INTRODUCTION AND PURPOSE

1.1 Objectives

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

The requirements contained in the Plan are therefore addressed to all SUPSI staff, students and external visitors. SUPSI appeals to individual responsibility in the application of the proposed measures, with the aim of minimising the risk of virus transmission. 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 is carried out adopts measures that differ from those in this Plan, the more restrictive conditions mentioned in both Plans must be respected.

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

1To facilitate the reading of this document, the male gender is used to designate people and functions regardless of gender. In the case of conflicting meanings between language versions, the Italian version prevails.
1.3 Information and references

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

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

SUPSI dedicates a specific part of its website to information on the development of the pandemic: [https://www.supsi.ch/home_en/supsi/coronavirus.html](https://www.supsi.ch/home_en/supsi/coronavirus.html)


The Protocol to be followed in the event of COVID-19 contagion or close contact with a COVID-19 positive person for staff and students, contains the provisions and procedures to be scrupulously applied by all staff and students. Annex is available on the institutional website and the Staff Portal.

## 2 ORGANISATION

### 2.1 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.

### 2.2 Plan drafting group

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

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

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 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.

2.3.1 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>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education and Lifelong Learning</td>
<td>Nadia Bregoli</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Activities</th>
<th>Person responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>

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

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

2.3.5 Services under the responsibility of the Head of the General Direction Services, Pamela Valeggia

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Secretariat</td>
<td>Pamela Valeggia</td>
</tr>
<tr>
<td>Quality</td>
<td>Thomas Tommasini</td>
</tr>
<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>
### 2.3.6 Department for Environment Constructions and Design (DACD), Silvio Seno

<table>
<thead>
<tr>
<th>Activity</th>
<th>Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>DACD Director</td>
<td>Silvio Seno</td>
</tr>
<tr>
<td>Undergraduate and Graduate Studies</td>
<td>Nicla Borioli</td>
</tr>
<tr>
<td>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>
<tr>
<td>Laboratory of Visual Culture</td>
<td>Jean-Pierre Candeloro</td>
</tr>
<tr>
<td>Laboratory of Applied Microbiology</td>
<td>Mauro Tonolla</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

2.4.1 Real Estate & Facility Management service

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

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

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

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

<table>
<thead>
<tr>
<th>Headquarters</th>
<th>Real Estate and Facility Management contact person for the Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellinzona – LMA</td>
<td>Mauro Tonolla</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 62 69 / Email: <a href="mailto:mauro.tonolla@supsi.ch">mauro.tonolla@supsi.ch</a></td>
</tr>
<tr>
<td>Locarno – Stabile A</td>
<td>Antonio Crupi</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 68 21 / Email: <a href="mailto:antonio.crupi@supsi.ch">antonio.crupi@supsi.ch</a></td>
</tr>
<tr>
<td>Locarno – Stabile B</td>
<td>Antonio Crupi</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 68 21 / Email: <a href="mailto:antonio.crupi@supsi.ch">antonio.crupi@supsi.ch</a></td>
</tr>
<tr>
<td>Locarno – Palacinema</td>
<td>Antonio Crupi</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 68 21 / Email: <a href="mailto:antonio.crupi@supsi.ch">antonio.crupi@supsi.ch</a></td>
</tr>
<tr>
<td>Lugano - Via Balestra 16</td>
<td>Antonio Di Conza</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 65 27 / Email: <a href="mailto:antonio.diconza@supsi.ch">antonio.diconza@supsi.ch</a></td>
</tr>
<tr>
<td>Lugano-Viganello Campus EST</td>
<td>Antonio Di Conza</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 65 27 / Email: <a href="mailto:antonio.diconza@supsi.ch">antonio.diconza@supsi.ch</a></td>
</tr>
<tr>
<td>Manno – Le Gerre</td>
<td>Fabrizio Furlan</td>
</tr>
<tr>
<td></td>
<td>Contatto Tel.:058 666 61 08 / Email: <a href="mailto:fabrizio.furlan@supsi.ch">fabrizio.furlan@supsi.ch</a></td>
</tr>
<tr>
<td>Manno – Palazzo E</td>
<td>Fabrizio Furlan</td>
</tr>
<tr>
<td></td>
<td>Contatto Tel.:058 666 61 08 / Email: <a href="mailto:fabrizio.furlan@supsi.ch">fabrizio.furlan@supsi.ch</a></td>
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<tr>
<td>Manno – Piazzetta</td>
<td>Fabrizio Furlan</td>
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<tr>
<td></td>
<td>Contatto Tel.:058 666 61 08 / Email: <a href="mailto:fabrizio.furlan@supsi.ch">fabrizio.furlan@supsi.ch</a></td>
</tr>
<tr>
<td>Manno – Suglio</td>
<td>Fabrizio Furlan</td>
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<td>Contatto Tel.:058 666 61 08 / Email: <a href="mailto:fabrizio.furlan@supsi.ch">fabrizio.furlan@supsi.ch</a></td>
</tr>
<tr>
<td>Mendrisio – Campus Mendrisio</td>
<td>Michel Stocker</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 63 07 / Email: <a href="mailto:michele.stocker@supsi.ch">michele.stocker@supsi.ch</a></td>
</tr>
<tr>
<td></td>
<td>Mario Castellaneta</td>
</tr>
<tr>
<td></td>
<td>Phone: 058 666 63 06 / Email: <a href="mailto:mario.castellaneta@supsi.ch">mario.castellaneta@supsi.ch</a></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>Direction</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
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</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>

