1. INTRODUCTION

The provisions of the Federal Office of Public Health (FOPH) are valid for persons residing in Switzerland and provide for
- isolation of anyone tested positive for COVID-19 infection
- no quarantine for anyone who has had close contacts (as defined above: contact for more than 15 minutes at a distance of less than 1.5 metres and without adequate protective measures) or intimate (household economy and repeatedly). However, special provisions apply to these persons

Despite the exemption from quarantine, all persons who have had close or intimate contact with a COVID-19 positive person must observe the rules of hygiene and behaviour, as well as the provisions on the wearing of masks.

Isolation is compulsory and decided by the CMO, through its contact tracing service (CT). SUPSI reserves the right to adopt additional protection measures.

For employees and students who are ordered to be quarantined, absences are according to the provisions of the SUPSI Protection Plan.

This Protocol describes the procedure to be followed in case of notification of infection or of close or intimate contact with a person tested positive for COVID-19, as well as quarantine notifications issued by foreign authorities for persons residing abroad but working or studying at SUPSI.

The aim of the Protocol is to ensure proper case management with due and prompt communication.

The cases and situations connected with the provisions to stem the spread of the virus are many: the present Protocol contains a series of important indications, which, however, may not be completely exhaustive and applicable to all cases. The General Director and the relevant SUPSI Management members shall assess and decide on the individual cases in accordance with and following the directives of the competent authorities.

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1 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.
2. DEFINITIONS AND CONDUCT

Contact quarantine
As of 3 February 2022, the quarantine obligation is lifted for persons residing in Switzerland. Persons residing abroad but working or studying at SUPSI are subject to the relevant regulations of their country of residence.

Close contact or intimate
People who have been exposed to a positive case in the family environment or who have had intimate contact are nevertheless advised to act with the necessary caution:
- wear a mask in case of any contact with others for 5 days after the last contact with the positive person,
- limit non-professional contact as much as possible,
- avoid crowded places,
- avoid contact with vulnerable people for at least 10 days
- do a PCR test at the appearance of the slightest symptom

Insulation
Measures aimed for people who
- tested positive in a test for COVID-19 infection (regardless of vaccination status and presence of symptoms after a test)
- have symptoms (even if mild) compatible with a COVID-19 infection

<table>
<thead>
<tr>
<th>Duration and termination of isolation</th>
<th>5 days, for the symptomatic person from the day on which the symptoms occur or for the asymptomatic person from the day on which the test is performed.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>e.g. symptoms occur on 5 February (= day 0), isolation lasts up to and including 10 February (= day 5).</td>
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<tr>
<td></td>
<td>• To be released from isolation after 5 days, the symptomatic person must not have had any symptoms for at least 48 hours</td>
</tr>
<tr>
<td></td>
<td>• In order to come out of isolation after 5 days, the asymptomatic person must not develop symptoms (in case of symptoms the above applies)</td>
</tr>
</tbody>
</table>

| Social and professional isolation     | The person in isolation must avoid all contacts, even with people living in the same household, by strictly following the instructions issued by the competent authorities. The CT service, when ordering the isolation, provides the persons concerned with detailed instructions on how to behave. |

| Health status                        | The person placed in isolation must monitor his or her own health. |
|                                      | If your health deteriorates, contact your doctor immediately (if he or she is not available, contact the emergency medical service on 091 800 18 28). |

| Isolation period                    | If 5 days after the onset of symptoms (or positive test) there have been no symptoms for at least 48 hours. People who end their isolation are nevertheless advised to behave with the necessary caution for a period of further 5 days: |
|                                      | - wear a FFP2 mask (always use a mask in any case) |
|                                      | - limit contact as much as possible |
|                                      | - maintain distance |
|                                      | - avoid crowded places |

| Isolation                           | The tracing service will only contact the case in question to whom it will issue isolation and quarantine orders by email for persons in the same household and any regulated and close contacts; the case in question will be requested to forward the quarantine notices to the respective contacts. |
The person testing positive (index case) must warn people in the same household and any regular close contacts to go into quarantine for 5 days, except for those vaccinated or cured in the last 4 months.

