf.download.pdf/nachobligatorische-schulen_i.pdf - Italian version).

As far as possible, avoid changing classrooms (reduce mobility within the educational establishment).

To guarantee the distance of 2 metres between the people present in the classroom, it is also possible to rely on the indicative value of one person every 4 m².

5.2 Conferences and events

Public events of academic or institutional interest, up to a maximum of 300 people, may be organised, with the authorisation of the relevant member of the SUPSI Management, in strict compliance with the protection plan, including the guarantee of traceability through attendance records.

No conference and event space shall be made available to third parties.

5.3 Accessibility of premises for students

SUPSI premises will be accessible to students solely:
- for activities related to a library loan,
- for didactic activities in the presence that will be authorised by the Department Directors, to be carried out ensuring at least 4 m² per person and adequate airing of the premises.

5.4 Counters and reception

As far as possible, the services shall be provided remotely, alternatively an appointment shall be made. Where necessary, counters must be equipped with protective features (Plexiglas).

Where necessary, a distance of 2 metres must be marked on the ground in front of the reception area.

5.5 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.

5.6 External users

External users may only be received by appointment and in compliance with the protective measures.

It is always preferable to hold meetings with external parties by videoconferencing.

No space is made available to external users for the carrying out of activities, meetings, conferences, etc.

6 INFORMATION / DISTRIBUTION

The first version of the Plan will be sent by e-mail to all SUPSI staff and students with an accompanying letter.

The following is published on the SUPSI website and on the staff portal at the following addresses:
- https://portalecollaboratori.supsi.ch/group/collaboratori/covid-19 (Italian version)
Updates will be published regularly on the indicated websites.

## 7 ENTRY INTO FORCE

This version of the Protection Plan comes into force 8 June 2020.

### VERSIONS

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Franco Gervasoni

General Director