

COVID-19 Directives Starting 2 November 2020 until 29 November 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).
- Wearing a mask is required to enter any of the Institute's buildings.
- All courses are given exclusively online.
- All public events are exclusively online.
- Staff members can work on site in compliance with hygiene measures or remotely as long as continuity of service is ensured.

HYGIENE MEASURES

The following are the basic guidelines:

- Wearing a mask is required on the Institute's premises including the common areas of the Edgar and Daniele de Picciotto Student House and the library. Masks must be worn at all times in the library, 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.

- Fabric masks as well as surgical masks can be purchased from the Reception Desk (Maison de la paix, Petal 1, Level 3) from Monday to Friday, 8:00-17:00.
- 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, at floor entrances as well as in the library, the classrooms and the 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 stay at home and get tested¹.

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

- 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, to the [human resources department for employees and to the head of department for administrative staff or to the student service for students](#). 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. The person follow the [FOPH's guidelines](#).

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 at their request in the event of a positive case.

TEACHING

- All courses are given exclusively online.
- In order to ensure the quality of the teaching, professors, assistants can continue to give their courses from rooms equipped with the material to guarantee this quality.
- Professors and assistants are authorized to come and work in strict compliance with hygiene measures.
- Office hours will in principle be given online.
- If the office hours are face-to-face, they are by appointment only. A mask must be worn during these meetings.

STAFF

- Staff members can work on site in compliance with hygiene measures or remotely as long as continuity of service is ensured..
- A staff rotation is organized by the manager 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 risk² should continue to work 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.
- Any person having sojourned in [a country or territory that presents a high-risk of infection](#), and who subsequently enters Swiss territory, must

² 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>

quarantine themselves for 10 days. They must also alert the Institute of their situation via email to 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

- Any event organized at the Institute and planned by the Events Department is considered as public event.
- All public events are exclusively online except for ones which may be broadcast live from the auditorium, with an audience limited to the organisers of the event.
- Masks are then required to be worn throughout the event.
- Receptions (cocktails and parties), regardless the number of attendees, are not allowed.
- Room rental is only allowed in the meeting center, unless expressly authorized.
- Any request for authorisation must be addressed to Events (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, 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 to the premises is 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:

Library

The Library is open Monday to Friday from 8:00-22:00, and on weekends from 9:00-19:00. Masks must be worn all the time. Because of the 1.5 metres social distancing measures, the Library can only accept a limited number of people at a time.

Students are required to scan a QR code with their smartphone when they arrive in their work area to register their presence. Students who do not have a smartphone can register online.

A dedicated area in the lower part of the library is available for students who cannot follow their courses online from home.

Cafeteria

The cafeteria is open for lunch from 11h30 to 14h30 from Monday to Friday. From 8:30 to 11:30 and from 14:30 to 17:00, it is also available as a place for study or meetings.

Masks are required to be worn until seated. The distance of 1,5 metres must be respected at all times.

The person must scan with his smartphone a QR code on arrival and departure in order to register their presence and table.

Classrooms

When a classroom is not reserved, students can use it to take their course online when they cannot do so from home. Classrooms are open from 8:00 to 20:00 Monday to Friday.

PARKING

The Institute's parking is open only for those with a reserved place.