SUPSI

PROTOCOL TO BE FOLLOWED IN CASE OF NOTIFICATION OF COVID-19 CONTAGION OR CLOSE CONTACT WITH A COVID-19 POSITIVE PERSON FOR STAFF AND STUDENTS
(Protocol, Version 1.2 of 29 October 2020, Annex 2 of the SUPSI Protection Plan)¹

1. Foreword


For those who have had close contact with people who have tested positive, even if asymptomatic, mandatory quarantine may also be required.

Mandatory quarantine is decided by the competent cantonal authority (Cantonal Medical Office, CMO) through its contact tracing service. SUPSI may adopt additional protective measures.

For employees and students who are required to quarantine on the basis of medical instructions or by decision of the CMO, absences will be treated in accordance with the provisions of the SUPSI Protection Plan (see 4.1 and 5.1.2).

This Protocol governs the procedure to be followed in the event of a report of contagion or a direct contact with a COVID-19 positive-tested person.

The Protocol must also be operative during non-working days or hours.

The objective of the Protocol is to ensure proper case management with due and timely communication.

The cases and situations related to possible infections are many: this Protocol contains a series of important indications that may not be completely exhaustive and applicable to all cases. The SUSPI General Director and the relevant SUPSI Direction members will evaluate and decide on the individual cases.

2. Definitions

"Close contact" is defined as a contact at a distance of less than 1.5 metres for more than 15 minutes without adequate protection (such as Plexiglas separators or operation masks).

“Quarantine” means the period of isolation of 10 days since the last contact with a person who has been tested positive.

The person placed in mandatory quarantine must avoid contact with other people. They must monitor their state of health, isolate themselves - particularly if symptoms appear - and contact their doctor or the Ticino infoline on 0800 144 144.

At the time of mandatory quarantine, those concerned will receive detailed instructions from the CMO on what to do.

¹ In the case of conflicting meanings between language versions, the Italian version prevails.
3. **In the event of positive cases of COVID-19 within SUPSI?**

People tested positive for COVID-19 are reported within 2 hours to the CMO by the laboratory that performed the tests.

On the basis of this report, the CMO contact tracing group is activated and checks all “close contacts” with the positive person in the 48 hours prior to the onset of symptoms.

All persons deemed to be in “close contact” are, as a rule contacted by the CMO contact tracing team; the CMO may contact SUPSI's Human Resources directly for further information such as:

- names and telephone numbers of students, teachers and staff,
- classes (attendance lists with indicated mobile phone number),
- activities carried out by the persons concerned,
- Protection Plan and related departmental Activity Sheets,
- etc.

SUPSI has provided the CMO with the contact numbers of the members of Human Resources and the contact number for reports during non-working hours. Human Resources manages relations with the CMO in the event of a detected contagious situation. The relevant call may arrive at any time, even in the evening or during the weekend.

Human Resources will inform you promptly:

- the General Director of SUPSI, who takes responsibility for the flow of information within the Services and with regard to the mandate Directors
- the Department Director,
- the direct superior of the employee tested positive,
- the Head of Undergraduate and Graduate Studies, likewise Continuing Education and Lifelong Learning and the Department Director in which the positive student is active.

The Department Director manages the internal information of their Department with the support of the Human Resources manager and the members of the Direction.

It is up to the CMO to decide and communicate all the measures to be taken, for example whether to quarantine also a group of people or the whole class.

In case of mandatory quarantine, the person concerned shall receive a certificate from the competent authority. This certificate may be requested in case of verification by SUPSI from students and employees.

The General Director and the Directors of Department shall inform Human Resources of the name of their replacement in the event of an impediment or holiday.

4. **Accessibility to SUPSI headquarters**

In the event of notification of COVID-19 contagion or prior quarantine ordered by the CMO, 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 outside the building.
5. **Procedure to be followed for COVID-19-positive employees or those who have had close contact with people found to be positive.**

1. Any employee who tests positive for the virus or who becomes aware of having been in close contact with a person who is tested positive must immediately inform their direct supervisor and Human Resources.

   **It is part of the employee’s contractual obligations to immediately and actively report the result of a positive test carried out abroad** to the CMO so that the CMO can assess, by means of an investigation, the possible need for quarantine measures for persons who have had close contact. The employee must send a copy of the positive result of the COVID-19 test, with a valid and current telephone number, to dss-umc@ti.ch.

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>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>
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</tbody>
</table>

**Contact number for urgent reports to Human Resources outside office hours:**

Tel.: 058 666 69 50

2. To ensure timely management of cases and communication to colleagues and students with whom the person concerned has had recent direct contact, it is desirable that the positive person also allows his / her name to be communicated internally. The information must be treated confidentially and solely for the purpose of preventing the spread of the virus.

3. An employee who becomes aware that he or she has been in close contact with a person who has tested positive for the virus must immediately take increased precautions by leaving SUPSI's premises (in particular observing social distancing, wearing a mask and, if work requirements permit, working from home in agreement with his or her immediate superior). As far as possible, before leaving the premises, the employee is asked to disinfect his workstation and the surfaces touched.

