

COVID-19 Protection Plan – EPFL events

Effective as
of 22 September 2020

Version: 18 September 2020

Person responsible
for the protection plan:

Mobile phone:

Unit:

Event name:

Date:

Place:

Number of people
at your event:

Number of people involved
in event organization:

(Including speakers, organizers, staff, service providers, etc.)

1. Introduction

This protection plan applies to any event organized by an EPFL unit or taking place on EPFL premises. It forms part of the [Directive setting out the conditions underpinning EPFL's COVID-19 protection plan](#).

This protection plan aims to:

- Help prevent coronavirus from spreading within the EPFL community during an event
- Protect the people who attend and organize EPFL events from being infected by coronavirus, insofar as possible.

Person responsible for the protection plan

The Swiss Federal Office of Public Health (FOPH) requires that event organizers designate a person responsible for implementing the protection plan at their event and maintaining contact with the public health authorities. This person should also make sure that the plan is properly followed throughout the event. The designated individual should be a member of the event organization team; this function cannot be delegated to another EPFL unit or department.

2. Basic measures adopted under EPFL's protection plan

If you plan to hold an event on EPFL premises, all attendees must follow the health and safety guidelines given in Appendix 1. Here are the main measures that apply to events.

Hand washing

Everyone must regularly clean their hands. Hand-sanitizer dispensers have been set up at the main entrance to buildings, and people can wash their hands with soap and water.

Social distancing

In order to maintain a distance of 1.5m between students, the seats in EPFL's lecture halls have been marked and the classrooms have been rearranged.

Masks

You must have a mask on when you enter a building and then keep it on at all times, including when you move around within the building (in hallways, restaurants, indoor parking, elevators, bathrooms, etc.).

Attendance lists

The people in charge must keep attendance lists for all EPFL events, meetings and standard unit activities (see [Section 5 of the Directive](#) for more details). These lists are a form of personal data and must be treated as such.

Cleaning

Surfaces in all EPFL public spaces are cleaned regularly in accordance with the School's needs. If you plan to hold an event on EPFL premises, you should schedule specific cleaning services.

Symptoms and quarantine

If anyone planning to attend your event starts showing COVID-19 symptoms or is put into quarantine, he or she cannot come to EPFL or to the site of the event, in accordance with FOPH requirements.

Informing people of the general health and safety guidelines to follow

The entire EPFL community is kept informed of our protection plan through regular email messages as well as our website, go.epfl.ch/coronavirus, which contains the full EPFL Directive. Posters and screens located in our buildings' main hallways also remind people of the appropriate safety measures to follow.

3. Additional safety measures

Food and beverages

All food and beverages (coffee breaks, cocktails, lunches, drink service, etc.) must be provided by one of EPFL's professional caterers and served in a restaurant, and attendees can only consume food and beverages while seated.

If you plan to serve food or beverages at your event, please complete the following table.

Type of service (coffee break, cocktail, table service, etc.)	Place of service	Caterer	Will attendees be standing or seated?

Face masks

Face masks must be worn at all times. They can only be removed in order to consume food or beverages, once seated. You must make surgical masks available to attendees, in case they need them. If the event is held outdoors, masks are also required if social distancing cannot be guaranteed.

Hand sanitizer

You must make hand sanitizer available to attendees.

Cleaning

The event venue (including all surfaces) must be cleaned before and after the event (we suggest you contact ISS).

Airing out rooms

If the room where the event will be held has windows, you must air out the room for at least 10 minutes every hour.

Informing attendees of protective measures

You must make sure that all event attendees have been informed of the health and safety guidelines before the event begins. You can do this by sending attendees an email or posting the information on your event website.

Comments or additional measures

The person responsible for the protection plan for this event agrees to comply with the measures set out in this document.

Date: