

Protection concept

Measures taken by FOCAL to comply with the Confederation's hygiene and behavioural rules at classroom events aiming at protect participants as well as trainers.

Note

FOCAL does not have its own event venues. It is therefore imperative that course organisers check the protection concepts of the respective venue and supplement them if necessary.

If the venue owners require that the receipt of and compliance with their protection concept is confirmed by a signature, both the person responsible internally and the person responsible externally (Lausanne office and course organiser) will sign.

1. Measures to comply with the requirements of the Federal Office of Public Health regarding **social distance**:

| Measures |
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| Wearing a protective mask is mandatory in all publicly accessible rooms, including seminar rooms. |
| The course, break and recreation rooms as well as the traffic zones will be arranged in such a way that the participants can maintain a distance of 1.5 metres from each other and from the trainers. If possible, tables will be placed separately from each other. |
| The teaching (especially the choice of methods) is designed in such a way that the distance rules can be observed. |
| For communal meals, the protection concepts of the establishments apply. In case of ambiguity regarding the requirements, the protection concept for the catering area applies: https://www.gastrouisse.ch/angebot/branchenwissen/informationen-covid-19/ |
| Activities with higher transmission risks - for example, activities with close contacts or very large numbers of participants - are avoided whenever possible. |

| Special regulation |
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| For seminars where physical contact is unavoidable (e.g. acting exercises, make-up and costume rehearsals, etc.) or whenever the conditions for the proper conduct of the training requires it, FOCAL may ask the participants and trainers to produce a valid Covid-certificate. If a certificate is required, the obligation to wear a mask and the distancing obligation do not apply. *The Covid certificate can be obtained under the following conditions: - being fully vaccinated - negative PCR test less than 72 hours old - negative rapid antigenic test less than 48 hours old - proof of recovery from Covid less than 6 months old More information about the Covid-certificate on the Confederation's website: https://www.bag.admin.ch/covid-certificate |

2. Measures to comply with the **hygiene requirements** of the FOPH:

| Measures |
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| Facilities for washing hands or using disinfectants are available at the entrance, in common rooms and break rooms as well as in the seminar rooms. |
| All rooms are ventilated regularly and extensively. In rooms where the windows cannot be opened, ventilation must take place by other means. |
| Sufficient paper baskets will be provided for the disposal of paper tissues and protective masks. |
| Tables, chairs, door handles, elevator buttons, stair railings, coffee machines and other objects that are often touched by several people are cleaned regularly and disinfected if possible. |
| If technical equipment is operated by different people at the seminar (especially at technical seminars), both the equipment and the hands of the users must be disinfected regularly. |

3. Measures to **protect vulnerable persons and to exclude persons who are or feel ill**:

| Measures |
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| Before the seminar starts, the course organisers inquire whether a participant has a special need for protection. If necessary, the existing protection concept is supplemented by further measures. In particular, it must be possible for the persons concerned to eat and drink safely. |
| Participants are reminded of the following: <ul style="list-style-type: none"> • Persons showing individual COVID-19 symptoms (see Appendix 1) or who have been in contact with infected persons are excluded from attendance. • Participants who were demonstrably affected by the Corona virus are not allowed to participate in the seminar until ten days after they have recovered completely. |
| Trainers/Lecturers who have been confirmed to have been affected by the Corona virus are not allowed to return to activities that require direct contact with participants and staff until 10 days after they have recovered completely. |
| Employees who belong to a vulnerable group may be excused from tasks requiring direct contact with participants upon presentation of a medical certificate (basis: Covid-19 Regulation 2). |

4. Collection of contact details:

| Measures |
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| <p>The contact data of participants shall be collected if the required distance cannot be observed for more than 15 minutes without wearing the protective masks.</p> <p>The following data shall be collected: Surname, first name, place of residence and telephone number.</p> |
| <p>Participants will be informed about the following points:</p> <ul style="list-style-type: none"> - the likely shortfall of the required distance and the associated increased risk of infection; - the possibility of contact by the competent cantonal authority and its competence to order a quarantine if there have been contacts with persons infected with Covid-19. <p>The confidentiality of contact data during collection, and data security - namely during storage - are guaranteed.</p> |

5. Information and management measures:

| Measures |
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| <p>The participants are informed about the measures laid down in the protection concept (especially the obligation to wear a mask and the distance rule).</p> |
| <p>The Confederation's information material on distance and hygiene rules is displayed prominently at the entrance and in common rooms and break rooms.</p> |
| <p>At the beginning of the event, the trainers point out the applicable distance and hygiene rules as well as the appropriate choice of methods.</p> |
| <p>Employees are regularly informed about the measures required by the protection concept.</p> |
| <p>Particularly vulnerable employees are informed about their rights and the protective measures of the company.</p> |
| <p>The management shall ensure that the implementation of the measures laid down in the protection concept is regularly monitored.</p> |

Lausanne, 06.09.2021

Appendix 1: COVID symptoms according to FOPH (as of 01.06.2021)

The most common symptoms are:

- Symptoms of acute respiratory illness (sore throat, cough (mostly dry), shortness of breath, chest pain).
- Fever
- Sudden loss of the sense of smell and/or taste

In addition, the following symptoms are possible:

- Headache
- General weakness, malaise
- Muscle pain
- Common cold
- Gastrointestinal symptoms (nausea, vomiting, diarrhoea, abdominal pain)
- Rashes

The symptoms of the disease vary in severity and can also be mild. Complications such as pneumonia are also possible.

Annex 2: Groups of persons exempted from the mask requirement under the [COVID 19 Special Situation Ordinance of 26 June 2021](#) (Art. 6b and 6e):

- Persons who can prove that they cannot wear face masks for special reasons, in particular medical reasons;
- Teaching/performing persons, namely speakers

Annexe 3 : Main criteria for training with and without Covid certificate

| | Training without Covid-certificate | Training with Covid-certificate (vaccinated, cured or tested) |
|-------------------------------|------------------------------------|---------------------------------------------------------------|
| Mask | Required | Not required |
| Distancing obligation | Required | Not required |
| Meals | Seated | free |
| Control | No one | Control of certificates and identity documents |
| Costs for participants | Mask | Test |