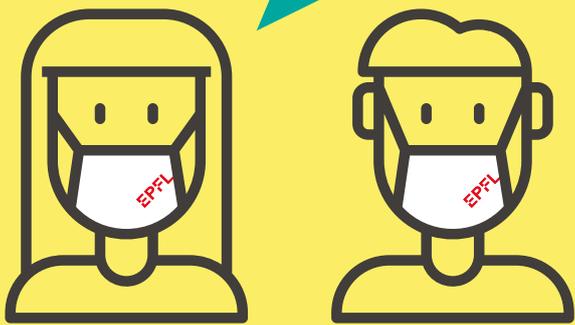


Directive setting out the conditions underpinning EPFL's COVID-19 **protection plan**

EPFL
Ensemble contre COVID-19
Together against COVID-19

**À L'EPFL LE MASQUE
EST OBLIGATOIRE**
**MASKS ARE
REQUIRED AT EPFL**





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Help stop the spread: download the SwissCovid app!




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1. Introduction

The aim of this directive is to set forth the guidelines for the “new normal” on campus. Unfortunately, the public-health situation remains a major concern. These new measures are designed to guide students and employees in their day-to-day activities – so that the campus can continue to foster interaction – and to prevent the virus from spreading, as that could lead to new, more restrictive measures. All the directives we’ve issued and measures we’ve taken, and all the efforts we’ve asked of people, are guided by these objectives, and we appreciate your cooperation. All staff members, students, guests, non-EPFL people and visitors must comply with this directive and with the framework measures set out at the federal level and in the canton in which they work.

2. Main objectives of EPFL’s protection plan

- Safeguard EPFL students and staff members by spelling out the health and safety requirements that must be implemented.
- Enable EPFL’s protection plan to be implemented in a decentralized manner by unit and laboratory heads.
- Maintain ties among all members of the EPFL community.
- Achieve the best possible balance between in-person activities, remote working and compliance with health and safety measures.

3. Main measures

The following measures must serve as a guide to implementing the protection plan:

- Remote working is mandatory.
- Starting on 1 October 2020, staff members working remotely must do so from Switzerland or, for those holding a G permit, from a border region (see point 5).
- Everyone must wear a mask in EPFL buildings at all times and at all EPFL sites, including while seated in your workplace or study place,

in lecture halls, at eateries and whenever you are moving around in the hallways. You must also wear a mask if two or more people are in the same room, even if everyone remains at least 1.5 meters apart. Outside EPFL buildings, you must wear a mask if you are not able to maintain a distance of at least 1.5 meters from other people. That includes whenever you’re waiting in a line (such as at food trucks) (see [Appendix 1](#)).

- Room occupancy must be organized so that a distance of at least 1.5 meters can be kept between people at all times.
- Meetings must be held by video conference whenever possible in order to limit gatherings and travel.
- In order to prevent the virus from spreading on campus, anyone with COVID-19 symptoms (see [Appendix 1](#)) is not permitted on campus.
- Measures will be put in place so that we can carry out a contact tracing survey if so requested by the public health authorities.

Compliance with health and safety measures

In order to protect our community, everyone must comply with the health and safety measures. EPFL reserves the right to take disciplinary action against anyone who does not comply with them. Depending on the severity of the violation, these actions may range from a warning to a disciplinary investigation, or the violation may even be reported to the authorities for criminal prosecution.

4. Health and safety guidelines

Detailed information on the health and safety guidelines can be found in [Appendix 1](#).

5. Operational management of EPFL units and associations

Each unit is responsible for setting up a work schedule that complies with the measures contained in this document. The main points to keep in mind are as follows:

- Staff members must work remotely.
- For activities that must be carried out on campus, the heads of units and of EPFL-approved associations must request approval from their dean, via their institute, or from their vice president, as applicable, and indicate the reasons for their request. If the activity requires the on-site presence of more than one person from a given group, then an alternating schedule should be used so as to minimize the number of people on campus at any one time and the possibility for people to come into contact.
- Starting on 1 October 2020, staff members who work remotely must do so from Switzerland or, for those holding a G permit, from a border region.
- Unit heads must keep an accurate record of everyone who was physically present on their unit's premises over the previous 14 days (see point 6, [Attendance lists](#)).
- Medical certificate: until further notice, a medical certificate is required if an employee is absent for six days or more.
- People at especially high risk: please refer to [Appendix 1](#).
- [Appendix 1](#) also describes what to do if a member of the EPFL community thinks they may have COVID-19 or tests positive for it.

