

Annex Checklist

A) Common areas

What	Who	What/where	Who is in charge
General conduct		See Protection Provisions	Sector managers (**)
Sanitiser dispensers	USI Facilities	Weekly check	USI Facilities
COMMON AREAS - KITCHENS – VENDING MACHINES (including handles, control panels, banisters)	Individual	Clean and sanitise after use	Individual
COMMON AREAS - KITCHENS – VENDING MACHINES (including handles, control panels, banisters)	Cleaning service company	Once a day	Cleaning service company
Restrooms	Cleaning service company	Checking soap, sanitiser, etc.	Cleaning service company
Restrooms	Cleaning service company	Twice per day (*)	Cleaning service company
Meeting rooms	Individual	Clean and sanitise surfaces after use	Individual
Meeting rooms	Cleaning service company	Once per day, if used	Room booking service
Lifts	Cleaning service company	Once per day	Cleaning service company

(*) the number of open restrooms is adapted to the number of users

(**) Sector managers are Administration managers, Study programme and Institute directors

B) Offices

What	Who	When	Who is in charge
General conduct		See Protection Provisions	Sector managers (**)
Sanitisers	USI Facilities	Distributes sanitiser bottles in offices	USI Facilities
SURFACES (desks, workspaces, printers)	Individual	Clean and sanitise regularly, especially after use	Individual
SURFACES (desks, workspaces, printers)	Cleaning service company	Once a week	Cleaning service company
OBJECTS (work tools, phones, keyboards, mouse)	Individual	Clean and sanitise regularly, especially after use	Individual
OBJECTS (work tools, phones, keyboards, mouse)	Cleaning service company	Once a week	Cleaning service company

(**)Sector managers are Administration managers, Study programme and Institute directors

C) Library			
What	Who	What / when	Who is in charge
General conduct		See Protection Provisions	BUL / BAAM Director
Book loans and reading areas		Book loan desk and reading areas open to the public	BUL / BAAM Director
Consultation		Remotely, in general	BUL / BAAM Director
Sanitisers	USI Facilities	Distributes sanitiser bottles in offices	USI Facilities
SURFACES (desks, workspaces, printers)	Individual	Clean and sanitise regularly, especially after use	Individual
SURFACES (desks, workspaces, printers)	Cleaning service company	Once a week	Cleaning service company
OBJECTS (work tools, phones, keyboards, mouse)	Individual	Clean and sanitise regularly, especially after use	Individual
OBJECTS (work tools, phones, keyboards, mouse)	Cleaning service company	Once a week	Cleaning service company
Meeting rooms	Individual	Clean and sanitise surfaces after use	Individual
Meeting rooms	Cleaning service company	Once per day, if used	BUL / BAAM Director
Lifts	Cleaning service company	Once per day	Cleaning service company

D) Student spaces			
What	Who	What/when	Who is in charge
General conduct		See Protection Provisions	USI Facilities
Sanitisers	USI Facilities	Distributes one sanitiser bottle per offices	USI Facilities
SURFACES (desk, workspace, printers)	Individual	Clean and sanitise regularly, especially after use	Individual
SURFACES (desk, workspace, printers)	Cleaning service company	Once a week	Cleaning service company
OBJECTS (work tools, phones, kitchenware, keyboards, mouse)	Individual	Clean and sanitise regularly, especially after use	Individual
OBJECTS (work tools, phones, kitchenware, keyboards, mouse)	Cleaning service company	Once a week	Cleaning service company

E) Classrooms			
What	Who	What/when	Who is in charge
General conduct		See Protection Provisions	USI Facilities
Contact tracing	Organiser	Keeps a list of the contacts of all participants	Organiser
Sanitisers	USI Facilities	Distributes one sanitiser bottle per offices	USI Facilities
SURFACES (desk, workspace, printers)	Individual	Clean and sanitise regularly, before and after use	Individual
SURFACES (desk, workspace, printers)	Cleaning service company	Daily	Cleaning service company
OBJECTS (work tools, phones, kitchenware, keyboards, mouse)	Individual	Clean and sanitise regularly, before and after use	Individual
OBJECTS (work tools, phones, kitchenware, keyboards, mouse)	Cleaning service company	Daily	Cleaning service company
F) Equipment			
What	Who	Comments	Who is in charge
Sanitary masks	USI Facilities	Supplied only to those who cannot keep their distance or provide Plexiglas separators ***	USI Facilities
Gloves	USI Facilities	Unnecessary, spare	USI Facilities
Sanitisers	USI Facilities	One container per office group, enough for approx. 2 months, which must remain on site	USI Facilities
Cleaning material	USI Facilities		USI Facilities
Separators (Plexiglas, panels, etc.)	USI Facilities	Consultation stations	USI Facilities
		(***) e.g., USI Facilities, IT help desk	
OBJECTS (work tools, phones, kitchenware, keyboards, mouse)	Cleaning service company	Once a week	Cleaning service company