4. Human Resources shall inform the General Director, the Directors of Department, of Services or Mandate so that any internal precautionary measures can be assessed and adopted. Precautionary measures may be taken independently of or in addition to communication by the CMO.
6. **Procedure to be followed for COVID-19 positive students or those who have had close contact with people found to be positive:**

1. Students who test positive or who are made aware that they have been in close contact with a person who has tested positive must 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. Name and surname of the Course Manager
   e. Department of reference
   f. Last date of presence in SUPSI
   g. Last close contacts in SUPSI (names and surnames)
   h. Have there been situations in which you have been unable to comply with the protective measures? If so, please specify the names
   i. In case of a COVID-19 positive result: do you have symptoms (yes/no) and if so, since when

   **The result of a positive test carried out abroad** must immediately be reported by the student concerned to the Cantonal Medical Office so that the latter can assess, by means of investigation, whether quarantine measures are necessary for those people the student has been in contact with in SUPSI. The student must send a copy of the positive result of the COVID-19 test and provide a valid and current telephone number to dss-umc@ti.ch.

2. A student who tests positive for the virus or who has had close contact with a positive person must immediately take increased precautions by leaving SUPSI's premises (in particular, observe social distancing and wear a mask).

3. To ensure timely management of cases and communication to colleagues and students with whom the person concerned has had recent direct contact, it is desirable that the positive person also allows his/her name to be communicated internally. The information must be treated confidentially and solely for the purpose of preventing the spread of the virus.

4. The person in charge of the Head of Undergraduate and Graduate Studies or Continuing Education and Lifelong Learning course, involving the Department Director, Human Resources and the person in charge of Head of Undergraduate and Graduate Studies or Continuing Education and Lifelong Learning course of his/her Department, shall assess and adopt any internal precautionary measures to be taken. Precautionary measures may also be taken prior to notification by the CMO or prescribed in addition to those indicated by the CMO itself.

   Human Resources regularly informs the General Director of the cases reported and the measures taken.
5. It is reiterated the importance by the Heads of Undergraduate and Graduate Studies or Continuing Education and Lifelong Learning of scrupulous and complete management of attendance lists in the classes with mobile phone numbers for all students and teachers. If a positive case of either a student or teacher is reported, the list must be immediately forwarded to Human Resources for the transmission of information to the competent cantonal authority. The request can also be made outside working hours.

7. **The Criteria for return to premises following an absence are:**

<table>
<thead>
<tr>
<th>Situation of the employee or student absent from class or work</th>
<th>When an employee or student can return to the School</th>
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<tbody>
<tr>
<td>It displays one of these symptoms:</td>
<td>In the absence of tests when cumulatively:</td>
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<tr>
<td>• cough</td>
<td>• your general state of health is good</td>
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<tr>
<td>• sore throat</td>
<td>• fever and acute cough improved within three days</td>
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<tr>
<td>• wheeze</td>
<td>• at least 24 hours have passed without fever</td>
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<tr>
<td>• chest pain</td>
<td>• no other symptoms of COVID-19 appear</td>
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<tr>
<td>• fever</td>
<td>(gastrointestinal symptoms, headaches, joint</td>
</tr>
<tr>
<td>• sudden loss of sense of smell and/or taste</td>
<td>pain, loss of taste or smell)</td>
</tr>
<tr>
<td>• significant general fatigue</td>
<td>With a negative test result when</td>
</tr>
<tr>
<td></td>
<td>• at least 24 hours have passed without fever</td>
</tr>
<tr>
<td></td>
<td>• and no other symptoms are present.</td>
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<table>
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<tr>
<th>Has had contact with a person who tested positive, especially within the family.</th>
<th>At the end of the required quarantine period.</th>
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<th>Quarantine</th>
<th>At the end of quarantine (usually 10 days from the day the sick person has been placed in isolation if they live together, otherwise 10 days from the last contact), as long as no symptoms are present.</th>
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<tr>
<th>Has tested positive for COVID-19</th>
<th>48 hours after the disappearance of the last symptom if at least 10 days of isolation have elapsed.</th>
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<tr>
<th>Entering Switzerland from countries and regions with a high risk of infection (see updated list)</th>
<th>You must go into quarantine and register with the competent cantonal authority within 48 hours by filling in the form or via the cantonal hotline (0800 144 144). You will return at the end of the prescribed quarantine period.</th>
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</table>

**General behaviour applicable for all employees and students:**

When returning from a period of isolation or quarantine, all protective measures (hand hygiene, social distancing, correct use of the mask, etc.) must continue to be followed scrupulously.
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.

- Given that close contacts are traced and will already be informed through the CMO (Cantonal Medical Office), SUPSI can inform the class and colleagues involved, in a confidential manner (depending on the case, anonymously or nominally with the authorization of the person concerned).

- External communication at institutional level is always managed by the General Director, in agreement with the relevant SUPSI Direction members.

Franco Gervasoni
SUPSI General Director