

HEAD – Genève Protection Plan

Implementation of a secure work and study environment

from 2 November 2020

General principles

The provisions described hereafter strictly are valid as of 2 November 2020.

Since Monday 2 November 2020, the school's management has decided that the buildings will remain open to students and staff with valid reasons for being at work. They may access them every working day **from 8 am to 5 pm** – during which time ushers will be present. Beyond this schedule, the presence of an assistant is compulsory. Nevertheless, buildings will close at 8 pm at the latest.

The **SocialPass application** is available via smartphones and enables secure tracing of people throughout HEAD's buildings. Students, staff and invited external guests must register their by scanning the QR Code or by writing down their details on an attendance sheet that will be available at all times at the entrance to each building for all those who do not have a smartphone. These tools will help identify those present in the event that a Covid-19 case 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 usher and collection of the visitor's contact details).

Generally speaking, strict health measures must be complied with and we must, more than ever, **show individual and collective responsibility**.

It is therefore the responsibility of each student and staff member to consult a doctor at the slightest suspicion of illness and, in the event of illness, to contact the school or HR department so that they may inform those who have been in contact.

Reinforcement of social distancing measures

Anyone moving around in any of the spaces, inside and outside the buildings, **must wear a mask at all times**. Exception is made for administrative and technical staff and teaching staff who may remove it, provided that they are seated at their desk and/or that a social distance of 1.5 meters is respected.

Each reception desk is equipped with hand sanitiser and we invite you to disinfect your hands upon arrival and to wear a mask, which is also available at the desk.

From Monday 9 November 2020, students will be able to collect a refillable pocket bottle of hand sanitiser from the reception desks of the buildings.

All areas are also equipped with hand sanitiser as well as products and towels to disinfect surfaces. Each person is responsible for leaving the spaces clean and organised. Cleaning is required once every half day at least.

Teachers are invited to remind students of social distancing measures at the beginning of each lesson.

Gatherings – informal discussions between colleagues, coffee breaks – of up to five people are allowed, as long as all participants are wearing masks and maintaining a minimum distance of 1.5 metres from one another.

Registration of persons – attendance list

From Monday 9 November, all buildings will be equipped with the *SocialPass* system. In order to signal their presence in a building, each person must scan the QR Code which is displayed upon arrival.

To do so, each person entering one of the HEAD buildings must download the *SocialPass* application on their smartphone. Here is the link: <https://www.socialpass.ch/faq-socialpass/>

An attendance sheet is also available at all reception desks (day, surname, first name, telephone, option, room [floor], signature, time of arrival, time of departure), for people who do not have a smartphone.

Appointment of a HEAD–Covid contact person

Management has appointed **Karine De Cecco** as HEAD–Covid contact person, to ensure compliance with the protection plan.

Karine De Cecco is the contact person for all questions relating to face-to-face activities and she responds to requests from staff and students.

Karine De Cecco will report all issues to the management (non-compliance with rules, technical difficulties, etc.).

Karine De Cecco supervises the ushers and the persons hired in addition to them to monitor compliance with the plan in all matters relating to the application of the building protection plan.

Karine De Cecco will keep abreast of developments and 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 – +41 79 708 79 91

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

Ushers ensure that social distancing measures are respected (hand disinfection, masks, registering of people) and are responsible for equipping the main entrances to buildings and functional areas.

Covid staff (with HEAD T-shirts and/or logo) have been hired for buildings H, A and BH. They are responsible for ensuring compliance with social distancing measures (masks, hand disinfection, tracing) in support of the ushers who share the same responsibility, all under the supervision of HEAD's Covid-19 contact person.

A presence is ensured (usher or Covid staff) at the entrance of each HEAD building who ensures the wearing of a mask, the disinfection of hands and the tracing of each visitor. A flying Covid staff ensures, in each building, that the protection plan is respected at all times.

All the buildings are open Monday to Friday from 8 am to 5 pm and closed at weekends, except for the Encyclopedie Building; and only the main door of each building will remain open, all other accesses will be closed during this period.

The ushers have the authority to refuse access to the buildings if a person does not respect health measures.

Ventilation and space occupancy

Rooms in which activities take place – classrooms, conference rooms, library, offices, workshops, cafeterias – **must be ventilated every hour for a minimum of 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” arrangements must be favoured.

No more than 4 people per table may sit together for meals in the cafeterias and at a distance between them of at least 1.5 metres.

For bathrooms, 1 toilet out of 2 is in use and only 1 person is allowed at the wash basin. No queuing inside the bathrooms.

HEAD–Covid contact person will monitor the process and can be called upon at any time.

Reinforced Covid-19 communication

Communication on social distancing and other measures taken by HEAD are reinforced on all HEAD supports (websites, posters, electronic displays).

Management will involve health professionals to answer questions from students, teachers and administrative and technical staff. We will inform you of the dates and times.

A daily update on the number of cases and those in quarantine at HEAD is available on the intranet: <https://intranet.hesge.ch/intranet/actualite/covid-19>.

Employee teleworking

Teleworking is preferred.

However, as some courses remain face-to-face and the school is open, administrative, technical and teaching staff may also be required to provide part of their professional services face-to-face.

The organisation and relevance of attendance must be evaluated and supervised by the Heads of Department.

Student access to libraries, shops and other resources

Students are free to access the library, fabric collection, audio-visual shops, Infolab, mopers and bookbinding workshop from 9 am to 5 pm. Reading places are open, although their number will be limited to take into account health regulations.

Resident in France

For persons living in border areas and subject to quarantine, the provisions of the country of residence apply, in close cooperation with the cantonal medical service. France has announced the reinstatement of a lockdown from Friday 30 October until 1 December at least. For students, all you need to do is fill in the travel certificate required by the French government and bring your student card with you to come to class. For staff, if necessary, you should ask the HR department for a work certificate, which should be attached to the travel certificate (<https://www.gouvernement.fr/info-coronavirus/ressources-a-partager>)

HEAD – 6 November 2020