Protection provisions for COVID-19

1. Introduction
The Covid 19 protection provisions (issued by the Rectorate on 25.05.20) are the measures introduced by USI that comply with federal and cantonal regulations to combat and continue to contain the novel coronavirus. They are constantly updated and remain in force until otherwise announced, for both the Lugano and Mendrisio Campuses. Particular reference is made to the COVID-19 Ordinance 2 of the Swiss Confederation of 13 March 2020 (818.101.24, as of 14 May 2020: https://www.admin.ch/opc/en/classified-compilation/20200744/index.html).

Annex 1 is an essential part of this document and contains the checklist defining the specific measures and controls.

2. Responsibility
The provisions draw on the concepts of individual responsibility and solidarity among the members of the USI community, which are essential for protecting people most vulnerable towards the public.

Every supervisor (middle and senior management for administrative staff, study programme and Institute directors for academic staff) is responsible for enforcing these provisions and measures.

3. Special cases
3.1. Employees who are particularly at risk are allowed to fulfil their work obligations from home, but are required to submit a medical certificate to the HR administration. The following conditions fall into this category: high blood pressure; cardiovascular diseases; chronic respiratory diseases; diabetes; diseases or therapies that weaken the immune system; cancer; obesity. Source: COVID-19 Ordinance 2: https://www.admin.ch/opc/en/classified-compilation/20200744/index.html

3.2. Employees with proven work-family balance issues (caring for children under the age of 12 or caring for vulnerable and needy relatives) should contact the HR administration to organise working arrangements adapted to their own needs and those of the University.

3.3. Frontier workers who require the appropriate employment statement to cross the border should contact the HR administration to obtain it.
4. **Behavioural rules**

4.1. **Hygiene**

4.1.1. Wash hands regularly with soap and water, especially before arriving at the workplace.

4.1.2. Each person is required to disinfect his or her hands when entering the premises: there are sanitiser dispensers at the main access points to the campuses, and for each 2-3 offices there is a container of sanitising liquid suitable for about two months’ use.

4.1.3. Each individual is responsible for the regular cleaning and disinfecting of surfaces and objects used (worktops, desks, printers, telephones, keyboards, mouse and work tools, dishware, etc.), especially when shared, as well as keeping common areas (kitchens, meeting rooms, bathrooms, etc.) clean and disinfected.

4.1.4. Lifts should only be used if necessary and stairs are to be preferred wherever possible. Otherwise, lifts should be used by only one person at a time. The control panels of the lifts are cleaned regularly.

4.1.5. In restrooms, which are equipped with soap and sanitiser, it is particularly important to observe the above mentioned hygienic measures.

4.2. **Distancing and spaces**

4.2.1. Teleworking is generally recommended when possible and permitted.

4.2.2. Employees and other individuals (if any) present on site are to keep a distance of 2m from each other.

4.2.3. Offices: in small offices it is necessary to organise work in such a way that there is no more than one person present at the same time ("split office" model, teleworking in shifts, etc.). In larger offices and open-space work areas, it is required to keep a distance between workstations of at least 2m. Offices must be aired regularly (at least 3 times a day).

4.2.4. Meetings: these are preferably to be held remotely (tele- or videoconferencing). If meetings are required to be held physically, the rules of hygiene and behaviour must be observed (wash your hands, do not shake hands, keep your distance). The number of participants should be limited to the strictly necessary and by ensuring approx. 4m² space per person (e.g. no more than 8 people should be present at the same time in a 4mx8m meeting room). The same measures apply to specific events, such as thesis dissertations or committee meetings. Moreover, the spaces used must be clean (see Annex 1).

4.2.5. Front desks: where possible, front desk services shall be provided remotely, alternatively an appointment can be made in a space equipped with Plexiglas separators.

4.2.6. Support activities in direct contact with users: masks must be used and contact times minimised.

4.2.7. Avoid lingering in the corridors.

4.3. **Prevention**

4.3.1. Individuals who are ill or show symptoms of illness are advised not to go to work or to return home immediately, following the instructions of the Federal Office of Public Health (FOPH) on self-isolation.

4.3.2. Sanitary masks. Though not mandatory, their use is recommended when safety distances cannot be maintained; when people stay together for long periods in enclosed spaces even if distances are guaranteed; when using public transport.
4.3.3. Masks are provided by the Administration only to those who cannot maintain safety distances and do not have Plexiglas-type protections, or to persons at particular risk.

4.4. Visitors
Visitors may only be received by appointment and in compliance with these protective measures. Remote meetings (tele- or videoconferencing) are generally recommended.

5. Communications
5.1. Internal and external communications regarding exceptional measures related to the management of the pandemic is performed by the Rector, in close contact with the Secretary General, the Administrative Director and the Institutional Communication Service.
5.2. Employees are informed of the existence and content of the Provisions.
5.3. Urgent communications or other alerts concerning the Provisions shall be addressed to the Secretary General.

