

## COVID-19 Protection Plan

valid from 18 January 2021

### 1. Introduction

#### 1.1 Objectives of the Measures

- This document details the measures taken by the ECAL management in the fight against COVID-19. The measures aim to provide members of the ECAL community (students, assistants, teachers, lecturers, staff) and visitors (clients, partners, etc.) with the best possible protection within the school's perimeter.
- The measures are in line with the [recommendations](#) of the Federal Office of Public Health (FOPH) and comply with the required protection plan for companies, published by the State Secretariat for Economic Affairs (SECO). They are also based on the [SECO's checklist](#) and the [Federal COVID-19 Ordinance 3](#).
- The measures are displayed at the entrance of ECAL.
- They can be modified at any time.
- The above-mentioned persons are requested to comply with them scrupulously.

#### 1.2 Basic Rules

- Members of the community and visitors are bound:
  - To maintain a distance of 1.5m from others whenever possible.
  - To wear a protective mask at all times on the perimeter of the ECAL, inside and outside the building, except when working alone in an office and when sitting in the cafeteria to consume.
  - To wash their hands regularly.
  - To refrain from shaking hands, hugging and as much as possible, to avoid touching their nose, mouth and eyes.
  - To clean their workplace, the equipment used as well as their dining area in the restaurant with the available hand sanitiser.
- Every [vulnerable member](#) of the community must be adequately protected.
- Any sick member of the community must return home wearing a mask and is required to follow the FOPH's self-isolation instructions.
- In order to ensure the protection of community members and visitors, specific aspects of work and professional situations must be considered.
- Community members and visitors must be informed of the prescribed measures.

### 2. On-site activities and access

#### 2.1 On-site activities

- In compliance with [the COVID-19 Special Situation Ordinance](#), only those didactic activities that are essential and for which attendance at ECAL is necessary (e.g. workshops, practical or technical courses) will remain on site.

#### 2.1 Access to ECAL

##### For staff and visitors

- Administrative, technical, teaching and research staff have access to ECAL.
- Visits are permitted only if conducted under the supervision of management or a department or service manager.
- All provisions mentioned in this document must be complied with.

##### For students

- Access is authorized only within the framework of essential didactic activities that have been duly planned and communicated in advance.
- All provisions mentioned in this document must be complied with.

### 3. Protective measures

#### 3.1 Protective Masks

- A protective mask is a surgical type mask or a community or barrier face mask.

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- Barrier masks made of textiles and sold commercially must comply with the recommendations of the [Swiss National COVID-19 Science Task Force](#). Barrier masks can also be handmade, in which case they must meet the same standards as industrial textile masks.
- ECAL does not provide protective masks. It is the responsibility of community members and visitors to stock up accordingly and to have their own masks before coming to ECAL.

## 3.2 Hand Hygiene

- All community members and visitors must regularly wash their hands with soap and water or hand sanitiser, especially before arriving at their workplace and before and after breaks, meetings and visits to the lavatory.
- ECAL provides access to water, soap and disposable paper towels.
- Fixed hand sanitiser dispensers are available at each entrance to the premises.
- Aside from certain specific activities, the wearing of gloves is prohibited.

## 3.3 Social Distancing

- Community members and visitors present within the perimeter of ECAL, inside and outside the building, are required to keep a minimum distance of 1.5m from others whenever possible:
  - Spaces have been rearranged accordingly and unused premises have been closed.
  - Floor markings have been added at certain locations to ensure a minimum distance between people and channel flows.
  - The corridors are reserved for foot traffic only.

## 3.4 Vulnerable Persons

- Vulnerable persons benefit from a right to telework or protection equivalent at ECAL.
- Concerned staff members must contact ECAL's HR and students must contact their head of department.
- Individual situations are dealt with on a case-by-case basis.

## 3.5 Sick Persons

- Any member of the community presenting COVID-19 [symptoms](#), according to the FOPH, must remain at home and immediately inform their superior or head of department.
- Information from the FOPH is available here: <https://foph-coronavirus.ch/downloads/>
- Any member of the community presenting COVID-19 symptoms within the ECAL premises must return home wearing a protective mask and is required to follow the FOPH's self-isolation instructions.

