

# Appendix 1

## How to protect yourself and others on campus

## Health and safety guidelines

Updated on 4 September 2020

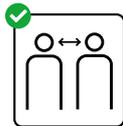
# Contents

1. Work remotely for some of the time	3
2. Keep your distance from other people	3
3. Minimize physical contact	3
4. Wash your hands frequently and thoroughly	3
5. Wear a mask	3
6. Cough and sneeze into a paper tissue or the crook of your arm	4
7. Shared equipment	4
8. Ventilate your workspace	4
9. Limit gatherings	4
10. People at especially high risk	5
11. Additional protective equipment	5
12. SwissCovid app	5
13. Stay at home if you have symptoms	6
14. Special need for protective equipment	6
15. What should you do if you test positive for COVID-19?	6
16. Have you been in contact with someone who has tested positive?	7
17. Mandatory quarantine for people arriving in Switzerland	7
18. Questions?	7



### 1. Work remotely for some of the time

If your work allows it, and if your supervisor agrees, plan to spend up to 50% of your contracted hours working remotely.



### 2. Keep your distance from other people

You can contract coronavirus if you come into close, extended contact with an infected person. Maintaining a distance of at least 1.5 meters helps keep you and others safe.

Plan your work in advance to ensure you can always maintain this distance everywhere, including in open-space offices, labs, workshops and other common areas.



### 3. Minimize physical contact

Don't shake hands with people, avoid touching your face, and try not to handle objects used by others, for example.



### 4. Wash your hands frequently and thoroughly

 [Video: how to wash your hands](#)

Hand washing is the golden rule of public health. Regularly washing your hands with soap and water can help keep you and others safe.

If you're unable to wash your hands, use a hand sanitizer. [Hand sanitizer dispensers](#) have been installed on campus.



### 5. Wear a mask

 [Video: how to use a mask](#)

Because the public-health situation remains a major concern, EPFL has decided that everyone must wear a mask whenever they are inside EPFL buildings. That means that students and staff members are required to keep their mask on even after they sit down to attend class, study or work.



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## 6. Cough and sneeze into a paper tissue or the crook of your arm

Cover your nose and mouth, ideally with a paper tissue, when you cough or sneeze. Do not spit in public spaces.

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## 7. Shared equipment

Be sure to clean any shared equipment – such as printers, keyboards/mice and phones – with a surface disinfectant after every use.

It is recommended that shared equipment be used by as few people as possible, or even just by the staff who normally operate the equipment.

Product recommendations are available here: [go.epfl.ch/coronavirus](https://go.epfl.ch/coronavirus).

Disinfectant products can be ordered from the [COVID-19 catalog](#) on Catalyse.

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## 8. Ventilate your workspace

In rooms equipped with a ventilation system, the system has been modified so that it brings in only fresh air from outside, not recycled air. The hourly air-change rates in these rooms provide sufficient ventilation.

In rooms that don't have a ventilation system, please try to open your window for at least 10 minutes every hour.

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## 9. Limit gatherings

It is possible to meet in person as long as:

- a distance of at least 1.5 meters is maintained between people
- everyone is wearing a mask at all times
- the meeting organizer draws up and keeps a [list of all attendees](#) (for more information, see point 9 of the directive)
- the meeting organizer ensures that all surfaces in the room (tables, armrests, etc.) are disinfected after the meeting
- social interaction on campus must be kept to a strict minimum, including in common areas (like hallways) and during coffee breaks and at lunch.

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## 10. People at especially high risk

Employees who are considered persons at high risk (according to the [Swiss Federal Office of Public Health definition](#)) must continue to work remotely until further notice. They are exempt from the measures set out in point 1 of this appendix.

Exceptions are only possible under the following conditions:

- It must be absolutely necessary for the unit, and there is no other possible solution.
- The employee must agree to it.
- The employee's supervisor must approve it.

EPFL may ask the School's occupational health specialist to evaluate the situation of any employees at especially high risk.

If you have any medical questions about your own risk level and your doctor is unable to provide answers, you can contact EPFL's occupational health team at [sante@epfl.ch](mailto:sante@epfl.ch) (all discussions will be kept confidential).