6. COVID Management Group
The COVID Management Group is formed by the USI Management Committee and meets on a weekly basis, together with other members:

Boas Erez, Rector
Giovanni Zavaritt, Secretary General
Cristina Largader, Administrative Director
Antoine Turner, Adjunct Administrative Director
Lorenzo Cantoni, Pro-Rector
Daniela Mondini, Pro-Rector
Patrick Gagliardini, Pro-Rector
Benedetto Lepori, Head of Research and Transfer Service
Riccardo Blumer, Director of the Academy of Architecture
Gianluca Colombo, Dean of the Faculty of Economics
Antonio Carzaniga, Dean of the Faculty of Informatics
Andrea Rocchi, Dean of the Faculty of Communication, Culture and Society
Mario Bianchetti, Dean of the Faculty of Biomedical Sciences
A student body representative

Responsibility for the application of the guidelines lies with:
a. Middle and senior management;
b. Study programme and Institute directors;
c. The persons mentioned in the attached checklist.

7. Replacement planning
The central organisational units of USI, as well as the various Service units are equipped with plans to replace employees in case of illness or absence due to compelling circumstances.
8. **Rules for spaces by category**

For the specific rules concerning the various spaces see Annex 1:

A) common areas (lifts, restrooms, corridors, meeting rooms, outdoor spaces);
B) cafeteria: specific guidelines will be issued by the service provider when it reopens;
C) offices and open spaces;
D) libraries;
E) student areas (currently closed).

**Contact**

Lugano Administration: cristina.largader@usi.ch +41 58 666 4949
Mendrisio Administration: antoine.turner@usi.ch +41 58 666 5856
Secretary General: giovanni.zavaritt@usi.ch +41 58 666 4338
Lugano HR Administration: personale.lu@usi.ch +41 58 666 4748
Mendrisio HR Administration: personale.me@usi.ch +4158 666 5859
Lugano Property and Facilities Services: logistica.lu@usi.ch +41 58 666 4730
Mendrisio Property and Facilities Services: logistica.me@usi.ch +4158 666 5820

**Useful links**

- Handwashing: https://youtu.be/gw2Ztu0H0YY
- How to wear a sanitary mask: https://www.youtube.com/watch?v=pZ6588_6ra8
- How to remove sanitary gloves: https://www.youtube.com/watch?v=RMAC5EgEqCs

Approved by the USI Management Board on 25.5.2020.
Annex 1: Checklist for spaces, equipment and contact
Last update: XY
### Annex 1

#### Common areas

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

(*) the number of open restrooms is adapted to the number of users  
(**) Sector managers are Administration managers, Study programme and Institute directors

#### Offices

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>When</th>
<th>Who is in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>General conduct</td>
<td></td>
<td>See Protection Provisions</td>
<td>Sector managers (<strong>)</strong></td>
</tr>
<tr>
<td>Sanitiser</td>
<td>USI Facilities</td>
<td>Distributes sanitiser bottles in offices</td>
<td>USI Facilities</td>
</tr>
<tr>
<td>SURFACES ( desks, workspaces, printers)</td>
<td>Individual</td>
<td>Clean and sanitise regularly, especially after use</td>
<td>Individual</td>
</tr>
<tr>
<td>SURFACES ( desks, workspaces, printers)</td>
<td>Cleaning service company</td>
<td>Once a week</td>
<td>Cleaning service company</td>
</tr>
<tr>
<td>OBJECTS ( work tools, phones, keyboards, mouse)</td>
<td>Individual</td>
<td>Clean and sanitise regularly, especially after use</td>
<td>Individual</td>
</tr>
<tr>
<td>OBJECTS ( work tools, phones, keyboards, mouse)</td>
<td>Cleaning service company</td>
<td>Once a week</td>
<td>Cleaning service company</td>
</tr>
</tbody>
</table>

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

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

### Equipment

<table>
<thead>
<tr>
<th>What</th>
<th>Who</th>
<th>Comments</th>
<th>Who is in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanitary masks</td>
<td>USI Facilities</td>
<td>Supplied only to those who cannot keep their distance or provide Plexiglas separators ***</td>
<td>USI Facilities</td>
</tr>
<tr>
<td>Gloves</td>
<td>USI Facilities</td>
<td>Unnecessary, spare</td>
<td>USI Facilities</td>
</tr>
<tr>
<td>Sanitisers</td>
<td>USI Facilities</td>
<td>One container per office group, enough for approx. 2 months, which must remain on site</td>
<td>USI Facilities</td>
</tr>
<tr>
<td>Cleaning material</td>
<td>USI Facilities</td>
<td></td>
<td>USI Facilities</td>
</tr>
<tr>
<td>Separators (Plexiglas, panels, etc.)</td>
<td>USI Facilities</td>
<td>Consultation stations</td>
<td>USI Facilities</td>
</tr>
</tbody>
</table>

*** e.g., USI Facilities, IT help desk