

COVID-19 Directives – Effective until 14 April 2021

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 by badge.
- Wearing a mask is required in the Institute's buildings.
- All courses are given exclusively online.
- All public events are exclusively online with the exception of limited number of people present in the room whilst respecting health constraints.
- Distance working from home is the rule. However, continuity of administrative and technical operations is to be provided by the smallest possible number of staff.
- All meetings are to be held online only.

HYGIENE MEASURES

The following are the basic guidelines:

- Wearing a mask is required on the Institute's premises. Staff members can remove their mask if they are working alone in a closed office.
- 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. In case of respiratory symptoms and/or fever, a cost-free test can be taken at [the HUG screening center](#).
- 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

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

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 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 to be given exclusively online. A review will be conducted in mid-April on the possibility of moving to a hybrid format.
- Office hours is to be given online.
- Teachers can come to the Institute to give/record their courses and to access their workspaces.

STAFF

- Distance working from home is the rule. In some cases, continuity of administrative and technical operations is to be provided by the smallest possible number of staff.
- Only employees who have received prior approval from the Executive Direction have access to the Institute's work areas at set times.
- All meetings are to be held online.
- Persons defined by the FOPH as being at "exceptionally high risk", or residing with someone at exceptionally high risk² should work from home

TRAVEL

- In compliance with the [FOPH's directives](#), the Institute asks that unnecessary business travel be avoided.
- Please visit this page to determine if you are required to complete the electronic incoming form and provide a negative test result (PCR test within the last 72 hours) prior to arrival into Switzerland.
- 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 (can be reduced to seven days based on [these conditions](#)). 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.

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/krankheit-symptome-behandlung-ursprung/besonders-gefaehrdete-menschen.html>

- In addition, depending on current legislation, travellers must also announce their return from high-risk countries to the [proper cantonal authorities](#) within 48 hours of their arrival.

EVENTS

- Public events (i.e. ones open to the public and that require registration), will stay online. In a few cases, and under strict condition of a maximum of five people in presence in the room, panelists, moderators, organizers or technical staff can be in the room to broadcast live, to ensure better technical quality.
- 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 not allowed.

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.
- Students in isolation or quarantine will benefit from assistance by [The Institute's Wellbeing and Support Service](#).

ACCESS AND HOURS

- Access to the Institute's buildings is by badge to the members of the Institute's community only from Monday to Friday from 8:00-22:00 and Saturday/Sunday from 9:00-19:00.
- Faculty may access the Institute only to use the technical equipment in order to give or record their course and to access their workspaces.
- Access to the premises is by badge (with the exception of Rothschild).
- Masks must be worn upon entering the buildings.
- The authorities have also banned impromptu gatherings of more than five people.

Library

The Library is open exclusively to the members of the Institute community. Please visit the [Library website page](#) for the latest opening hours. 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 take-away service is set up to allow external persons to borrow books.

Cafeteria

The cafeteria is closed however, Novae offers a click and collect service Order [online](#) before 9:30am the same day and it will be delivered between 11:00 am and 11:30 am.

Classrooms

Classrooms are reserved exclusively for professors and assistants to teach their courses.

PARKING

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