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

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

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

Those who sign the Safety Data Sheets are responsible for verifying the application of the provisions.
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 Behaviour in case of flu-like symptoms and isolation and quarantine measures

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

- their family doctor;
- the Ticino infoline at 0800 144 144, open every day from 09.00 to 17.00;
- the national infoline on +41 (0)58 463 00 00, active daily from 06.00 to 23.00.

The procedure to follow in case of reporting direct contact with a person tested positive for COVID-19 or that staff and students have been found to be positive for the virus is outlined in the Protocol which must be strictly applied.

If isolation and quarantine measures need to be taken, adapted and communicated by the Cantonal Medical Office (CMO) or in case of return from countries at risk, please follow the recommendations issued by the Federal Office of Public Health (FOPH) and the cantonal authorities (New coronavirus: procedure in case of symptoms and possible infection: https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/isolation-und-quarantaene.html).

The criteria for return to premises following an absence relating to COVID-19 are detailed in Protocol. 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.

As from March 15 also all those with no symptoms can undergo antigen rapid tests at the expense of the Confederation (https://www4.ti.ch/dss/dsp/covid19/popolazione/strategia-di-test/test-senza-sintomi/).

3.2 Persons particularly at risk

The needs of particularly vulnerable people are properly considered. The elderly, pregnant women and people suffering from particular illnesses are considered particularly at risk (https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/besonders-gefaehrde-menschen.html).

Staff members particularly at risk are advised to promptly contact their human resources contact person and / or their direct superior to establish the best course of action on the basis of Ordinance 3 on Measures to Combat the Coronavirus (COVID-19) (Ordinance 3 COVID-19) (Workers at particular risk), link: https://www.admin.ch/opc/en/classified-compilation/20201773/index.html.
3.3 Return from high-risk countries or regions

The Federal Council has decided to further relax border health regulations and measures for entry into Switzerland. It is strongly recommended that you inform yourself about the regulations in your country of destination or origin.

Persons entering Switzerland from regions bordering Switzerland with which there is a close economic, social and cultural exchange are exempt from the obligation to register their data. Students from Lombardy and workers residing in border regions are therefore exempt from the obligation.


Please note that those who are required to self-quarantine since they have been in a state or area with an increased risk of infection must register within 48 hours from their re-entry with the competent cantonal authority, by filling in the following form (Italian Version). For specific requests, please contact the cantonal hotline COVID-19 (tel.: 0800 144 144; e-mail: hotline@fctsa.ch).

3.4 Increased hygiene

Increased hygiene measures must be respected also by those who have already received their COVID-19 vaccine.

3.4.1 Washing your hands

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


More specifically:

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

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

Do not touch your mouth, nose or eyes.

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

3.4.2 Handkerchiefs and other personal waste

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

Use disposable paper tissues, to be thrown away immediately after use in the appropriate covered waste bins, positioned in all every building.
3.4.3 Frequently touched surfaces (handles, switches, buttons, etc.)

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

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

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

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

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

3.4.4 Objects

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

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

Describe in the Activity Sheets any specific hygiene measures related to machines or other laboratory equipment.

3.4.5 Use of surgical masks


In all spaces inside the premises (classrooms, open plan, shared offices with several people, in meeting rooms, corridors, atria, bathrooms, courtyards, etc.) masks are mandatory.

The mask should therefore be worn even when maintaining social distance is possible. This rule is imperative, except for:

- the canteen areas that are subject to the relevant sectoral Plan, only once seated at the table and only for the time necessary to eat.
- individual offices in which there is only one person.
- those unable to wear a protective mask for particular reasons supported by a medical certificate.

