

## COVID-19 ACTIONS TAKEN AND NEW PROCEDURES/EXPECTATIONS, TO PROTECT WEBSTER COMMUNITY<sup>1</sup>

The objectives of this document are to:

- Communicate and raise awareness in the community
- Inform about specific actions taken to protect everyone, both on campus and in our residences
- Remind every about the rules to be respected and expected behavior towards one another
- Address the rules which have been put in place to support positive covid-19 behavior, especially in specific areas around campus

### 1. Actions taken by Webster University Geneva

- a. Sufficient masks and wipes have been purchased : available at Reception (for staff, faculty and visitors) and at the Student Affairs Office (for students, whether or not residents)
- b. Hydroalcoholic solution dispensers positioned at each entrance of building, for hands to be disinfected when entering premises
- c. Thermometers have been purchased (available upon request or suspicion of high temperature : at Reception, at Student Affairs Office and at Events Office)
- d. Cleaning has been intensified and a daily disinfecting program implemented : Our provider is disinfecting all door handles, elevator buttons, handrails, and toilet areas (main doors of buildings will be kept open during the day to reduce touching of common surfaces), as well as printers (Admin \*2, Jura 3<sup>rd</sup> floor), and conference tables (Clementina's office, Ron's office, Conference room)
- e. Protection screens have been installed at Reception, Bookstore, Library, Business Office and Student Affairs Office to protect both employees and visitors
- f. Posters have been set up to remind everyone of the rules and obligations (specific rules will apply to the use of the fitness room)
- g. A special covid-19 info session will be held at each New Student Orientation session
- h. A "Visitor self-declaration form" to be required by everyone who is coming to campus for the first time (visitors, new students and/or students and staff returning from summer break)
- i. Elevators have been limited to max 1 person at a time.

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<sup>1</sup> This recent draft is made available in the interest of transparency for students and parents. Final campus policies, rules and expectations will be communicated at New Student Orientation, and ALL students will be accountable for behavior as per usual to guidelines set forth in the forthcoming 2020-21 Student Handbook (to be published online).

## 2. Expected general behavior


- a. Hygiene Reminders
  - o Social distancing is expected
  - o Use of face protection: **wearing a mask is mandatory** when entering or leaving offices and classrooms where social distancing is not possible.
  - o Classes have been arranged to support social distancing. *If specific areas of classroom configurations are not compliant with 1.5m distancing, masks will be **required** for in-person attendance.*
  - o A mask is not mandatory outside buildings (but highly recommended in outdoor public areas where groups may gather).
  - o Masks are made available for both
    - Students (at the Student Affairs Office), and
    - Staff, faculty and visitors (at Reception)
  - o Washing hands / sanitizer solution: Dispensers are located at the entrance of each building. Disinfectant wipes or sprays will also be available in each classroom.
  
- b. Individual responsibilities / cleaning
  - o Anyone entering any building must disinfect their hands with hydroalcoholic solution
  - o Cleaning desks and chairs in classrooms is up to each individual before they sit and when they leave. Disinfectant wipes or sprays will be available in each class; instructors will guide students as needed.
  
- c. Checking and testing
  - o A log (self-declaration form) for tracking:
    - all visitors, guests and vendors is kept at Reception. They must indicate that they are healthy (with explicit consent : data kept two months). A badge will be given to visitors and must be worn visibly. (NO VISITOR BADGE; NO ACCESS TO CAMPUS)
    - all students using the Gym (list kept at the entrance)
    - anyone entering/using the Library facilities
  - o thermometers are available at the Student Affairs Office for students and at the Reception for staff, faculty and visitors and
  - o in case staff, faculty, students or visitors show symptoms , they will be asked to leave campus (for residents, there is designated area and procedures for "self-quarantine")
  
- d. Teaching & Classroom environment
  - o Classroom layouts : Layouts of every classroom with the Covid constraints (1.5 m between desks) have been created to guide facilities staff
    - Position of desks and chairs are taped on the floor
    - Classroom windows : left open during the day, shades left down

The following is an extract from the Swiss Federal Authorities poster


**! Still applicable**



Keep your distance



Wear a mask, if you can't keep your distance



Observe hygiene rules


**🔒 Still prohibited**

30+

Gatherings in public of more than 30 people

100

Events or demonstrations of more than 100 people



Sports competitions involving close physical contact

### 3. Changes between classes

Follow signs on classroom doors and your instructor's guidelines about procedures.

### 4. Sample of specific areas: Campus "from A to T"

- a. Admissions : 1 visitor at a time per advisor/appointment
- b. Advising office : visitors come to the office preferably by appointment in advance; once appointment is over, chair is wiped down by the Advisor
- c. Bookstore: visitors wait outside the office
- d. Cafeteria – one door will be the entrance and the other will be the exit, to avoid intense crossing areas. Campus terraces (outside the cafeteria and the LLC) are available/open, with social distance rules in effect
- e. Career services: by appointment only; meetings held with mandatory face mask and disinfected hand, inside the office; the seat is disinfected after the students has departed.
- f. Classes: classrooms have been set up with reduced capacity and positions of desks and chairs have been taped as guidance for facilities
- g. Commons room (max. 30 p): arranged for Events with social distancing; the room is open for student activities and Webster meetings; closed to external groups
- h. Counseling Chalet : 2 rooms; 1-on- 1 meetings only
- i. Faculty room: 1-to-1 Advising appointments are available; desks shared by faculty are cleaned by each instructors before/after use

- j. Fitness room - accessible to current students, alumni and current staff only (no externals); no more than 5 people at a given time, a sign-up sheet will be put in place at the door (name, mobile number)
- k. IT Support : accessible at all times via ticketing at [it-support@webster.ch](mailto:it-support@webster.ch)
- l. Kitchenettes in the Student Lounge: only use of personal glasses, plates, cutlery etc is permitted and these must be taken away after use. Nothing can be left in the kitchenettes.
- m. Library: students have access to books by email request only (wandering in the aisles is discouraged); A reminder that students can search the catalog online <http://www.webster.ch/library/>
- n. Study area in the Library: 4 students max at a time<sup>2</sup>
- o. Music room: no access until ventilation installed and room are refurbished (planned for Fall 2020)
- p. Reception lounges, and other waiting areas: no journals, magazines or other reading material should be placed; the number of seats have been reduced
- q. Residences: 1 person per room. One isolated area on the 3<sup>rd</sup> floor (double studios) of Les Berges will be used for any self-quarantined students
- r. Services to students: Advising, Bookstore, Business Office, Registrar and Cafeteria: any queues during peak periods of the semester will either be outside the Administration building (or visits can be accepted by appointment)
- s. Student Affairs: A front desk has been made accessible for student access with new protection screens installed; no visitors can be in the staff offices (limited space)
- t. Student Lounge: open to students; 20 max

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<sup>2</sup> Additional study spaces are being arranged throughout the campus and will be revisited as needed.