

## Protection Plan

### Premise

This Protection Plan defines the protective measures—in relation to the Covid-19 pandemic—for academic/administrative staff and for students of the Conservatorio, with the aim of reconciling their health and wellbeing with the rights to education of students.

It is based on the current regulations as defined by the federal and cantonal authorities, as well as on the relevant documentation of trade associations such as the Swiss Association of Music Schools ASSM (Verband Musikschulen Schweiz), which are also linked to the extraordinary situation caused by the Covid-19 pandemic.

This Protection Plan covers all departments of the Conservatorio della Svizzera italiana Foundation (CSI): the School of Music (SMUS), the Pre-College department (PRE), and the University of Music (SUM).

The Protection Plan is a dynamic document. It will be updated every time new regulations will be issued by local authorities, or when newer relevant information will make its revision necessary.

The specific hygiene measures illustrated in this document are have been approved by the Head of the Applied Microbiology Laboratory at SUPSI.

### Legal and formal basis

All regulations issued by the Federal Government in relation to the Covid-19 pandemic, available at:

<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/massnahmen-des-bundes.html>

Specifically:

- Ordinance 2 on Measures to Combat the Coronavirus (COVID-19) - (Ordinance 2 COVID-19) - from 13 March 2020. (status 1 June 2020)
- COVID-19: principles for the reprise of on-site teaching activities in mandatory schools as a fundamental for the elaboration of protection plans in schools including custody structures and music schools (07.05.2020).

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Specific directives and regulations of the CSI remain valid, in particular:

- Directive on extraordinary access to practice rooms (SUM and Pre-College) from 18 March 2020 and relative modification from 18 May 2020.
- Directive on the extraordinary management of the current semester and the end of the academic year 2019-2020 (SUM) from 28 April 2020.

For group activities and events, we refer to:

- SCHUTZKONZEPT im Rahmen der schrittweisen Lockerung der BAG-Massnahmen zum Schutz der Bevölkerung vor dem Coronavirus (COVID-19) für Theater-, Konzert- und Veranstaltungsbetriebe in der Schweiz vom 22. Mai 2020  
([https://orchester.ch/wp-content/uploads/2020/05/200522-Schutzkonzept\\_COVID-19\\_Theater\\_Konzert\\_Veranstaltung\\_V2\\_2-2.pdf](https://orchester.ch/wp-content/uploads/2020/05/200522-Schutzkonzept_COVID-19_Theater_Konzert_Veranstaltung_V2_2-2.pdf))

And for the library, we refer to:

- Protection plan model for the reopening of libraries (Bibliosuisse 30.04.2020).

Furthermore, every information and all guidelines established by the Federal Office of Public Health (FOPH), and available in the following link, should also be observed:

<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov.html>

## **Responsibility**

Responsibility is assigned to the Foundation's directorate, with the help of the Head of the Administration and the SUM directorate.

## **Hygiene and behavioural regulations**

The general rules established by the FOPH apply:

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<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/so-schuetzen-wir-uns.html>

Specifically:

- Keep your distance;
- Avoid shaking hands and other forms of physical contact;
- Wash your hands thoroughly and constantly;
- Cough and sneeze into a paper tissue or the crook of your arm;
- Stay at home if you experience symptoms.

### **Symptoms of the disease**

The general rules established by the FOPH apply:

<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/krankheit-symptome-behandlung-ursprung.html>

The following, in alphabetical order, are the most common symptoms of the disease:

- Cough (usually dry)
- High temperature, feverishness
- Muscle ache
- Shortness of breath
- Sore throat
- Sudden loss of sense of smell and/or taste

More rarely:

- Conjunctivitis
- Gastrointestinal symptoms
- Head cold
- Headache

Symptoms of illness can vary in severity and can even be mild. Complications, such as pneumonia, are also possible.

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But if you have one or more of the more common symptoms, it is quite possible that you have contracted the new coronavirus.