Certificates for absence from work or school
The isolation notice is issued by the tracing service.
The quarantine notice also serves as a certificate of absence for the employer or school.
The seclusion notice does not count as a certificate of illness, which must be obtained from the family doctor.

3. SUPSI INTERNAL MANAGEMENT PROTOCOL FOR COVID-19 POSITIVE PERSONS

The Human Resources Service manages relations with the CMO in the event of a detected infection situation. SUPSI has provided the CMO with the contact numbers of the members of Human Resources.

3.1 The CMO may contact directly the SUPSI Human Resources of SUPSI to verify further information such as: personal and contact details of students, teachers and collaborators; classes attended by the persons concerned; activities carried out by the persons concerned; Protection Plan and relevant Departmental Activity Sheets; etc.

3.2 The Human Resources Department shall inform the Commission in good time:
- the General Director,
- the Department Director,
- the direct superior of the staff member who tested positive,
- the Head of Undergraduate and Graduate Studies or Continuing Education of the department in which the successful student is working.

3.3 The General Director is responsible for the flow of information within the Services and towards the Directors of Mandates.

3.4 The Department Director manages the internal information of their Department with the support of the human resources contact person and the members of their departments.

IMPORTANT: The General Director and Department Directors inform Human Resources of the name of their deputy in the event of their being prevented from attending or on holiday.
4. **PROCEDURE TO BE FOLLOWED FOR COVID-19 POSITIVE EMPLOYEES OR TO WHOM QUARANTINE HAS BEEN ORDERED**

4.1 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 Biago</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>

4.2. The staff member who is on site and to whom it is communicated:
- If he/she is positive for the virus: he/she must immediately take increased precautions (in particular, observe social distancing, wear a mask) by leaving the SUPSI premises and grounds, return to his/her home and follow the above instructions (Isolation).
- Close contact with a virus-positive person: must follow the same indications and adhere to the instructions above (quarantine ordered by the competent authorities of the country of residence)

As far as possible, before leaving the premises, the employee is asked to disinfect his/her workstation and the surfaces he/she has touched. The CT service of the CMO may decide otherwise based on the results of the environmental survey. SUPSI may also define additional protective measures.

4.3. The staff member who is not on-site and who is notified:
- Virus positive: must return/remain at home and follow the instructions above (Isolation)
- Close contact with a virus-positive person: must follow the same instructions and adhere to the instructions above (quarantine ordered by the competent authorities of the country of residence)

4.4. Human Resources will inform the General Director, the Director of Department, Services or Mandate so that any internal precautionary measures can be assessed and taken. Precautionary measures may be taken independently of, or in addition to, notification by the OMC.

4.5. Human Resources regularly informs the General Director of the cases reported and the measures taken.

4.6. The isolation notice is issued by the tracing service. The quarantine notice shall be issued by the competent authority of the country of residence.
- The quarantine notice is also valid as a certificate of absence for the employer.
- The isolation notice does not count as a certificate of illness, which must be obtained from the family doctor.
5. **PROCEDURE TO BE FOLLOWED FOR COVID-19 POSITIVE STUDENTS OR TO WHOM QUARANTINE HAS BEEN ORDERED**

5.1. Student who test 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:

<table>
<thead>
<tr>
<th>Department</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Environment Constructions and Design</td>
<td><a href="mailto:covid.dacd@supsi.ch">covid.dacd@supsi.ch</a></td>
</tr>
<tr>
<td>Department of Business Economics, Health and Social Care</td>
<td><a href="mailto:covid.deass@supsi.ch">covid.deass@supsi.ch</a></td>
</tr>
<tr>
<td>Department of Education and Learning</td>
<td><a href="mailto:covid.dfa@supsi.ch">covid.dfa@supsi.ch</a></td>
</tr>
<tr>
<td>Department of Innovative Technologies</td>
<td><a href="mailto:covid.dti@supsi.ch">covid.dti@supsi.ch</a></td>
</tr>
<tr>
<td>SUPSI Direction</td>
<td><a href="mailto:covid.dir@supsi.ch">covid.dir@supsi.ch</a></td>
</tr>
</tbody>
</table>