## 4. Cleaning

### 4.1 Cleaning and Disinfecting of Common Areas

- Main doors will remain open to avoid contact with handles.
- In order to ensure regular and sufficient renewal of air, rooms are ventilated at least four times a day for about ten minutes. This task is also assigned to each department/service within its own perimeter.
- Smokers must respect a distance of 1.5m between them in the area reserved for them in the courtyard.
- Topnet intervenes on a daily basis to clean the offices and common premises. It is therefore advisable to leave work places accessible.

### 4.2 Cleaning and Disinfecting Workspaces and Equipment

- All community members and visitors are required to disinfect their own workspace and equipment (desk, keyboard, mouse, telephone, screen, meeting table, door handles) using the disinfectant or specific wipes made available in each department and service on arrival and departure.
- This also applies when using the film or photo studios, editing booths, etc.

## 5. Events

### 5.1 Events

- In view of [the current measures in the canton of Vaud](#), private or public events organized at ECAL are suspended until further notice.

## 6. Special working situations

### 6.1 Meeting rooms

- Work sessions and meetings are conducted primarily by videoconference and telephone.
- When a meeting or interview is essential on site, a distance of at least 1.5 m between participants is ensured. The number of people present is limited to 10.
- Masks must be worn at all times.
- The protective measures prescribed by the FOPH are displayed.

### 6.2 Open spaces, auditoria and classrooms

- The open spaces, auditoriums and classrooms are arranged in such a way that the distance of 1.5m between two seated persons is ensured.
- Wearing a mask is obligatory at all times.
- The protective measures prescribed by the FOPH are displayed.

### 6.3 Teachers' offices and other common offices

- The teachers' and other common offices are arranged in such a way that the distance of 1.5m between two seated persons is ensured. If this is not possible, a protective partition is installed.
- Wearing a mask is compulsory, except in the case of a person working alone in an office.
- The protective measures prescribed by the FOPH are displayed.

### 6.4 Administrative and technical services

- The administrative and technical services are arranged in such a way that the distance of 1.5m between two seated persons is ensured. If this is not possible, a protective partition is installed.
- Wearing a mask is compulsory, except in the case of a person working alone in a department.
- Any waiting is done in common areas (corridors) with floor markings.
- When the department has a desk, it is equipped with Plexiglas partitions (or furniture) as well as floor markings.
- The protective measures prescribed by the FOPH, the number of persons admitted to a service, the days of presence of the craftsmen (for the Model Workshop and Print Centre), are displayed at the entrance of the premises.
- The equipment used is disinfected by the students with specific wipes made available to them.

- Additional provisions:

Library & Materials Library

- One person at a time with one of the team members (librarian, intern or assistant).

Model Workshop

- No face-to-face conversations lasting more than 15 minutes and no gatherings.
- Access to the office authorised only to the staff of the Model Workshop.
- One person maximum in front of the office.
- One student at a time in the Jewellery and CAM workshops.
- A separation table between each student in the assembly rooms.

Audio-visual Service

- Access to the office and maintenance room authorised only to the staff of the Audio-visual Service.

IT Service

- IT staff are not authorised to come into physical contact with computer equipment, unless an exception is validated by the person in charge.
- Technical support is only carried out remotely.
- Access to the office and maintenance room is only authorised to IT Service staff.

Print Centre

- Marking on the floor for the commissary and the area of the cutters for social distancing.

### 6.5 Restaurant Area and Courtyard

- The rules of this document apply.
- Protective masks are mandatory in the self-service area and access lanes, and for all movements in and around the restaurant area and the courtyard. A person is only allowed to remove his or her mask when sitting down to consume.

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- Tables are spaced, including in the courtyard. It is forbidden to change their layout and/or move them.
- Community members and visitors each clean their own dining area (table and chair) with the sanitiser provided.

## 7. Trips

### 7.1 Business Trips (Persons Residing in Switzerland)

- Assistants, teachers, lecturers and staff members residing in Switzerland are advised to limit their business travels for ECAL.
- All business travel is banned until further notice in [countries considered by the FOPH to be at high risk of infection](#) or not recommended by the Federal Department of Foreign Affairs (FDFA).
- No business travel is allowed for vulnerable persons.
- Only trips that meet safe working conditions for ECAL are authorised for certain countries.
- Assistants, teachers, lecturers and staff members contact their head of department with a view to travelling abroad. The head of department analyses the situation, in particular whether the planned trip meets safe working conditions, and then decides.
- When organising a trip abroad, it is essential to find out about [the conditions for entering and leaving the country of destination](#) as well as to opt for tickets that can be modified and/or refunded in order to postpone the stay if necessary.

### 7.2 Business Trips (People Residing Abroad)

- Assistants, teachers, lecturers and staff members residing abroad are advised to limit their business travels for ECAL.
- All business travel to Switzerland and ECAL for assistants, teachers, lecturers and staff members residing in [a country considered as at high risk of infection by the FOPH](#) or not recommended by the FDFA is banned, unless an exemption is granted by the Cantonal Doctor's Office.
- No business travel is allowed for vulnerable persons.
- Only trips to Switzerland and ECAL that meet safe working conditions for the school (e.g. being in charge of a course or workshop) are authorised. Otherwise, teleworking applies.
- Assistants, teachers, lecturers and staff members contact their head of department with a view to travelling to Switzerland and ECAL. The head of department analyses the situation, in particular whether the planned trip meets safe working conditions, and then decides.

### 7.3 Travel related to Studies

- Departments and students are advised to limit their academic trips during the 2020-2021 autumn semester. The situation will be reassessed for the 2020-2021 spring semester.
- No national/international exchanges or internships are allowed, regardless of the place and destination envisaged. The situation will be reassessed for the spring semester 2020-2021.
- A study trip or visit abroad organised by a department is possible, with the exception of countries considered to be at high risk of infection by the FOPH or not recommended by the FDFA. In all cases, the head of department must first contact the school's management.
- A trip abroad organised by a student as part of a study-related project is possible, with the exception of [countries considered to be at high risk of infection by the FOPH](#) or not recommended by the FDFA. In all cases, the student must first contact the head of department.
- When organising a trip abroad, it is essential to find out about airlines and [the conditions for entering and leaving the country of destination](#), and to opt for tickets that can be modified and/or refunded in order to postpone the stay if necessary.
- If a country is added to the list of countries considered to be at high risk of infection by the FOPH, the trip abroad will be cancelled.

### 7.4 Private Travel

- Whenever possible, ECAL advises all members of the community not to travel to countries and territories considered at high risk of infection by the FOPH or not recommended by the FDFA. Due in particular to the quarantine measures imposed by the Swiss Confederation, there is a risk that they will have to extend their stay and will not be able to go to ECAL to work or study.

### 7.5 Quarantine

- Any member of the community and visitor having travelled in [a country or territory considered at high risk of infection by the FOPH](#) must follow the quarantine measures imposed by the Swiss Confederation, and is not authorised within the perimeter of ECAL.

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- The countries and territories concerned are specified on a list, which is regularly adapted to the health

## 8. Management and Information

### 8.1 Inventory Management

- Intendants regularly check and refill soap dispensers and disposable towels.
- Intendants regularly check and refill sanitisers (for the hands) and cleaning products (for objects and/or surfaces).
- Any community member or visitor finding a product deficiency should report it to the stewardship at [francisco.figueirinha@ecal.ch](mailto:francisco.figueirinha@ecal.ch) and [anthony.barroso@ecal.ch](mailto:anthony.barroso@ecal.ch).

### 8.2 Monitoring of Implementation

- This protection plan can only be effective if everyone applies it responsibly.
- Any student who notices a malfunction in the application of protection measures should report it to his or her department head.
- Any employee who notices a malfunction in the application of the protective measures should report it to his or her department or service manager.
- Recurring problems and/or clear refusals to apply protective measures are reported to management by the department and service managers.

Renens, 18 January 2021