

COVID-19 – General protection plan

Applicable from 20 August 2020

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1 Basic principles

According to Article 6 of Swiss Employment Law (RS 822.11) and Article 10 of the Ordinance on Measures during the Special Situation to Combat the COVID-19 Epidemic (RS 818.101.26), the employer is bound to protect the health of his/her employees and apply preventive measures against COVID-19 in the workplace. The employer must therefore take all measures that are appropriate for the conditions in the organisation, namely all measures that are reasonable given the technical and economic conditions within the organisation.

The aim of this protection plan is to describe in detail the measures implemented by the HEP Vaud to ensure that everyone is protected.

It is based on all the directives from the Federal Office of Public Health (FOPH) and the canton of Vaud. It represents the directives to be applied across the HEP Vaud and is directed at colleagues, students, suppliers and external visitors.

1.1 Section for everyone

Directives are displayed in building entrances, rooms, toilets, the restaurant, revision areas and throughout all the buildings.

They must be respected by everyone and at all times.

The information may change as the situation develops. The main points are as follows:

- Masks must be worn in the HEP Vaud buildings, except when seated at desks or during meetings if a distance of 1.5 metres is observed.
- Individuals showing symptoms of infection (cough, sore throat, fever...)¹ are not authorised to be present on the site.
- Individuals must disinfect their hands when entering and leaving an HEP Vaud building, meeting room or classroom. Dispensers are available at every building entrance.
- Individuals using desks must disinfect them before and after use.
- It is strongly recommended to use the SwissCovid app. The app can be downloaded from the FOPH website ([link](#)).
- All individuals at the HEP Vaud must follow this protection plan, the specific protection plan for certain activities (particularly sporting activities), displayed directives and instructions given by reception or security staff.

¹ See the list of infection symptoms on the FOPH website: [link](#)

1.2 Section for employees

1.2.1 Presence on site

Work on site is performed in line with the hygiene requirements. When working in an office, you must ensure that you maintain a safe distance and in particular make sure that:

- Working areas are aired regularly.
- You do not work less than 1.5 metres away from someone for longer than 15 minutes. If this is not the case, wear a mask.

1.2.2 Working from home

Working from home is still an accepted form of work and can be performed in line with the regulations and standards in force. These standards will be revised soon.

Employees (PAT)² who need specific material for working at home – particularly an extra screen – can request this from the Computer Science Department. This can be done by submitting a ticket to the Computer Science Department.

1.2.3 Group sessions and meetings

Meetings may be organised if the following conditions are met:

- The meeting is linked to a teaching activity or administrative activity according to the needs of the departments.
- The organiser works for the HEP Vaud. If the organiser is not from the HEP Vaud, a formal request for authorisation must have been submitted to the Facilities Department - Reservations.
- The room has been reserved and confirmed in advance. Using the rooms without a reservation could jeopardise management of the hygiene and disinfection standards.
- The rooms are used in accordance with the capacities specifically calculated for the current sanitation requirements. If the occupancy of a room exceeds the capacities defined for the current COVID-19 standard, it is compulsory to wear a mask and track the participants.
- It is no longer authorised to organise meetings for private reasons or for aperitifs.

² Administrative and technical staff

1.3 Section for students

Presence on the HEP Vaud site is authorised if it is for education, revision or convocation purposes.

1.3.1 Individual work

Students may come to the site to perform individual work but must comply with the following conditions:

- Use the areas specifically dedicated to individual work. These areas are clearly indicated. Reception staff can provide information on the dedicated areas.
- It is compulsory to wear a mask and use the SwissCovid app when working in these areas.
- The furniture has been set up in line with the requirements of this protection plan. It is strictly forbidden to modify this set-up.
- The work area must be disinfected at the start and end of each use using the equipment provided.

1.3.2 Courses and exams

Students come to the site to attend in-person courses and to sit exams, provided that they have registered for the course or exam in question.

1.4 Section for suppliers and visitors

Suppliers and visitors must report to reception and be informed of these security measures.

2 Specific regulations

2.1 Access to the library

Access to the library is only authorised during the library's opening hours. Regulations specifically enacted by the BCUL shall apply in the library area.

2.2 On-site events

All events organised on-site must have been approved in advance. Basic regulations are applicable at all times. If this is not the case, specific regulations for the event may be implemented and must be observed in full.