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

5.2 The student who is on the premises and who is notified:
- If he/she is positive for the virus: he/she must immediately take increased precautions (in particular, observe social distancing, wear a mask) by leaving the SUPSI premises and grounds, return to his/her home and follow the above instructions (Isolation).  
- Close contact with a virus-positive person: must follow the same indications and adhere to the instructions above (Quarantine ordered by the competent authorities of the country of residence)

5.3 A student who is not on-site and who is notified:
- Virus positive: must return/remain at home and follow the instructions above (Isolation)  
- Close contact with a virus-positive person: must follow the same instructions and adhere to the instructions above (Quarantine ordered by the competent authorities of the country of residence)

5.4 The Head of the degree course or continuing education course, with the involvement of the Departmental Director, Human Resources and the Head of Undergraduate and Graduate Studies or Continuing Education, assesses and adopts any internal precautionary measures to be taken. Precautionary measures may be taken independently of notification by the CMO or in addition to those indicated by the CMO itself.

5.5 Human Resources regularly informs the General Director of the cases reported and the measures taken.

4.7. The isolation notice is issued by the tracing service. The quarantine notice shall be issued by the competent authority of the country of residence:  
- The quarantine notice also serves as a certificate of absence for the school.  
- The seclusion notice does not count as a certificate of illness, which must be obtained from the family doctor.
6. ACCESSIBILITY TO SUPSI PREMISES

In the event of notification of COVID-19 contagion or quarantine, recovery of any personal materials from SUPSI premises is strictly prohibited.

The employee or student will arrange with a colleague for any possible delivery of materials at home.

7. CRITERIA FOR RETURN TO PREMISES FOLLOWING AN ABSENCE ATTRIBUTABLE TO COVID-19

<table>
<thead>
<tr>
<th>Situation of the absent person</th>
<th>When they can return to school</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Person with symptoms (even if mild) suggestive of COVID-19 infection but who has not been tested.</strong></td>
<td>48 hours after the symptoms have disappeared, provided that at least 5 days have elapsed since their appearance. If the only symptoms remaining at the end of the 5 days are a mild cough or loss of taste or smell, the person can still end the isolation.</td>
</tr>
<tr>
<td><strong>Person with symptoms (even if mild) suggestive of COVID-19 infection and a negative COVID-19 test.</strong></td>
<td>24 hours after the symptoms have disappeared.</td>
</tr>
<tr>
<td><strong>Person with symptoms (even if mild) attributable to a COVID-19 infection but with another diagnosis justifying the symptoms if the diagnosis is made by a doctor.</strong></td>
<td>24 hours after the symptoms have disappeared.</td>
</tr>
<tr>
<td><strong>Person absent due to quarantine.</strong></td>
<td>According to the provisions issued by the relevant competent authority of the country of residence.</td>
</tr>
<tr>
<td><strong>Person absent due to isolation, with symptoms and positive COVID-19 test.</strong></td>
<td>48 hours after the symptoms have disappeared, provided that at least 5 days have elapsed since their appearance. If the only symptoms remaining at the end of the 10 days are a mild cough or loss of taste or smell, the person can still end the isolation.</td>
</tr>
<tr>
<td><strong>Person absent due to isolation, without symptoms but with positive COVID-19 test.</strong></td>
<td>5 days after testing.</td>
</tr>
</tbody>
</table>

General conduct valid for all staff and students

After returning from a period of isolation or quarantine, the rules of hygiene and conduct as well as the provisions on the wearing of masks must be strictly adhered to.

