

## Protection Action Plan – COVID-19

Version dated 5.6.2020 - valid as from 8 June 2020

### Purpose of the measures

This document details the measures taken by the ECAL in the fight against COVID-19. They aim to provide members of the ECAL community (students, assistants, teachers, counsellors, staff) and visitors (clients, partners, etc.) with the best possible protection on the school perimeter.

- These measures are in line with the [recommendations](#) of the Federal Office of Public Health (FOPH) and comply with the required [protection plan](#), published by the State Secretariat for Economic Affairs (SECO). They are also based on the [SECO checklist](#) and [Federal Ordinance 2 Covid-19](#).
- They are displayed at the entrance of the ECAL.
- They can be modified at any time.
- The above-mentioned persons are requested to apply them conscientiously.

### Basic rules

The protection plan must ensure compliance with the elements listed below.

- Community members and visitors are thus required to :
  - to clean their hands regularly.
  - to keep a distance between them.
  - to clean their workplace and equipment with the products provided.
- Wearing a mask is possible. If necessary, masks are available from each service (administrative and technical).
- Any vulnerable member of the community shall benefit of adequate protection.
- Any sick member of the community returns home wearing a mask and is invited to follow the FOPH's self-isolation instructions.
- In order to ensure the protection of community members and visitors, specific aspects of work and professional situations are taken into account.
- Community members and visitors are informed of the regulations and measures taken.

### Access to the ECAL

#### For staff and visitors

- As of June 8, 2020, access is again authorized to all administrative and technical staff, teachers, assistants, lecturers and visitors.
- All the dispositions mentioned in this document must be respected.

#### For students

- As of 8 June 2020, access is once again granted to the entire student body.
- From 13 July 2020, access is restricted to graduating BA, MA, MAS students only.
- All the dispositions mentioned in this document must be respected.

### Hand hygiene

- All community members and visitors wash their hands regularly with soap and water or disinfectant, especially before arriving at the workplace, before and after breaks, meetings and going to the toilet.
- ECAL provides access to water, soap and disposable paper towels.
- Fixed disinfectant dispensers are installed at each entrance to the premises.
- Except for those specific to certain activities, wearing gloves is prohibited.

### Social distancing

Community members and visitors present on the ECAL perimeter are required to keep a distance from each other. In addition:

- Spaces are rearranged accordingly and unused premises are closed.
- Floor markings are provided in certain areas to ensure a minimum distance between people and to channel flows.

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- Corridors are reserved for traffic only.
- Meetings are allowed in the offices, keeping adequate distances are kept.

## Vulnerable persons

- Staff members contact ECAL HR directly, and students contact their department heads.
- Situations are dealt with on a case-by-case basis.

## Sick persons

- Any member of the community presenting COVID-19 symptoms, according to the FOPH, must remain at home and immediately inform his or her superior or department head. Information from the FOPH is available by activating the link <https://ofsp-coronavirus.ch/telechargements/>.
- Any member of the community presenting COVID-19 symptoms on the ECAL premises returns home wearing a protective mask and is invited to follow the FOPH's self-isolation instructions.

## Cleaning and disinfection of common areas

- The main doors remain continuously open to avoid contact with the handles.
- In order to ensure a regular and sufficient renewal of air in the rooms, they are ventilated at least 4 times a day for about 10 minutes. This task is also assigned to each department/service within the perimeter for which it is responsible.
- Smokers keep a distance from each other in the area reserved for them in the inner courtyard.
- Cleaning company Topnet is present every evening to clean the offices and common areas. It is therefore advisable to keep the work places accessible.

## Cleaning and disinfection of workspaces and equipment

- Each member of the community and visitor is asked to disinfect his or her workspace and equipment (desk, keyboard, mouse, telephone, screen, meeting table, door handles) using the disinfectant product or specific wipes made available in each department and service on arrival and departure.
- These operations also apply to any use of the film studio, photo studio, editing booths, etc.

## Additional information for specific services

Generally speaking:

- Any waiting is done in common areas (corridors) with markings on the ground.
- If social distancing cannot be respected, the wearing of a mask is compulsory.

### Secretariat

- Plexiglass partitions and ground markings for distance to the desk.
- Maximum 6 people in the secretariat, including staff.

### Library and materials library

- Plexiglass separation and ground markings for distance to the desk.
- One person at a time towards one of the team members (librarian, trainee or assistant).
- Maximum 30 people in the whole premises, including staff.

### Finance and Human Resources

- Separation by furniture and floor markings for distance to offices.
- Maximum 6 persons, including staff

### Model workshop

- Maximum 30 persons in the whole premises, including staff
- Poster with the days of presence of the craftsmen.
- No face-to-face verbal exchanges lasting more than 15 minutes and no groupings.
- Access to the office authorized only to the staff of the Model Workshop.
- One person at most in front of the office.
- One student at a time in both the Jewellery Workshop and the FAO.

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- A separation table between each student in the assembly rooms.
- The material used is disinfected by the students using special wipes provided.

## **Audiovisual Service**

- Plexiglass separation and ground markings for distance to the desk.
- Access to the office and the maintenance room authorized only to Audiovisual Service staff.
- The equipment used is disinfected by the students using specific wipes made available to them.

## **IT Service**

- Plexiglass separation and ground markings for distance to the desk.
- IS personnel are not allowed to come into physical contact with computer equipment, unless an exception is validated by the manager.
- Technical support is only provided remotely.
- Access to the office and the maintenance room is authorized only to the IS staff.
- The equipment used is disinfected by the students using specific wipes made available to them.

## **Printing centre**

- Marking on the ground for the commissary and the area of the cutters for social distancing.
- Poster with the days of presence of the craftsmen.
- Maximum 10 people in offset (including staff).
- Maximum 10 people in digital printing (including staff).
- Maximum 10 people in bookbinding (including staff).
- 5 people maximum in bookbinding workshops (including staff).
- The material used is disinfected by the students using the specific wipes provided.

## **Economat**

- Plexiglass separation and ground markings for distance to the desk.
- Orders are only carried out via the ECAL Campus application.
- A time slot for the handing over the ordered material is communicated by email, during the validation of the order.

## **Classrooms**

Unless a request has been previously validated by the ECAL management, the classrooms are closed and prohibited from access until further notice.

## **Restaurant area**

- The rules in this document apply.
- The tables are spaced apart.

## **Management by intendants**

- Intendants regularly check and refill soap dispensers and disposable towels.
- Intendants regularly check and refill hand sanitizers (for hands) and cleaning products (for objects and/or surfaces).

## **Monitoring Implementation**

- This protection plan can only be effective if everyone applies it responsibly.
- Any community member or visitor who notices a malfunction or product deficiency should report it to the intendants..