

HEAD – Genève Protection Plan Implementation of a secure work and study environment

Applicable from Monday 25 January 2021

General principles

From Monday 25 January 2021, the School's management has decided that the buildings will remain open for students and employees with valid reasons for being at work. The latter will have access to the buildings from Monday to Friday, from 8.00 a.m. to 5:30 p.m. – while the security officers and their assistants are present – with buildings closing no later than 8:00 p.m. In accordance with the new measures taken by the Swiss government and the Canton (Wed. 13/1/21), HEAD's management has decided **to bring forward the closing time of all buildings to 5:30 p.m. from Monday 25 January to Friday 12 February inclusive.**

Exemption may be granted upon request to the Head of Department who will formally establish the details in writing and transmit them to Karine De Cecco, HEAD's Covid-19 contact person, who will then inform the security company.

Access to the buildings is reserved for remedial students, students preparing their BA and MA degrees and to persons who have been duly authorised by their Head of Department or Guidance Officer. Access to the technical workshop is by appointment only.

In addition, all HEAD buildings as well as the library and workshops will be closed during the week beginning Monday 15 February 2021, except for building E. However, staff access remains possible.

From Monday 22 February 2021, unless there is a change relating to the health situation, students will once again have access to the H, A, D (JF), BH and Encyclopaedia buildings until 7:30 p.m., with a closing time of 8:00 p.m.

From Monday 1 February 2021, the mezzanine areas of the GD Building will be accessible from Monday to Friday from 8:00 a.m. to 5:30 p.m.

The **SocialPass app** is available for smartphones and allows secure tracking of people throughout HEAD's buildings. Students, staff and invited guests register their presence by scanning the QR Code or by writing down their details on an attendance sheet which is available at the entrance to each building for all those who do not have a smartphone. These tools help identify those present in the event that a case of Covid-19 is declared.

As a reminder, **access to the buildings is forbidden to any outside person without the express authorisation** of the school administration (information from the security officers and collection of the visitor's contact details).

Generally speaking, compliance with strict health rules is essential and we must now show

ourselves, individually and collectively, more responsible than ever before.

It is therefore the responsibility of every student and staff member to see a doctor at the slightest suspicions of illness and, in the event of illness, to contact their department's administrative office or HR and inform the people with whom they have been in contact.

Reinforcement of social distancing procedures

Anyone moving inside and outside the buildings **must wear a mask at all times**. It can only be removed when the person has returned to his or her place of work or study and provided that he or she is alone in the space.

Each reception is equipped with hand sanitiser and we invite everyone to disinfect their hands on arrival and to bring a mask.

Since Monday 9 November 2020, students can collect a refillable pocket bottle of hand sanitiser from their department's administrative office, while stocks last.

All areas are also equipped with hand sanitiser as well as products and towels to disinfect surfaces. It is everyone's responsibility to keep the areas clean and organised. Cleaning is required twice daily, morning and afternoon at a minimum.

Teachers are encouraged to remind students of and enforce social distancing at the beginning of each face-to-face activity.

Gatherings – informal discussions between colleagues, such as a coffee break – are authorised for up to 5 people, wearing masks and keeping a distance of 1.5 metres from one another.

In the event of non-compliance with the rules, the teacher/assistant may exclude the student from the course and ask him/her to leave the campus. The Head of Department will then be informed and may issue a written warning. In the event of a repeat offence, a message must be sent to him/her, with a copy to management. He/she will then be summoned by the Director, with the possibility of a sanction.

Registration of persons – attendance list

Since Monday 9 November, all buildings have been equipped with the SocialPass system. In order to signal their presence, persons entering one of the HEAD buildings must download the SocialPass app to their smartphone and scan the QR Code that is displayed at the entrance upon arrival. <https://www.socialpass.ch/faq-socialpass/>

Those who do not have a smartphone are requested to register on the paper attendance sheet, which is placed at all receptions. We kindly ask you to fill in all the fields.

Appointment of a HEAD – Covid contact person

The University's management has appointed **Karine De Cecco** as HEAD's Covid-19 contact

person to ensure compliance with the protection plan.

She is the contact person for all questions relating to face-to-face activities and she will respond to requests from staff and students. She will report any issues to management (non-compliance with rules, technical difficulties, etc.).

The contact person supervises the security officers and their assistants in monitoring compliance with the plan in all matters relating to the implementation of the building protection plan.

She will keep informed of developments and the health measures to be applied at cantonal and federal level and will work together with management to adapt the protection plan if and when necessary.