Events with more than 300 people are subject to additional regulations as per the "COVID-19 Ordinance Special Situation" enacted by the Confederation (particularly Chapter 5 of the Annex):

Excerpt:

5 Special measures in the case of events involving more than 300 persons

5.1 In the case of events with more than 300 persons in attendance, the required distance must be maintained between the sectors as defined in Article 6 paragraph 2. Persons in attendance must not move from one sector to another.

5.2 If certain operational or event areas, such as entrance or recreation areas, are used by persons in attendance from all sectors, the social distancing rules must be complied with or protective measures must be taken and implemented.

2.3 Study trips and work trips

Trips are authorised except in risk countries as per the "COVID-19 Directive on Measures in the Area of International Passenger Transport" enacted by the Confederation. If a member of the HEP Vaud is in a country that appears on this list, the individual concerned must go into quarantine upon their return.

2.4 Restaurant and eating areas

The restaurant and eating areas are open from 24 August. Specific standards apply and are clearly indicated on site. Every individual must observe them carefully.

Traceability is compulsory in the restaurant areas. Everyone must fill in the form provided on each table at the end of the meal.

2.4.1 Snacks and aperitifs

Afternoon snacks are authorised for working meetings but must be limited and comply with the following conditions:

- Social distancing that makes it possible not to wear masks.
- Only “sandwich” type snacks and drinks may be ordered.

Aperitifs are not authorised.

2.5 Supplies and photocopying

Distancing markings are in place and must be observed. A specific counter has been set up to avoid prolonged contact and risks to health.

It is important to have a specific list of needs (books, material,...), as it is not permitted to go and look at the books in the supplies storage area.

2.6 Teaching rooms

The following rules apply to all teaching given in the rooms at the HEP Vaud or in rooms for which the HEP Vaud is responsible:

- The rooms are equipped to full capacity, which means that it is compulsory to wear a mask.
- Contrary to the previous point, if only the seats marked with a coloured dot are used, the safe distance is ensured and it is no longer compulsory to wear a mask.
- Only rooms that have been officially assigned by the USIAP may be used.

2.7 Auditoriums (main lecture hall, north auditorium, C33-229, B21-308 and B21-313)

The increased risks for rooms with a large capacity require the implementation of specific rules as per the “COVID-19 Ordinance Special Situation” enacted by the Confederation (particularly Chapter 3 of the Annex).

It is compulsory to wear a mask during all courses and other events.

Individuals are requested to sit on the seats marked with a coloured dot as a priority to ensure that a safe distance is guaranteed.

If the headcount exceeds 300 people, two areas must be set up as per Section 2.2.

2.8 Measures aimed at ensuring compliance with hygiene directives

- Disinfectants or hand-washing facilities are available at the building entrances, in the toilets and in the classrooms.
- There are enough bins available, particularly for disposing of tissues and face masks.
- All premises must be regularly and extensively ventilated. The ventilation has been adapted accordingly in rooms where it is not possible to open the windows.
- Tables, chairs, reusable course materials (e.g. pens for white boards), door handles, coffee machines and other objects that are often touched by several people must be cleaned regularly. Daily cleaning is guaranteed by the Facilities Department. Users must perform any additional cleaning as required.
- External providers shall ensure that distancing and hygiene measures are observed during the lessons/meetings under their responsibility, regardless of where they take place (e.g. in conference hotels, companies, etc.). The measures are implemented together with the companies in question.

3 Instructions and monitoring system

3.1 The following instructions must be strictly observed

- The instructions stated on the previous pages apply.
- All employees and students have been informed of the instructions and the measures taken.
- If sufficient protection measures to ensure a safe distance cannot be guaranteed, it must be possible to trace the participants. Each participant must therefore provide his/her surname, first name, a valid telephone number and an e-mail address or a student or employee number.
- Vulnerable people are adequately protected (cf. Section 4.4).

3.2 Monitoring system

Any employee can report a problem or breach to the Facilities Department on: 079/735.03.77.

All employees of the HEP Vaud or specifically hired security personnel are authorised to refuse entry to buildings and rooms to people who fail to respect these directives.

If a student refuses to comply, the person in question shall be reported to the Executive Committee and sanctions, which may go as far as expulsion, shall be imposed as per 57 LHEP and 75 RLHEP.

If an employee refuses to comply with the instructions, the person in question shall be reported to the Executive Committee and sanctions will be taken according to Federal Personnel Law.

4 Specific provisions

4.1 Hand hygiene and various

Measures
Disinfectant dispensers are available near the entrances, in the communal areas and at the entrance to the library and toilets.
For shared equipment (copier, computers, vending machines), disinfectant cleaning material is available nearby.

4.2 Maintaining distance

4.2.1 Management of people flows

Measures
Comply with the signs at the entrance to each building.
Individual work areas for students: specific marking. Compulsory use of the SwissCovid app.
Compulsory to wear a mask in the HEP Vaud buildings and classrooms.

4.2.2 Transmission chain

Measures
In the event of a critical situation, management of the transmission chain is as follows:
1. Person in charge or supervisor of the activity
2. Facilities Department via number: 079/735.03.77
3. Members of the Executive Committee

4.2.3 Cases where it is not possible to maintain a distance of one and a half metres

Measures
Plexiglas protection for services that require close contact.
If the aforementioned protection measures cannot be applied, it must be possible to trace participants. The following information must be collected: <ul style="list-style-type: none"> • First name and surname • Telephone number • Function (student/employee/speaker/external person...) • Student number or personnel number, if available • Date & time & event/training
The information is retained for 14 days. For courses and exams, the registration lists provided by the SACAD constitute the collection of the aforementioned elements.

4.3 Cleaning

4.3.1 Work surfaces and sanitation areas

Measures
Regular cleaning and disinfection of contact zones (ramps, handles, ...) and sanitation areas by the cleaning service.
Cleaning and disinfection of premises used for meetings or training at least once a day.
Cleaning and disinfection material available in each meeting / training room for cleaning personnel before and after each use.

4.3.2 Waste

Measures
Use of bins: individual responsibility.
Use central bins as a priority. Only use personal bins (offices) if necessary.
Temporary covers have been installed to prevent the spread of the virus. Bins are emptied every day by the cleaning service.
Additional bins for collecting used masks and tissues have been installed near the exits of each building.

4.3.3 Aeration

Measures

Regular exchange of air (opening windows) by people (four times a day for around 10 minutes).

4.4 Vulnerable people or people with someone vulnerable at home

Measures

No requirement for a medical certificate.

Implementation of specific conditions for the situation.
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4.5 People potentially infected with COVID-19

Measures

Return home if symptoms appear or if you receive notification that you were in contact with someone who has tested positively.
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4.6 Information management

Measures

Regular information provided to all personnel and students.

Protection plan available on the HEP Vaud employee portal and student portal.

FOPH protection measures and specific HEP Vaud instructions displayed in entrance areas, strategic places and passageways.
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Updating of directive 05-05 on certificate evaluations and its supplementary clauses.

4.7 Management of protective equipment

Measures
Regular refill of soap dispensers and single-use paper towels.
Regular refill of cleaning products for shared equipment.
Regular refill of disinfectant dispensers.
It is recommended to use fabric masks, in line with the standards from the COVID-19 task force. Single-use masks are available at reception or from the Facilities department for PAT/PER personnel who have lost their mask. As from September 2020, washable fabric masks will be provided to personnel (5) and students (2).

4.8 Other protection measures

Measures
Maximum of 1 person per 7m ² of office space.
Revised calculation of room capacities in line with the requirement to keep a distance of 1.5 metres.
When using public transport, it is recommended to adapt your timetable to avoid the risks of travelling during peak periods.
Opening of the Eldora restaurant in C33. The restaurant capacity has been adapted in line with the standards in force. The furniture may not be moved.

5 Various

5.1 Exceptions

Any application for an exception must be addressed to the Executive Committee (events, oral exams, reservations, use of rooms).

Only the Executive Committee is authorised to manage and approve exceptions to this protection plan. Exceptions will be communicated to the Facilities Department to implement additional hygiene and disinfection measures.

5.2 Conclusion

This document was created based on an industry solution: yes no

This document is available to everyone via the WEB interface of the HEP Vaud yes no

Responsible person, signature and date:

Thierry Dias, Rector
Yves Streuli, Head of the Facilities Department

Lausanne, 20 August 2020