

## COVID-19 Directives Starting 7 September 2020

### PROTECTION PLAN

The [Institute's Protection Plan](#) describes the measures that the Institute has put in place to protect everyone's health, limit the propagation of the virus and ensure the continuity of its activities.

#### GENERAL INFORMATION

- Access to the Institute's buildings is limited to the Institute's community (faculty, staff and students).
- Our standard operational hours will resume (all buildings, cafeteria and the Library).
- Wearing a mask is required to enter any of the Institute's buildings.
- Access to parking at Maison de la paix and Villa Barton will only be possible for those with a reserved space.

#### HYGIENE MEASURES

The following are the basic guidelines:

- Wearing a mask is required on the Institute's premises and in the common areas of the Edgar and Daniele de Picciotto Student House. Masks must be worn at all times, including in the classrooms and the meeting rooms.
  - Staff members can remove their mask once seated at their workplace as long as a distance of 1.5 metres is maintained with the closest person.
  - Likewise, professors can remove their mask while teaching, provided that a distance of 1.5 metres is maintained from students.
- A washable fabric mask will be made available for collection at the Reception Desk (Maison de la paix, Petal 1, Level 3) from Monday to Friday, 8:00-17:00 for each member of the Institute's community.
- Additional fabric masks as well as surgical masks can be purchased from the Reception Desk.
- Hands should be washed regularly and the proper means to either wash or disinfect them will be readily provided.
  - Antibacterial hand gel stations are available at each of the entrances to the Institute as well as in classrooms and meeting rooms.
  - All staff and faculty will receive anti-bacterial hand solutions to disinfect their hands. The Service Desk will provide refills as needed.
  - Disinfectant sprays will be made available for people to regularly clean work surfaces, either in collaborative or individual spaces.
- Surfaces and objects should be regularly and adequately cleaned after use, particularly those used in a shared setting.
- Periodic checks will be made to ensure hygienic protocols are being followed properly.

- Anyone suffering from any of the virus' symptoms must get tested<sup>1</sup> and stay at home.
- In the event of a positive test or if a decision to quarantine is taken, the person must inform the Institute by email to [coronavirus\\_19@graduatinstitute.ch](mailto:coronavirus_19@graduatinstitute.ch), and follow the [FOPH's guidelines](#). The Institute will not share the identities of affected individuals beyond a small number of staff who need this information to respond adequately to the situation.

### TRACABILITY

- Tracing the movements of people coming in and out of the Institute's buildings will be carried out by all means possible.
- The contact information of people present in the building during lectures, events or visits to the Institute is required. These details will be transmitted to the cantonal doctor in the event of a positive case.

### TEACHING

- Courses will be taught using a hybrid method. Attendance is expected for students in Geneva, except for students considered at especially high-risk by the FOPH, or residing with an individual considered at especially high-risk. Students who are unable to return to Geneva for the beginning of the academic year in September may participate in their classes online. Certain classes may be taught explicitly online in instances where a faculty member is at especially high-risk, or residing with an individual considered at especially high-risk.
- Wearing a mask is mandatory for all students in the classroom.
- At the entrance of the classrooms, students must scan a QR code using their smartphone. This will record their presence in their respective seats. For students who do not have a smartphone, it will be possible to register online.
- Students will need an appointment to meet with faculty and teaching assistants during their office hours. A mask must be worn during these meetings.

### STAFF

- Working in person at the Institute, as well as from a distance, will continue in order to ensure a sense of normality. While working at the Institute, staff must maintain a distance of 1.5 metres from each other.
- Where possible, staffing will be organised to ensure the continuity of service in case one staff member must enter quarantine/auto-isolation.
- Persons defined by the FOPH as being at "exceptionally high risk", or residing with someone at exceptionally high risk<sup>2</sup> should continue to work

---

<sup>1</sup> <https://www.ge.ch/en/new-covid-19-cornavirus-ex-ncov/why-when-and-where-can-one-be-tested>

<sup>2</sup> Individuals at "exceptionally high risk" are defined by the FOPH, and the definition is regularly updated. <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/besonders-gefaehrdete-menschen.html#842947679>

from home. If they must come in to work physically, they will have adequate protections in place.

## TRAVEL

- In compliance with the [FOPH's directives](#), the Institute asks that unnecessary business travel be avoided. In addition, travel to [countries or territories considered high-risk by the FOPH](#) is forbidden.
- Any person having sojourned in a country or territory that presents a high-risk of infection, and who subsequently enters Swiss territory, must quarantine themselves for 10 days. They must also alert the Institute of their situation via email to [coronavirus\\_19@graduateinstitute.ch](mailto:coronavirus_19@graduateinstitute.ch), as well as to either the Human Resources Department for any staff member or department head, or to Student Services for any student. The Institute will not share the identities of affected individuals beyond a small number of staff who need this information to respond adequately to the situation.
- In addition, depending on current legislation, travelers must also announce their return from high-risk countries to the [proper cantonal authorities](#) within two days of their arrival.

## EVENTS

Public events (conferences, colloquiums and film screenings) may be organised with due respect to the room's capacity and with participant registration.

- Masks are required to be worn throughout the event.
- Receptions (cocktails and parties), regardless the number of attendees, are not allowed except with authorisation.
- Only rooms in the conference centre can be rented to external organisations, except with authorisation.
- Any request for authorisation must be addressed to Events ([events@graduateinstitute.ch](mailto:events@graduateinstitute.ch)).

## ISOLATION AND QUARANTINE

- Any persons who have travelled to a country or territory considered at risk are subject to a 10-day quarantine.
- Out of respect for the directives laid out by the cantonal and federal authorities, any person presenting symptoms of the virus must follow the [protocols outlined by the FOPH](#) which conform to cantonal and federal legislation.
  - In the case of a positive test, an affected person must follow the isolation procedures as indicated by the cantonal doctor.
  - If a person was in contact with someone who tested positive, they must follow quarantine procedures as indicated by the cantonal doctor.
- In both cases, the affected person must inform the Institute by sending a message to [coronavirus\\_19@graduateinstitute.ch](mailto:coronavirus_19@graduateinstitute.ch), and to the Human Resources Department for staff members, and to the Head of Department for administrative staff, or to Student Services if a student. The Institute will not share the identities of affected individuals beyond a small number of staff who will need this information to respond adequately to the situation.
- The Institute has developed a specific plan of action describing the different scenarios and actions to take in case of infection.

- Students in isolation or quarantine will benefit from special aid, which is coordinated by Student Support.

### **ACCESS AND HOURS**

- The Institute's buildings are open, Monday to Friday from 8:00-22:00 and Saturday/Sunday from 9:00-19:00. Faculty may access the Institute at any time.
- Access continues to be by badge (with the exception of Rothschild).
- Visitors must announce themselves and will be greeted at the reception desk.
- Masks must be worn upon entering the buildings.
- The Library and cafeteria are open at the following times and conditions:

- o **Library**

The Library is open Monday to Friday from 8:00-22:00, and on weekends from 9:00-19:00. The Library is divided into two distinct zones: A public space where masks must be worn; a private space where masks are not required but where the distance of 1.5 metres between people must be strictly observed. Because of the 1.5 metres social distancing measures, the Library can only accept a limited number of people at a time.

- o **Cafeteria**

The cafeteria is open Monday to Friday from 11:00-14:30. Masks are required to be worn until seated. The distance of 1,5 metres must be respected at all times.

### **PARKING**

From 1 September, the Institute's parking is open only for those with a reserved place.