6. Attendance lists

The cantonal public-health authorities require EPFL to be prepared to help trace people who, over the previous 14 days, came into contact with someone who has tested positive for COVID-19. For this reason, unit heads must keep attendance lists.

These lists represent a form of personal data processing and must be handled as follows:

- Attendance lists must contain the following information only:
 - last name
 - first name
 - the unit to which the person belongs
 - the date the person was on campus
 - the room number.

- You must only use this information for its intended purpose, which is to help the cantonal public-health authorities trace people who, over the previous 14 days, came into contact with someone who has tested positive for COVID-19.
- You must retain this information for 14 days, after which it must be destroyed.
- Unit heads are requested to keep a list of private telephone numbers, which will only be used in the event of a request from the cantonal medical service.
- It is not necessary to enter remote work hours into the absence manager.

7. Remote working: acquiring IT equipment

EPFL has decided to grant a one-time credit of up to CHF 300 per staff member, from their unit's budget, in order to acquire IT equipment that will make it easier for them to work from home over the long term. You can view the list of authorized equipment (monitor, keyboard, mouse, webcam, etc.) in [Catalyse](#).

The unit heads are responsible for approving requests that will be covered by their budget and must ensure the funds are used properly and within the aforementioned limit. An inventory of equipment purchased with these funds is not required.

8. Rules for students to come to campus

Classes, exercise sessions, practicals and projects

- In light of the public-health situation, classes and exercise sessions, including the ones for first-year students, will continue to be run online through the end of the spring semester.
- Students can still come to campus for activities related to their studies that require them to be on site (practicals, architecture workshops, lab projects and MAKE projects). However, they cannot stay on campus after these activities end.

- The Modulo 3 system will be used for on-site practicals and architecture workshops.
- Students who need to work on a semester or Master's project in a laboratory must follow all the laboratory's rules and procedures, under the responsibility of the unit head.
- Students working on a MAKE project on campus must first sign up with the project coordinator or the professor in charge of the laboratory before going to the designated site. That person is responsible for keeping track of which students come to campus and the facilities they use.
- A distance of at least 1.5 meters must be maintained between people at all times.
- Everyone must wear a mask at all times wherever they are working or studying if more than one person is in the room, even if they remain at least 1.5 meters apart. (Masks are also required whenever you are moving around in the hallways.)
- The classrooms and exercise rooms must be set up to allow occupants to comply with these measures.

Coming to campus

- Remote working has been mandatory for the entire EPFL community since 18 January, apart from employees who have received a special exemption.
- Students can come to campus to study (although space is limited and students must reserve a spot and one or more time slots in advance, either via the EPFL Campus app or at campus.epfl.ch)
- Students are permitted to come to campus without a reservation for specific services (an appointment at the EPFL Health Point, to obtain documents at the Student Services Desk, an appointment with the IT helpdesk or an appointment at the COVID-19 testing center). More information is available in the [Coming to campus](#) section of the Coronavirus, classes and exams FAQ.
- Students who wish to come to campus for activities related to managing student associations require authorization.
- All events are banned through the end of the semester (see point 10).

9. Room occupancy

In order to comply with the health and safety rules, the following requirements should be used to determine how many people are allowed in shared working areas (offices, open spaces, laboratories, workshops, etc.) at the same time:

10. Work-related meetings, events

Work-related meetings

Work-related meetings must be held by video conference whenever possible. In-person meetings can have a maximum of 5 people and must take place in compliance with [EPFL's health and safety rules](#). Work-related meetings are meetings that are part of staff members' normal work duties and that are required for a unit to fulfill its missions. All other gatherings, apart from study sessions and academic exams, are limited to five people: this includes trainings, seminars, association meetings, and so on.

Events

All types of EPFL events, whether on the Lausanne campus, on one of EPFL's other sites, or on non-EPFL premises (conferences, symposiums, cultural and celebratory events, etc.), are no longer permitted, through 4 June 2021, including for EPFL-approved associations. We advise you not to hold any private events, but if you do, you must comply with the federal and cantonal rules applicable to events.

Cultural sites

The cultural sites (EPFL Pavilions, Archizoom, Musée Bolo) can accommodate guided tours from 1 March 2021. These visits for a maximum of 5 people must be arranged and follow the sanitary measures in force.

11. Restaurants

Campus eateries require special attention. For now they can stay open, but you must strictly follow the health and safety guidelines: wear a mask whenever you are not sitting at your table; maintain a distance of 1.5 meters from other people; scan the tracing QR code; pay with your Camipro card or another payment card; eat and drink only while seated; comply with the seating limits at tables; do not rearrange chairs and tables; and do not sit in seats marked with a cross. Checks are being carried out.