This means you should:

- Stay at home.
- Take the coronavirus check or call your doctor. Answer all the questions in the online check or that you are asked on the phone as best as you can. At the end you will be given a recommendation as to what to do next and, if necessary, be instructed to get yourself tested.
- Read the instructions under Isolation and quarantine and then follow them closely.

### **Access to the Conservatorio buildings**

Access to the CSI buildings is authorized exclusively for the following persons, under the following conditions:

- Pupils of the School of Music for their individual lessons;
- Students of the PRE and SUM for their lessons or for individual practice (only if rooms are booked through Asimut);
- All teachers for their teaching activities (only if rooms have been booked by themselves or by the secretariats);
- For appointments with administrative staff.

All other persons (parents, partners, etc.) are not allowed to enter the buildings.

Students and teachers are allowed to stay in the buildings only for the duration of their lessons or their individual practice.

Limited access and mandatory bookings through Asimut allow the school to keep track of eventual people contracting the virus.

### **Contact with administrative staff**

The CSI administration is fully operative.

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From 4 May 2020 (for the music school) and from 2 June 2020 (for PRE and SUM), administrative personnel will be present at their respective offices.

Any kind of contact, as well as all requests of information, must be carried out via email or telephone. Individual meetings with specific staff members are allowed only by setting an appointment and by observing the health measures as indicated above.

### **Specific measures for the protection of CSI staff**

Persons who belong to a high-risk group must observe the measures established by the FOPH:

<https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/besonders-gefaehrdete-menschen.html>

Persons belonging to this group must get in touch with their superior or with the Head of HR, Mr. Francesco Kliner.

Persons who don't belong to a high-risk group work normally at their work-stations or from home, as agreed with their superior. Persons who work in shared offices must take turns. Persons who use public transportation and who's presence in the CSI is required by their superiors, must avoid using the service during rush hours.

All front-office desks (SMUS and PRE-SUM secretariats) will be protected with a Plexiglas or glass screen. All other staff who's job requires them to have direct contact with the public can request a similar setup to the Head of administration.

### **Use of practice rooms**

The use of practice rooms is authorized only if distancing measures are observed: i.e. keeping a 2 meter distance between people, of keeping 4 square meters per person.

The air in teaching/practice rooms must be constantly changed by opening the windows for at least 3 minutes before and after every lesson or practice session.

For the main building, the following provisions apply:

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- Rooms 104, 106, 107, and 108 cannot be used by more than 2 people at the same time. These rooms are not suitable for wind instrument or voice lessons. They are more suited for individual practice;
- All other rooms are suitable for any kind of instrumental lessons;
- For chamber music lessons (trios and quartets), only rooms 109, 204, 205, as well as all rooms on the first and second floors are suitable.

Until 7 June 2020 (included), lessons from the SUM or PRE must be limited to a maximum of 5 persons per room, given that the room has the necessary dimensions.

Starting on 8 June 2020, groups of more than 5 people are allowed under the condition that they receive explicit approval from the department directorate and if they observe all distancing measures.

### **Cleaning measures and disinfectants**

All areas are regularly cleaned, while particular attention is given to exposed surfaces (door handles, taps, etc.).

In the toilets, in all floors, disinfectants may be found. Furthermore, in areas where particular attention needs to be given to the cleanliness of hands, hand-disinfecting stations have been established.

### **Opening hours**

Until further notice, the following opening hours for the different buildings are in place:

#### **Main building**

- Monday to Sunday: from 7:30 a.m. to 10:00 p.m.

#### **Breganzona and Palazzina DR (Radio building)**

- Monday to Saturday: from 8:00 a.m. to 8:00 p.m.
- Sunday: closed

The buildings in Mendrisio, Bellinzona and Locarno are open only during teaching hours and are not available for individual practice.

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Access to the library:

**Until 7 June:** entrance and lending only possible by appointment, which must be set in advance either by phone or email.