Karine De Cecco – karine.dececco@hesge.ch – M +41 79 708 79 91

Presence of additional staff at the entrance to the buildings responsible for ensuring compliance with the Protection Plan

At the entrances to buildings, security officers and their assistants ensure that social distancing is respected – hand sanitising, masks, registering people – and are responsible for equipping the main entrances to buildings and functional areas.

The security officers and their assistants circulate around the floors in order to monitor and enforce social distancing in Buildings H, A, D, BH, Encyclopaedia and GD; all this under the supervision of the HEAD's Covid-19 contact person.

The security officers and their assistants have the authority to refuse access to the buildings if a person does not respect social distancing.

Following the new measures taken by the Swiss government and the Canton (Wed. 13/1/21), HEAD's management has decided to **bring forward the closing time of all buildings to 5:30 p.m. from Monday, 25 January to Friday, 12 February.**

Access to the buildings is reserved for remedial students, students preparing their BA and MA degrees and to persons who have been duly authorised by their Head of Department or Guidance Officer. Access to the technical workshop is by appointment only.

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Ventilation and use of space

Rooms in which activities take place – classrooms, conference rooms, library, offices, workshops, cafeterias – **must be ventilated every hour for at least five minutes**.

In teaching situations, the number of participants must be proportional to the size of the space and the activity. For face-to-face activities (art. 6 of the Ordinance on Measures to Combat the Covid-19 Epidemic – modification of 28/10/20), “hybrid” or “alternating half-group” solutions should be favoured.

In these spaces, masks are compulsory, as well as strict compliance with social distancing. HEAD’s Covid-19 contact person monitors the process and can be called upon at any time.

Reinforced Covid-19-related communication

Communication on social distancing and the measures taken by HEAD is reinforced on all HEAD media – websites, posters and electronic screens.

From the beginning of 2021, we will offer regular meetings by videoconference in order to be able to inform about certain support systems which are still largely unknown, in particular the ad hoc Covid-19 emergency financial aid system (more [information on specific financial aid](#)).

For psychological support, the [Health and Psychology Department](#) of the University of Geneva is at your disposal, at a distance and in complete confidentiality. Do not hesitate to contact them directly on their free [hotline](#) T +41 22 379 74 41. Other support is listed on the dedicated HES-SO Geneva [intranet page](#).

Finally, we invite students who intend to travel during the next few weeks to one of the risk zones (see [list of countries](#)) to make arrangements for their 10-day quarantine **before** their return to school. If this provision cannot be implemented, please inform the school administration immediately.

Teleworking

Provisions applicable to teleworking for the academic year 2020-21 (version 4 - 14.01.21)

Due to the presence in Switzerland of the new Coronavirus variant and in order to prevent a third wave, the Swiss government has now imposed teleworking, as stated in its press conference of Wed. 13/1/21. HES-SO Geneva continues to carry out part of its teaching and research activities face-to-face, in accordance with article 6d of the Ordinance on measures to combat the Covid-19 epidemic in special situations. This implies that some staff members also provide part of their professional services in face-to-face meetings when this is necessary for the fulfilment of the institution’s missions.

The organisation and relevance of attendance must be evaluated and supervised by the Heads of Department and those responsible for teaching.

Thus, from Monday 18 January 2021 and until Sunday 28 February at least, teleworking must be

favoured for all activities that can be carried out remotely. It is not necessary to fill in the teleworking application form. Face-to-face activities must be expressly requested by the hierarchy and must be carried out in strict compliance with health rules. They should be organised in such a way as to avoid, in as far as possible, contact and travel during peak hours. Masks must be worn whenever two people are in the same room. All other provisions of the Teleworking Directive for Administrative and Technical Staff apply.

Student access to the library, shops and other resources

Students' access to the library, the fabric library, the audio-visual shops, the Infolab, the copiers and the bookbinding workshop is free and from 9 a.m. to 5 p.m. Reading places are open, although their number will be restricted to take into account health regulations.

Residents in France

For people living in border areas and subject to quarantine, the provisions of the country of residence apply. <https://www.gouvernement.fr/info-coronavirus>

In order to be able to move around during curfew:

- Students should fill in the form "Proof of school travel during curfew hours".

<https://www.gouvernement.fr/sites/default/files/31-12-2020-justificatif-de-deplacement-scolaire-couvre-feu-pdf.pdf>

- Staff should fill in the form "Proof of business travel during curfew hours".

<https://www.gouvernement.fr/sites/default/files/31-12-2020-justificatif-de-deplacement-professionnel-couvre-feu-pdf.pdf>