In line with Swiss federal government rules, these measures don't apply to anyone living in the same household as someone who is considered to be at high risk.

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## 11. Additional protective equipment

An internal online catalog of COVID-19 protective materials is available through Catalyse ([COVID-19 catalog](#)). All units can use this catalog to order any additional items they may need. The following products are available:



- Face masks
- FFP2/N95 face masks
- Bottles of hand sanitizer
- Surface disinfection wipes
- Surface disinfectant spray.

Since stocks are limited, please check the order limits for each product. Any orders that exceed these limits won't be filled.

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## 12. SwissCovid app

The SwissCovid app, which was developed in part by EPFL, is designed to break chains of infection and prevent a second wave of SARS-CoV-2 as the lockdown measures are eased.

The developers applied the privacy-by-design approach to protecting personal data. The app can be downloaded free of charge from the [Google Play Store](#) and the [Apple App Store](#).

For [more information](#) on the app.

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### 13. Stay at home if you have symptoms

If you have symptoms that could be indicative of [COVID-19 according to the Swiss Federal Office of Public Health](#):

- Don't come to work, and inform your supervisor.
- Stay at home and comply strictly with the health and safety guidelines.
- Self-evaluate by completing the [CoronaCheck](#) questionnaire.
- A medical certificate is only required if an employee is absent for six days or more.
- Always call before going to your doctor's office.
- Here's a COVID-19 test center near campus:
  - Centre Médical de Vidy  
Call before going: 021 622 88 88  
Route de Chavannes 11, 1007 Lausanne  
Open 7 days a week, from 9am to 6pm

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### 14. Special need for protective equipment

If you require protective equipment to carry out your work (such as if you will be in close contact – less than one meter – with other people for more than 30 minutes) or because you are considered especially high risk, you must submit your request through the [COVID-19 support site](#).

Your request will be assessed based on your answers to the following questions:

- Why isn't it possible to comply with the organizational measures put in place?
- What other measures do you intend to introduce?

Please take note of the points above and refer to the [COVID-19 catalog](#) before submitting your request.

For more information [go.epfl.ch/coronavirus](https://go.epfl.ch/coronavirus).

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### 15. What should you do if you test positive for COVID-19?

If you test positive for COVID-19, you will be informed by the public-health authorities in your home canton. Here's what to do:

- Comply strictly with the public-health authorities' instructions.
- Stay at home and do not come to work on campus!
- Send your supervisor a copy of the letter you receive from the public-health authorities.
- Reply to the public-health contact tracing survey.

You don't need to inform the DSPS if you test positive. The public-health authority will carry out a contact tracing survey and ask anyone who was in contact with you to self-isolate. If need be, the health authorities will contact the DSPS directly when carrying out the survey to ensure the necessary measures are taken on campus.

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## 16. Have you been in contact with someone who has tested positive?

If so, you may be contagious for the next few days without knowing it. So please comply strictly with these health and safety guidelines. In addition:

- Pay close attention to your own health.
- You can keep working, but remotely if possible.
- Avoid all non-essential contact with other people.
- Always comply with the health and safety guidelines.

You only need to self-isolate if you were in close contact with someone who tested positive (e.g., someone you live with). If you have to self-isolate, the cantonal office will contact you and inform you of the next steps. In this case:

- Comply strictly with the public-health authorities' instructions.
- Stay at home and do not come to work on campus!
- Send your supervisor a copy of the letter you receive from the public-health authorities.
- Reply to the public-health contact tracing survey.

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## 17. Mandatory quarantine for people arriving in Switzerland

- The Swiss Federal Office of Public Health maintains a list of countries and areas with an increased risk of infection. Employees, students, guests, visitors, non-EPFL people and anyone else arriving in Switzerland from one of these locations must not come to any EPFL sites and must follow the quarantine rules imposed by the Swiss federal government.
- For more information: <https://www.bag.admin.ch/bag/en/home.html>

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## 18. Questions?

Please continue to consult our coronavirus website – [go.epfl.ch/coronavirus](https://go.epfl.ch/coronavirus) – for all of your questions.