

Appendix 1

How to protect yourself and others on campus

Health and safety guidelines

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1. Work in shifts

As of 5 June, remote working will no longer be required by the Swiss federal government, but it will continue to be recommended.

EPFL's upper management is therefore allowing employees to work in turns on campus and remotely, depending on the needs of their units. Employees who must use campus facilities (experimental research, technical equipment) can work entirely on site.

For other employees, whose work does not require access to physical infrastructure (theoretical research, administration), their unit heads must establish a rotating schedule with up to $\frac{1}{3}$ of this staff working on site and the remaining $\frac{2}{3}$ working remotely on any given day.

The goal is to allow every employee to return to campus. Special care must be taken with people who are considered at risk with regard to the pandemic. In all cases, unit heads must keep an updated attendance list.



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, while wearing a mask, including in open-space offices, labs, workshops and other 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. Masks are required

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

You must wear a mask in all EPFL hallways and in all rooms where there are two or more people.

You must also wear a mask outside if you are not able to maintain a distance of at least 1.5 meters from other people, as well as in vehicles if two or more people from different households are together.



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.

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.



8. Ventilate your workspace

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

In rooms equipped with a ventilation system, the system has been modified so that it maximizes fresh air from outside rather than reusing recycled air. The hourly air-change rates in these rooms provide sufficient ventilation.



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 6 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.

10. People at especially high risk

Employees who are considered persons at high risk (according to the [Swiss Federal Office of Public Health \(FOPH\) definition](#)) must continue to work remotely until further notice.

Exceptions are only possible if all of the following conditions are met:

- 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.

In accordance with Article 27a of the Swiss federal government's COVID-19 Ordinance 3, the employee's supervisor is responsible for ensuring that the following conditions are met before the employee returns to work:

- the workplace is organized so as to prevent any close contact with other persons, in particular by providing the employee concerned with his or her own room or a clearly separate working area;
- in cases where close contact cannot be avoided at all times, appropriate protective measures are taken in accordance with the STOP principle (substitution, technical measures, organizational measures, personal protective equipment).

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 (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.



11. Attendance lists

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

In accordance with Article 5 of the Swiss federal government's COVID-19 Special Situation Ordinance, these attendance lists, which represent a form of personal data, must be handled as follows:

- Attendance lists can 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.

- 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.
- This information may only be used for its intended purpose, which is to help the cantonal public-health authorities trace people who, over the previous 14 days, are believed to have come into contact with someone who has tested positive for COVID-19.
- The units are required to retain this information for 14 days and then destroy it.
- It is not necessary to enter remote work hours into the absence manager.

12. Protective products for units

COVID-19 protective products are mainly available through the [Lyreco catalogue](#). The product numbers for items approved by the Safety, Security & Operations Department are shown on Lyreco's main page.

All units can use these catalogues to order any additional items they may need. The following products are available:

- Face masks
- Reusable EPFL masks (only available through the [ShopEPFL Catalyse catalogue](#))
- FFP2/N95 face masks (only available through the [COVID-19 catalogue](#))
- Bottles of hand sanitizer
- Surface disinfection wipes
- Surface disinfectant spray.

If you have any questions on how to place an order via Catalyse, please contact the Service Desk at 1234@epfl.ch



13. SwissCovid app

The SwissCovid app, which was developed in part by EPFL, is designed to break chains of infection.

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.



14. NotifyMe Check-in App

NotifyMe Check-in is a new app designed to help stem the spread of SARS-COV-2. It runs on the CrowdNotifier protocol, which was developed mainly at EPFL by some of the same people who came up with DP3T, the protocol used in the SwissCovid app.

NotifyMe seeks to break transmission chains by informing users who may have been infected after being at the same location (such as an event, a public place, a meeting room or a classroom) at the same time as someone who was contagious.

Pilot tests of NotifyMe at EPFL began on 18 January. [More information.](#)



15. If you think you might have COVID-19

If you meet one or more of the following criteria:

- You have symptoms that could be indicative of the disease according to the FOPH.
- You have been in close contact* with someone who has tested positive.
- You have recently been in a country or area with a high risk of infection as defined by the FOPH.
- You have been instructed to self-isolate by the public-health authorities.

Then please take the following steps:

- Don't come to campus to work or study.
- Inform your supervisor.
- Stay at home and comply strictly with the health and safety guidelines.
- Self-evaluate by completing the [CoronaCheck](#) questionnaire.
- If you decide to see your doctor, call the doctor's office first.

Staff members must enter their absence into the absence manager using the following code: "Specific events (HR) – quarantine COVID-19."

** Close contact means spending more than 15 minutes less than 1.5 m away from someone, without wearing a mask.*



16. What should you do while awaiting the results of your COVID-19 test?

If you have been tested for COVID-19 but do not yet have the results, stay at home.

You can start putting together a list of people you were in close contact* with in the days preceding your test or before you began showing symptoms.

Staff members must enter their absence into the absence manager using the following code: "Specific events (HR) – quarantine COVID-19."

** Close contact means spending more than 15 minutes less than 1.5 m away from someone, without wearing a mask.*



17. 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 by either a phone call or text message. Here's what to do:

- Comply strictly with the public-health authorities' instructions.
- Stay at home and do not come to campus to work or study.
- The letter you receive from the public-health authorities will serve as your medical certificate, whether you're a student or staff member.
- Reply to the public-health contact tracing survey.
- While you're waiting for the public-health authorities' instructions, notify everyone you were in close contact with in the 48 hours before your test or before you began showing symptoms.

The public-health authorities will carry out a contact tracing survey and ask anyone who was in close contact* with you to self-isolate. This process could take longer than usual due to the high number of new cases, so we suggest you begin contacting people yourself.

Staff members who test positive must enter their absence in the absence manager under "illness or doctor visit" starting on their first day off work.

** Close contact means spending more than 15 minutes less than 1.5 m away from someone, without wearing a mask.*

18. What to do if someone in your unit tests positive for COVID-19 or thinks they may have it

Anyone in your unit who thinks they might have COVID-19 should refer to point 15. No other special measures are needed as long as that person does not test positive.

Anyone in a unit who has tested positive for COVID-19 (see point 17) will contact everyone they were in close contact* with. These people must then follow the instructions in point 15. The attendance list kept by the units will be used to identify people who may have been in close contact with the person who tested positive (such as over lunch).

If the health and safety measures have been complied with, it is unlikely that people who were not in close contact with a person who tested positive were infected themselves. However, these people:

- should pay close attention to their own health
- can keep working, but remotely if possible
- should avoid all non-essential contact with other people
- must always comply with the health and safety guidelines.

In accordance with the Federal Act on Data Protection and the Federal Epidemics Act, there's no need to notify the DSPS if you think you may have COVID-19 or if you test positive. Moreover, these guidelines are designed to protect the privacy of members of the EPFL community.

Unit heads must ensure that staff members have correctly entered their absences into the absence manager (in accordance with points 15 to 17).

** Close contact means spending more than 15 minutes less than 1.5 m away from someone, without wearing a mask.*

19. EPFL testing center

The [EPFL testing center](#) is open, by appointment only, to the entire university community as well as residents of surrounding areas. As soon as you start showing symptoms of COVID-19, don't wait – get tested right away! Tests are by appointment only, and free of charge if you meet the Swiss Federal Office of Public Health's criteria.

20. Entering Switzerland

- Special rules went into effect on 8 February for people entering Switzerland. Depending on the type of travel, you may have to:
 - fill out a form
 - show proof of a negative test
 - go into quarantine.
- These rules apply to all people who are permitted to enter Switzerland, including Swiss citizens who are returning to Switzerland after being abroad.
- You will find detailed information on the [Swiss federal government's website](#).

21. Questions?

Please continue to consult our coronavirus website – go.epfl.ch/coronavirus – for all of your questions.