During meetings, it is possible not to wear a face mask on the basis of the "Requirements for an exemption from the requirement to wear a mask and from contact quarantine for persons who have been vaccinated or who have recovered", Annex 2 - Ordinance COVID-19 special situation. This possibility applies only where all participants in the meeting meet the stated requirements.

Staff may request from the General Secretariat and the Departmental Secretariat a pack of 50 certified disposable surgical masks for a period of 10 weeks. The provision for staff is scheduled between next July 5 to September 12.

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

Students and external visitors are responsible for providing themselves with effective protective masks.

The masks must be used correctly as a non-compliant use can be a source of contamination for themselves and for others. The use of masks must not result in the abandonment of the other measures described.

Any exceptions to the application of the Plan can only be granted by the Department Directors or other relevant SUPSI Direction members.
Exceptions can be granted, for example, in the event that few people are present in large and ventilated spaces where distance is ensured, for particular activities, such as recording lectures or in the case of online events (presentation of degree courses, etc.).

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

3.4.7 Waste
Empty the waste bins regularly (especially those near where you wash your hands).
Avoid touching the waste directly and always use tools (broom, shovel, etc.).
Please do not compress the waste bags.

3.4.8 Cleaning of premises and relative ventilation
The organisation and coordination of cleaning is the responsibility of the Real Estate and Facility Management service.
The Activity Sheets can describe further measures to be implemented by staff and/or students.
The cleaning of the premises is adapted to the actual frequency of use.
Cleaning is carried out, as a rule, when there is no other person on the premises.
During the cleaning phase, the ventilation of the rooms is recommended, where it is not already guaranteed by a mechanical ventilation system.
The site [https://www.simaria.ch/it/benvenuto](https://www.simaria.ch/it/benvenuto) (Italian version) gives indications on the airing of the classrooms.
The frequency of cleaning the toilets, where used, is as a rule increased to twice a day.

3.4.9 Placement and use of hand sanitiser
In principle, the recommendations relating to personal hygiene, frequent hand washing with soap and water is considered sufficient.
Hand sanitiser is to be made available at counters and in meeting rooms, to be used by those who do not have the opportunity to wash their hands.
Wherever possible, the washbasins are equipped with liquid soap dispensers and disposable towels. Hand sanitiser is generally only supplied in the absence of soap.

3.5 Social distancing
It is recommended to frequent, where possible, the same group of people. Especially on the way to the offices and during breaks.

3.5.1 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.

3.5.2 Meetings
On the premises masks are compulsory in all meeting rooms as well as in every indoor space. Meetings should, be held in ventilated rooms.
During meetings, it is possible not to wear the mask based on what is indicated in chapter 3.4.5 Use of surgical masks of this Plan.
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.

3.5.3 Use of service vehicles
The use of surgical masks is compulsory for journeys with service vehicles in the case there are other passengers than the driver.
Drivers of service vehicles at the end of their journey must thoroughly clean the interior with a cloth and a suitable sanitising detergent provided with each service vehicle.

3.5.4 Journey to SUPSI premises
When using public transport, it is recommended to pay attention to the provisions issued by the authorities and transport companies.

3.6 Work, study and break areas

3.6.1 Work premises
In workplaces, as in all spaces on the premises, the wearing of mask is mandatory.
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.

3.6.2 Counters and reception
Where necessary, the doors are equipped with protective elements (Plexiglas). The mask is mandatory.

3.6.3 Canteens, cafes and other meal distribution areas
The mask can be removed in the dining areas, only once seated at the table.
The canteen and cafeteria managers are responsible for implementing the protective measures.
There is an obligation to record the contact details of one person per group.

3.7 Conferences and events
It is prohibited to hold events (conferences, graduation ceremonies, etc.) with more than 50 participants in closed and open spaces. Everyone involved in the organisation of the event (e.g. journalists, photographers, speakers, etc.) are not included in the number of participants.
During events it is obligatory to wear a mask. However, it is advisable to maintain safe distances as a precaution and wherever possible.
During the event it is not possible to consume food and beverages as it is compulsory to wear a face mask.
Refreshments linked to the events may be arranged. Refreshments can only take place in a catering environment.
The registration of contact details (registration for each table) is compulsory and must be carried out and guaranteed by the caterer even in the case of events organised by the latter on SUPSI premises,

For all types of SUPSI events, it is recommended that a specific protection sheet be drafted and implemented.

Events organised by third parties inside SUPSI premises (autonomously and not in collaboration with SUPSI) must take place in compliance with the provisions issued by the competent authorities, and therefore do not apply to this protection plan. The organiser is obliged to confirm to SUPSI that he/she has a specific protection plan for the event, and that it complies with the relevant regulatory framework.

3.8 Business lunches and dinners

Business lunches and dinners, in a professional capacity, may only take place in a catering context (e.g.: in a restaurant or catering organised by the manager). The responsibility for enforcing the applicable regulations rests with the restaurateur / caterer, see step 10, contact data registration, Protection plan for the hospitality industry during COVID (valid as of June 26, 2021) https://www.gastrosuisse.ch/it/concetto-settoriale/conoscenze-settoriali/informazioni-covid-19/concetto-di-protezione-per-il-settore-durante-il-covid-19/ (Italian version).

3.9 Sports activity

SUPSI students and employees have the possibility to join the sporting activities promoted by the Career, Experience and Study Advisory and USI Sport Services, if abiding by the current rules.

Outdoor group training activities are possible without restrictions.

For all activities, it is advisable to maintain safe distances as a precaution and wherever possible.

3.10 Attendance checks and contact tracing

It is necessary to ensure attendance checks within the SUPSI offices. If necessary, attendance lists must be made immediately available from Human Resources in accordance with the attached Protocol. The request may also be made outside of working hours.

The contact details must on request be passed on without delay to the competent authority or organisation in the canton in accordance with Article 33 EpidA for the purpose of identifying and notifying persons who may have been infected. 2

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


3.10.1 External visitors

External visitors must abide to compliance with the protective measures.

The provision of SUPSI spaces to third-parties for events, meetings, courses or other is allowed if in line with the limits indicated by the Plan.

4 HUMAN RESOURCES

4.1 Procedure to be followed in case of potential contagion

In the event that a staff member tests positive for COVID-19 or has come into close contact with a COVID-19 positive person, they must follow the indications of the Protocol and ensure the prompt flow of information.

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

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>
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<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>
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<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>
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<td>DEASS</td>
<td>Pamela Altwegg, Valeria Abate</td>
<td>058 666 6444, 058 666 6470</td>
<td><a href="mailto:covid.deass@supsi.ch">covid.deass@supsi.ch</a></td>
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<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>
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<tr>
<td>DTI</td>
<td>Jessica Brenna-Boschetti, Matteo Lunini</td>
<td>058 666 6518, 058 666 6726</td>
<td><a href="mailto:covid.dti@supsi.ch">covid.dti@supsi.ch</a></td>
</tr>
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</table>

4.2 Risk groups

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

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

See also details in Article 3.2.

4.3 Reporting illness

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

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

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

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

4.4 Teleworking and on-site attendance

The obligation for teleworking is lifted for those who can fulfil their work obligations from home.

SUPSI applies the principles of Directive 10 C Flexibility of the workplace and working hours (Art. 3.2.2.2. Participation in costs during teleworking) provided for in the SUPSI Internal Directives (Italian version).

The introduction of the latter will take place gradually in order to guarantee an effective organization of work by SUPSI staff with management responsibilities.

Activities requiring presence on site must be organised in compliance with the provisions of this Plan. In the event of notification of COVID-19 contagion or of mandatory quarantine ordered by the Cantonal Medical Office, access to the SUPSI buildings for the recovery of any personal materials is absolutely prohibited (see Protocol).

In accordance with the agreements made between States pursuant to the extraordinary measures adopted in the context of the fight against the spread of COVID-19, the period of teleworking (remote working from home-office), carried out by staff residing abroad (EU, EFTA States), is regularly subject with regard to social security contributions and income taxation.
The agreement between the states is applicable during this extraordinary period. Subsequent to this, the standard regulations in force under the bilateral agreements came into force, which stipulate that persons employed by a Swiss employer, but resident in a foreign country (EU, EFTA states), may not exceed the annual percentage of 25% teleworking at home from abroad, without being subject to the welfare and tax system of their country of residence.

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

4.5 Working hours

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

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

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

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

4.6 Flextime 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 flextime with their direct superior.

4.7 Staff mobility

It is recommended to limit mobility both at home and abroad.

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

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

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

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

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

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

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

Staff members are advised to use their holidays as usual and to proceed with due planning.

5 PERFORMANCE OF ACTIVITIES

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

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

5.1 Undergraduate and Graduate Studies and Continuing Education and Lifelong Learning

From September 2021 SUPSI foresees two possible plans for teaching activities (see Italian Version Guidelines for carrying out Undergraduate and Graduate teaching activities from September 2021, following the new provisions of the Federal Council).