Persons terminating isolation or quarantine are also advised to exercise caution for a further five days:

- wear a mask
- limit contact as much as possible
- maintain distance
- avoid crowded places
8. COMMUNICATIONS AS PART OF THE ACTIVATION OF THIS PROTOCOL

From a communication point of view, the Protocol provides for the following:

- The protection of privacy must be respected by all employees and students. Under no circumstances may information relating to the identity of the person involved be disclosed to third parties without their express consent.
- On the basis of this principle, the Departmental Directors, together with Human Resources, manage internal communication.
- External communication at institutional level is always managed by the General Director, in agreement with the relevant SUPSI Direction members.

9. PROTOCOL IN CASE OF COVID-19 POSITIVITY IN THE CLASSROOM

In view of the changed epidemiological situation, it is planned to adapt the system in the event of a positive test result at school, so that the school can be kept open in spite of a potentially large number of people individually involved in isolation (due to a positive test result) or quarantine (due to close family contact with a positive person).

The main change is the abolition of classroom quarantines for schools where masks are compulsory. Given the profoundly changed epidemiological context since the beginning of the academic year, this change takes into account the contingent impossibility of effectively tracking and containing the numerous positive cases in time.

Franco Gervasoni
SUPSI General Director
What are the symptoms of the disease?
The most frequent symptoms are:
- sore throat, coughing, wheezing, chest pains, fever, sudden loss of sense of smell and/or taste
Other symptoms may also appear:
- headaches, malaise, general weakness, muscular pains, colds, gastrointestinal symptoms (nausea, vomiting, diarrhoea, stomach ache), skin rashes
Could it be COVID-19?
- Do the Federal Office of Public Health self-assessment

What to do in case of symptoms (even if mild, even if vaccinated/healed or if participating in a repeated testing programme)?
- Going into self-isolation
- Please contact the hotline on 0800 144 144 or an authorised doctor or pharmacy immediately to make an appointment for a test.
- If your symptoms worsen, call your doctor immediately and if he or she is not available, call the emergency services on 091 800 18 28.

What tests should be carried out in the presence of symptoms?
The type of test (rapid antigen test or PCR test) will be chosen on the basis of your health status, so it is important to always seek professional advice.
- The PCR test is the test of choice for vaccinated persons presenting symptoms
- The costs of both tests, for the PCR test only in the presence of symptoms, are covered by the federal government.

**Person tested positive in Switzerland**
- On receipt of a positive result (molecular PCR test or rapid antigenic test), place in isolation immediately. In case of a rapid antigenic test, request a confirmatory PCR test and proceed as follows at least until the result is obtained.
- Advise people in the same household and any regular close contacts (see definition above) to go into quarantine for 5 days, except for those vaccinated or cured within the last 4 months.
- The CT will only contact the case in question to whom it will issue isolation and quarantine orders by e-mail for persons in the same household and any regulated and close contacts; the case in question will be requested to forward the quarantine notices to the respective contacts.

For people who test positive in Switzerland but live abroad (e.g. cross-border workers), the isolation (and contact quarantine) provisions of their country of residence apply.

**Person residing abroad (e.g. cross-border workers) and testing positive abroad**
- As soon as a positive result is received, go into isolation.
- Inform the CMO (dss-umc@ti.ch and tracciamento-covid@ti.ch) by e-mail, surname, first name, date of the test, name of the department where you work and your personal telephone number.

In the case of people who test positive in Switzerland but live abroad (e.g. cross-border workers), the isolation (and quarantine, for contacts) regulations of the country of residence apply (e.g. regulations for Italy).

**Person living abroad (e.g. cross-border staff) in close contact with a COVID-19 sufferer abroad**

For persons who have had close contact with COVID-19 positive persons abroad (e.g. cross-border staff), the quarantine regulations of the country of residence apply (e.g. regulations for Italy).