12. Non-EPFL people

Unit heads can authorize non-EPFL people to come to the School's sites if their presence is absolutely essential for the unit to fulfill its duties, subject to the terms of this directive.

Construction/renovation contractors must comply with the directives issued by the Real Estate and Infrastructures Domain (DII, see [Appendix 2](#)).

People coming from another country are allowed on EPFL sites, subject to the criteria set out by the State Secretariat for Migration, Federal Department of Justice and Police.

Non-EPFL people arriving from abroad must comply with the federal government's health guidelines, in particular with regard to the quarantine rules, and this directive.

Specific directives concerning visiting students have been drawn up. Please refer to this point in this directive.

13. Holidays and private travel abroad

EPFL strongly encourages the entire EPFL community to avoid spending their holidays or other leave time traveling to countries or areas with an increased risk of infection according to the Federal Office of Public Health (FOPH) or that the Federal Department of Foreign Affairs discourages people from visiting.

You may experience travel restrictions in the country you visit, and you may be subject to the Swiss government's quarantine requirements. If you're a student, this could prevent you from coming to campus for your exams or a visit; if you're a staff member, any additional time off will be deducted from your holiday entitlement.

14. Work travel

As a rule, meetings, talks and so on should continue to be held via video conference. Everyone must make every effort to avoid work-related travel, including within Switzerland.

- Travel within Switzerland and to certain countries is only authorized if it is an absolute requirement for EPFL to function properly.
- Unit heads are responsible for determining whether a given trip is absolutely essential for the unit to fulfill its missions, and they must state that in the employee's travel request.
- Professional travel is prohibited through 4 June 2021 to any country:
 - outside the European Union and the Schengen Area
 - with an increased risk of infection, according to the FOPH
 - that the FDFA discourages people from traveling to.
- People at especially high risk are not permitted to travel for work purposes.
- When planning a trip abroad:
 - check for any entry restrictions put in place by the destination country – such as border-opening dates and self-isolation requirements – and by your airline.
 - plan your travel through EPFL's travel agency, which will be able to advise you and help you book your itinerary in keeping with EPFL's requirements.
- When planning your trip, it is advisable to purchase flexible and/or refundable tickets so that you can postpone your trip in the event the public-health situation changes.

- If travel is authorized, unit heads must also do whatever they can to ensure that the health and safety guidelines are complied with.
- EPFL will not provide foreign assistance to staff who fail to comply with this Directive.

15. Study-related travel abroad

As a precaution, EPFL students must comply with the following measures on foreign travel for the fall 2020 and spring 2021 semesters as well as summer 2021.

- Travel abroad by students (exchanges, academic mobility, internships, Master's projects, study trips, project-related travel, etc.) remains prohibited in countries that the FDFA discourages people from traveling to for health or safety reasons unrelated to COVID-19.
- In light of the current COVID-19 situation, EPFL advises students not to travel outside the European Union, the Schengen Area and the UK.
- All study-related travel abroad (Master's projects, exchanges, internships, etc.) will take place under the student's personal responsibility. The risks students face if they travel to a country advised against by this directive include: restrictions on entering or leaving countries, the introduction of a curfew or lockdown, and the scarcity of commercial flights and the likelihood of flight cancellations, which could make it difficult and expensive to return to Switzerland. Also, the healthcare system could be affected, making it difficult or impossible to receive care, and the partner company or university could be forced to stop operating.
- EPFL will not provide foreign assistance to students who fail to comply with these recommendations.
- No additional contributions to travel costs will be granted beyond the measures and grants already in place.

- Students must comply with all health and safety rules in effect in their country of destination as well as at the partner company or university.
- When students return to Switzerland, they must follow all rules, and in particular quarantine rules, introduced by the [FOPH](#).

16. Visiting students

Visiting students coming to carry out a project in an EPFL laboratory will be allowed on campus as long as they meet the following standard conditions set out by the Registrar's Office:

- the professor must have granted approval
- the visit must last more than two months
- the project must be worth credits.

This does not apply to external students already on campus who began their projects before 8 June.

By way of reciprocity, student visits to EPFL from countries that are off limits to EPFL students are canceled.

If you have any questions on this topic, please contact the Registrar's Office.

17. Reassessing these measures

The measures set in this directive may be reassessed or amended at any time up to 4 June 2021, depending on how the pandemic evolves. ■