

COVID-19 Directives – Effective from 31 May 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

- Wearing a mask is required in the Institute's buildings.
- Courses will be given either online or hybrid format.
- Public events may be organised with up to 100 people or half of the room's capacity (whichever is less) 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.
- Face-to-face meetings are possible with up to 50 people or half of the room's capacity (whichever is less) whilst wearing a mask and keeping a distance of 1.5 metres.

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

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

coronavirus_19@graduateinstitute.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 students attending course will be carried out by all means possible.

TEACHING

- Courses will be given either online or hybrid format.
- There may be no more than 50 people in a class and the room may not be filled beyond half of its capacity. Face masks must be worn and social distancing rules apply.
- 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.
- Persons defined by the FOPH as being at “exceptionally high risk”, or residing with someone at exceptionally high risk² should work from home.
- Face-to-face meetings are possible with up to 50 people or half of the room's capacity (whichever is less) whilst wearing a mask and keeping a distance of 1.5 metres.

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, provide a negative test result (PCR test within the last 72 hours) prior to arrival into Switzerland and/or quarantine for 10 days (this can be reduced to seven days based on [these conditions](#)). You must also alert the Institute of your 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

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>

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, 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), may be organised with up to 100 people and no more than half of the room's capacity filled whilst respecting health constraints.
- Masks are required to be worn throughout the event. A distance of 1.5 metres must be maintained between visitors at all times, or a seat left free.
- Standing receptions (cocktails, aperitifs and parties), regardless the number of attendees, are not allowed. Only seated catering (4 people per table inside, 6 outside) provided by a professional such as Novae is possible.

ISOLATION AND QUARANTINE

- Any persons who have travelled to a country or territory considered at risk are subject to a 10-day quarantine (this can be reduced to seven days based on [these conditions](#)). Exemptions do apply, visit [this page](#) for full details.
- 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](#).



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INSTITUT DE HAUTES
ÉTUDES INTERNATIONALES
ET DU DÉVELOPPEMENT
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DEVELOPMENT STUDIES

ACCESS AND HOURS

- Access to the Institute's buildings is only from Monday to Friday from 8:00-22:00 and Saturday/Sunday from 9:00-19:00.
- Masks must be worn upon entering the buildings and at all times.

Library

The Library is open to the members of the Institute community as well as Geneva Higher Education 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.

Cafeteria

The cafeteria is open Monday to Friday 11:45am to 14:15pm.

PARKING

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