**From 8 June:** the library will be open from 1:30 p.m. to 5:30 p.m. exclusively. Only 2 persons are allowed in the library premises at the same time, so that distancing measures can be observed. Access to the media library and to the two workstations (PCs) is allowed only by booking a slot through Asimut, for a maximum of 1 hour, from 1:30 p.m. to 5:00 p.m. The reading room will remain inaccessible until further notice.

A change of air, independent from air conditioning, will be done more times per day. Keyboards and mice of the workstations will be cleaned after each user will have left the station.

Also, disinfectant will be available for everybody to use in the library. The use of PPE (e.g. masks) is not mandatory, as lending will be handled by using a designated lending desks in which books and other resources can be put for lending/returning purposes. Social distancing measures are thus guaranteed.

Further information is available in the Library Protection Plan, which is available in the Library.

**Norms that must be observed for instrumental teaching**

Sharing instrument and other objects (pencils, reeds, notebooks, etc.) is to be avoided. When this is not possible, instruments that are used by more people during the day must be disinfected (either with disinfectant or by other means) for every lesson. Teachers who tune their students' string instruments must use auxiliary means (e.g. tissues and the like) in order to avoid direct contact.

The assignment of homework must be done by verbal or electronic means. It is advisable that students are instructed to write any comment, fingerings, homework, etc. by themselves, whenever possible.

**Pianos**

As it has been demonstrated that the virus is NOT resistant to denatured ethyl alcohol and to bleach, it is recommended that the keyboards of pianos are cleaned after every use with a solution of denatured ethyl alcohol and water, which is available in the toilets.

The pianos in rooms 301, 302 and 303 have ivory keyboards. They must be cleaned, exclusively, with the cleaning product that is available in each of their rooms.

A description of the specific procedure that should be followed for cleaning pianos may be found in all relevant places around the school, and is also available in the secretary office.

#### Wind instruments and voice

From a microbiological point of view, we are not aware of the existence of scientific studies that would lead us to design specific measures for teaching voice or wind instruments. Thus, the measures designed for all musical instrument teaching apply to these instruments. The above-mentioned Schutzkonzept<sup>1</sup>, based on a specific study, does not indicate the necessity to implement harsher distancing measures in this regard.

Anyhow, in line with the principles established by the FOPH, we recommend keeping a distance of at least 3 meters.

#### Norms that apply to group activities and concerts

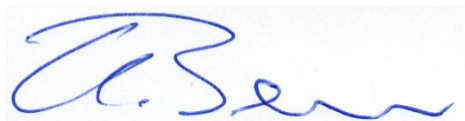
All activities that involve more than 5 people need must be approved by the directorate, and a specific protection plan must be designated, as indicated in the Schutzkonzept. Never the less, these activities are not to be carried out before 8 June.

Concerts will be again possible after 15 June, and the norms of the Schutzkonzept will be implemented. Specifically:

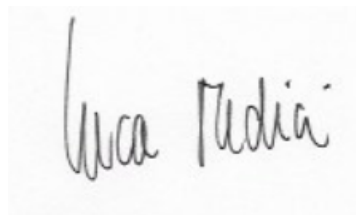
- 4 square meters per person;
- 2 meter social distance between persons;
- Presence is allowed only after booking;
- Personal data must be provided at the entrance in order to guarantee traceability.

This protection plan substitutes the previous one, dated 11 May 2020, and is effective immediately.

Lugano, 2 giugno 2020



Christoph Brenner  
Direttore generale



Luca Medici  
Membro di Direzione

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<sup>1</sup> SCHUTZKONZEPT im Rahmen der schrittweisen Lockerung der BAG-Massnahmen zum Schutz der Bevölkerung vor dem Coronavirus (COVID-19) für Theater-, Konzert- und Veranstaltungsbetriebe in der Schweiz vom 22. Mai 2020, p. 8