

## COVID-19 Directives – Effective from 13 September 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 on the Institute's premises including the common areas of the two student residences. Masks must be worn at all times in the classrooms and in the Library. Teachers and teaching assistants may remove their mask when giving a lecture or workshop, as well as staff once seated at their work place or in meeting rooms, as long as a distance of 1.5 metres is respected towards the nearest person.
- Courses will be given in hybrid format.
- Public events held indoors may be organised provided that all attendees present a COVID certificate and a form of identification. Outdoor events of less than 1'000 attendees will not require a COVID certificate
- Work continues both on site and remotely, taking into account the needs of the Institute to ensure the continuity of our services.
- Internal face-to-face meetings are possible whilst wearing a mask if a distance of 1.5 metres cannot be kept.
- From 1 November 2021, the COVID certificate will be mandatory for all courses.

#### HYGIENE MEASURES

The following are the basic guidelines:

- Wearing a mask is required on the Institute's premises including the common areas of the two student residences. Masks must be worn at all times in the classrooms and in the Library. Teachers and teaching assistants may remove their mask when giving a lecture or workshop, as well as staff once seated at their work place or in meeting rooms, as long as a distance of 1.5 metres is respected towards the nearest person.
- 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 tested<sup>1</sup>. In case of respiratory symptoms and/or fever, a cost-free test can be taken at [the HUG screening centre](#).
- 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@graduateinstitute.ch](mailto: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](#).

## TEACHING

- Courses will be given in hybrid format.
- Classroom capacities are to be in line with the current sanitary regulations. Face masks must be worn and social distancing rules apply. Teachers and teaching assistants may remove their mask when giving a lecture or workshop, as long as a distance of 1.5 metres is respected towards the nearest person.
- From 1 November 2021, the COVID certificate will be mandatory for all courses.

## STAFF

- Work continues both on site and remotely, taking into account the needs of the Institute to ensure the continuity of our services.
- Persons defined by the FOPH as being at “exceptionally high risk”, or residing with someone at exceptionally high risk<sup>2</sup> should work from home.
- Internal face-to-face meetings are possible) whilst wearing a mask if a distance of 1.5 metres cannot be kept.

## 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 or Rapid Antigen test within the last 48 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](mailto:coronavirus_19@graduateinstitute.ch), as well as to

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

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, travellers must also announce their return from countries with a variant of concern 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) held indoors may be organised provided that all attendees present a COVID certificate and a form of identification. Outdoor events of less than 1'000 attendees will not require a COVID certificate. All rooms can be used to their full capacity and the collection of the participants' contact details is no longer compulsory.
- The new measures for events constitute the required minimum at the federal level, but event organisers are free to hold their events with further measures, including requesting participants to wear masks indoors.
- Indoor receptions (cocktails, aperitifs and parties) are allowed with a COVID certificate and a form of identification. Standing outdoor receptions are possible after consultation with our events department, [events@graduateinstitute.ch](mailto:events@graduateinstitute.ch)

## ISOLATION AND QUARANTINE

- Any persons who have travelled to a country or territory considered with a variant of concern 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](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.
- 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 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. Teachers and teaching assistants may remove their mask when giving a lecture or workshop, as long as a distance of 1.5 metres is respected towards the nearest person. 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.

## Library

The Library is only open to the Maison de la paix 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. A COVID certificate does not need to be presented.

## Cafeteria

The cafeteria is open from 8:00 to 16:00 Monday to Friday and is only open to the Maison de la paix community. A COVID certificate does not need to be presented.

## PARKING

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