

COVID-19 Directives – Effective from 20 December 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 the mask when they are giving a lecture or workshop, as well as staff who are working in an individual closed office space.
- Courses are given in a hybrid format if not all students are present in Switzerland.
- Students and staff members have the possibility to perform free COVID-19 tests (salivary PCR) leading to the issuance of a COVID-19 attestation allowing access to all of the Institute's facilities, under the same conditions as a person with a COVID-19 certificate.
- All events held indoors may be organised provided that all attendees present a COVID certificate and a form of identification. Wearing a mask is mandatory. Outdoor events of less than 300 attendees will not require a COVID certificate.
- 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.
- Internal meetings should be held online only.

- As of 29 November 2021, wearing a mask is required on the Institute's premises and all events hosted indoors. Teachers and teaching assistants may remove the mask when they are giving a lecture or workshop, as well as staff who are working in an individual closed office space

HYGIENE MEASURES

The basic principles are as follows:

- Wearing a mask is required on the Institute's premises including the common areas of the two student residences, the library and classrooms.
- The mask is not mandatory:
 - Inside the cafeteria, only once the person is seated and is consuming food or drink;
 - In individual closed offices
- It is recommended to change the mask after 4 hours.
- For those who wish, masks can be purchased at the reception desk of the Maison de la Paix.
- Everyone must perform frequent hand hygiene and have the means to disinfect or wash their hands.
- Dispensers of hydro-alcoholic solution are available at the entrance of the Institute, at the entrances of the floors as well as in the library, the

classrooms and the meeting rooms. Dispensers must be used when entering the building.

- Bottles of hydro-alcoholic hand solution are distributed to all staff. The bottles can be returned to the Service Desk for replenishment.
- Disinfectant sprays are provided so that people can frequently disinfect common work surfaces and individual surfaces themselves.
- Surfaces and objects are frequently cleaned and must be cleaned after use, especially in the case of shared facilities.
- Periodic checks will be made to ensure hygienic protocols are being followed properly. Posters reminding of the main measures in place are displayed in various places of passage.
- The ventilation systems of the premises are subject to a stronger technical monitoring.
- In rooms where manual ventilation is possible, the windows should be opened regularly to accelerate air renewal.
- Random sampling with mobile CO2 detectors is carried out regularly to check the quality of air renewal in its premises.
- Anyone suffering from symptoms should stay at home, be tested quickly and follow [the FOPH's isolation instructions](#).

SCREENING

- As part of the national screening strategy, and in close coordination with the cantonal authorities, the Institute offers free COVID-19 screening tests (salivary PCR) to the Institute's community. The results of the test will issue a COVID-19 attestation which will allow access to all the Institute's facilities.
- Instructions for conducting these tests can be found on our [Free Saliva PCR tests](#) webpage.
- These tests are intended to detect asymptomatic people who are carriers of the virus. As a reminder, people with symptoms must not visit the Institute's premises under any circumstances. They must be tested immediately and comply [with the FOPH's isolation instructions](#).
- **The COVID-19 attestation or certificate is mandatory at the workplace, to attend classes, to visit the library and the cafeteria.**

TEACHING

- The courses are given in a hybrid format if not all students are present in Switzerland.
- Classroom capacities are to be in line with the current sanitary regulations. Face masks must be worn at all times. Teachers and teaching assistants may remove the mask when giving a lecture or workshop, as long as a distance of 1.5 metres is respected towards the nearest person.
- **The COVID-19 attestation or certificate is mandatory for all courses.**

STAFF

- 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.
- Persons defined by the FOPH as being at "exceptionally high risk"¹, or residing with someone at exceptionally high risk should work from home or work in an individual office where possible.
- Internal meetings should be conducted online.
- **The COVID-19 attestation or certificate will be mandatory to go to the workplace.**

TRAVEL

- In accordance with [the FOPH's directives](#), the Institute recommends that unnecessary business travel be avoided.
- Please visit [this page](#) to determine if you need to complete the electronic entry form and provide a negative test result (PCR test within the last 72 hours or rapid antigen test within the last 24 hours) prior to your arrival in Switzerland and as well as 4 to 7 days after your arrival.

EVENTS

- All events held indoors may be organised provided that all attendees present a COVID certificate and a form of identification. Wearing a mask is mandatory. All rooms can be used to their full capacity.
- Outdoor events of less than 300 attendees will not require a COVID certificate. All rooms can be used to their full capacity.
- Seated indoor and outdoor receptions (cocktails, aperitifs and parties) are allowed with a 2G COVID certificate and a form of identification after consultation with the events department (events@graduateinstitute.ch).
- Stand-up receptions are not permitted.

¹ Vulnerable persons 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>

ISOLATION AND QUARANTINE

- In compliance with the directives of the cantonal and federal authorities, any person presenting symptoms must follow the [procedure provided by the FOPH](#).
 1. In the event of a positive test, an infected person must follow the isolation procedure recommended by the cantonal physician.
 2. If a person has been in close contact with a third party who has tested positive, he or she must follow the [quarantine procedure](#) recommended by the cantonal physician.
- Students in isolation or quarantine are supported by [The Institute's Wellbeing and Support Service](#).

ACCESS AND SCHEDULES

- Access to the Institute's premises is from Monday to Friday, 8:00am to 10:00pm and on Saturday and Sunday from 9:00am to 7:00pm.
- The mask must be worn upon entering the buildings and at all times.

Library

The library is open to the Institute's community only.
The COVID-19 attestation or certificate is mandatory.

Please check [the library's website](#) for its opening hours. Hygiene mask must be worn at all times.

Cafeteria

The cafeteria is open to the Institute's community only from 8:00am to 4:00pm, Monday to Friday. The COVID-19 attestation or certificate is mandatory.