• Plan A: Return to a situation of "almost" normality, with a larger part of attendance activities and a targeted integration of activities to be carried out at a distance (synchronous or asynchronous mode), based on the experiences that have proved effective in the past few months. Plan A comes into force if the pandemic situation allows a return without too many restrictions in terms of occupation of indoor space.

• Plan B: Plan B reflects the guidelines issued for the second part of the spring semester 2021 (20210421_Guidelines for the second half of SP 21) and therefore provides for partial attendance and partial remote teaching.

The limitation of the number of people and the capacity for attendance activities in the tertiary level is lifted. The obligation to wear a mask inside SUPSI premises remains in force.

5.1.1 Procedure to be followed in case of contagion or potential contagion

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 any situations in which you could not comply with the protection 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?

In the event of contagion or potential contagion, the provisions of the attached Protocol must be followed.
5.1.2 Illness / Quarantine
Absences related to the presence of flu-like symptoms or illness and to quarantine periods will not be counted, if justified according to the normal provisions of the degree programs. In case of prolonged absences, upon return, the methods of the recovery will be agreed with the course heads.
If necessary, students may be required to obtain a quarantine certificate issued by the competent cantonal authority.

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

5.1.4 Contact tracing for students
The presence of students in class is tracked by means of an attendance list and processed on the basis of the students’ contact details (name, surname and mobile phone number).
Upon request, the contact details must be communicated without delay to the cantonal services responsible for the identification and information of potentially infected persons in accordance with Article 33 EpidA.3

5.1.5 Accessibility of the premises for students
Access to SUPSI offices is granted without particular restrictions from 7.30 to 18.30. The obligation to wear a mask inside premises remains in force.
The premises are closed from 1830 to 0730.
In the event of notification of COVID-19 contagion or of mandatory quarantine ordered by the CMO (Cantonal Medical Office), access to the SUPSI buildings for the recovery of any personal materials is absolutely prohibited (see Protocol in case of notification).

5.1.6 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.

5.2 Conducting exams in Undergraduate and Graduate Studies
The spring examination session 2021 (see Executive Decision of the SUPSI Directorate of 21 April 2021, following the measures to contain the COVID-19 pandemic) is made up of both remote and in attendance examinations, in full compliance with the Plan.
The exams in attendance are organized in groups of a maximum of 40 students, with an exemption for up to 50 students subject to authorisation by the Head of Department and notification to the Director of Undergraduate and Graduate Studies.
Where students of the same year and of the same degree course carry out several tests in attendance, the composition of the student groups is to be kept unchanged as a rule.

Time and space planning for exams normally involves staggered entry and exit times for groups of students and/or, where necessary, the use of multiple locations, in order to avoid gatherings and limit the flow of people.

For the recovery session of August 2021, both attendance and remote exams can be organised, depending on the certification procedures in the respective module.

To facilitate the traceability of any contagion, measures for detecting and monitoring attendance have been adopted. Attendance data for exams is available daily (date, classroom, times, name, surname and mobile phone number).

5.2.1 Preparation of the classrooms / premises used for exams

In addition to the daily sanitation of the classrooms and exam rooms, the following additional hygiene and safety measures are required before each exam is carried out:

- arrangement of workstations to ensure a distance of at least 1.5m between one student and another (spring examination session 2021),
- cleaning of the premises and emptying of waste bins,
- sanitation of the work surfaces of students and supervisors,
- airing the room.

It is also necessary to provide hand sanitizer at the entrance of the premises and in the vicinity of the classrooms / rooms where the examinations are carried out.

5.2.2 Access to premises during the spring examination session 2021

During the exam session, students can access the premises for carrying out the in attendance exams provided for in the exam plan of their degree course.

Students are required to access the exam location no earlier than 15 minutes before the exam takes place, to disinfect their hands and to go directly to the classroom or to the specific place where the exam will be held.

During these movements to and from the premises it is mandatory to wear a mask.

Students are asked to refrain from using vending machines and to bring along any drinks or small snacks to consume during the exams.

6 INFORMATION / DISTRIBUTION

The first version of the Plan of the 15 May 2020 was communicated by e-mail to all SUPSI staff and students with an accompanying letter.

The first version of the Protocol of 12 October 2020 was sent by e-mail to all SUPSI staff and students.

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

- http://portalecollaboratori.supsi.ch/

7 ENTRY INTO FORCE

This version of the Protection Plan comes into force on 5 Juli 2021.
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<th>Entry into force</th>
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