

## Protection Plan

### I. 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) or the Swiss Association of Professional Orchestras, 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 on Measures during the Special Situation to combat the COVID-19 Epidemic (COVID-19 Ordinance Special Situation) from 19 June 2020 (<https://www.admin.ch/opc/en/classified-compilation/20201774/index.html>).

Conservatorio della Svizzera italiana  
Fondazione  
Via Soldino 9  
CH-6900 Lugano

T +41 (0)91 960 30 40  
[info@conservatorio.ch](mailto:info@conservatorio.ch)  
[www.conservatorio.ch](http://www.conservatorio.ch)

All provisions instituted by Cantonal authorities are also observed. These are available on:

<https://www4.ti.ch/dss/dsp/covid19/home/>

Specific directives and regulations of the CSI remain valid, specifically the Study and Personnel regulations.

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 5. Juli 2020 ([https://orchester.ch/wp-content/uploads/2020/07/200605-Schutzkonzept\\_COVID-19\\_V2\\_3\\_i.pdf](https://orchester.ch/wp-content/uploads/2020/07/200605-Schutzkonzept_COVID-19_V2_3_i.pdf))
- As well as the protection plans of local partners (e.g. LAC)

Furthermore, every information and all guidelines established by the Federal Office of Public Health (FOPH), which available in the following link, are taken into consideration:

<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.

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## II. Federal and Cantonal provisions

### Hygiene and behavioural regulations

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/so-schuetzen-wir-uns.html>

Specifically:

- Keep your distance;
- Wear a mask if it is not possible to 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 most common symptoms are:

- Respiratory illness symptoms (sore throat, cough (usually dry), shortness of breath, chest pain)
- High temperature
- Sudden loss of sense of smell and/or taste

Other symptoms may include:

- Headache
- General weakness, feeling unwell
- Aching muscles

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- Gastrointestinal symptoms (nausea, vomiting, diarrhoea, stomach ache)
- Head cold
- Skin rash

Any student or staff member who suffers from any of these symptoms must stay at home, remain isolated and contact their doctor. The doctor will decide whether to be tested or not.

In case of doubt on the evaluation of symptoms, it is possible to call the Cantonal hotline 0800 144 144 (every day from 7:00 a.m. to 10:00 p.m.) or get directly in contact with a doctor.

### III. Specifications for the Conservatorio

#### 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;
- Events audiences only with pre-booking.

All other persons (parents, partners, etc.) are generally not allowed to enter the buildings. Exceptions may be granted by instrument teachers for the first lessons of SMUS students or for class concerts. In these cases it is mandatory to wear a mask and to use the SwissCovid app.

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

#### Use of masks

The use of masks is **mandatory** for people with 12 years of age and older in all common spaces (e.g. corridors, stairs) and in those offices where the use of masks is indicated as such.

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In classrooms, the use of masks is not mandatory unless social distancing is not guaranteed.

For public events (e.g. concerts), the use of masks is mandatory. Only when social distancing norms will be possible (i.e. when occupation is below 16% of available places), the use of mask may become optional after specific authorization.

### **Contact with administrative staff**

The CSI administration is fully operative.

Any kind of contact, as well as all requests of information, must be carried out via email or by 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 1.5 meter distance between people, or 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:

- 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.

### **Cleaning measures and disinfectants**

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

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

### **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 DR building (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:

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.

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. 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.

#### 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.

The diffusion of aerosol particles which are potentially contagious is in fact limited by the instruments, which work like a filter. The only risk remains the procedures in use for eliminating condensed air inside the instruments. Musicians who play instruments prone to air condensation are asked not to liberate the build-up of condensed air on the floor, but to do so on a piece of paper or cloth. This residue must be trashed in a trash bin and the surface must be cleaned. Upon request, the school will provide a disinfecting spray.

Musicians who use a piece of cloth for cleaning their instruments, must use a clean piece of cloth every time. The cloth must be washed with soap and 60° water, or alternatively, it may be steam-washed.

When eliminating the build-up of condensed air, musicians must not blow forcibly in their instruments, as this operation will free potentially infected particles in the air.

Due to the build-up of condensed air and close contact with the respiratory system, wind instruments must be properly and thoroughly cleaned in order to protect everybody. Some of the adequate procedures are shown in the following video:

<https://www.youtube.com/watch?v=byBd5sXryy8&list=RDbyBd5sXryy8&index=1>

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

Access to concerts and events is possible, and the norms of the Schutzkonzept will be implemented.

Specifically:

- Presence is allowed only after booking;
- Personal data must be provided at the entrance in order to guarantee traceability;
- Use of masks;
- The use of the SwissCovid app is recommended (it is mandatory in all Conservatorio buildings with the exception of the Aula Magna for external audiences);

In case social distancing norms may be guaranteed (e.g. with an occupation lower than 16%), the mandatory use of masks may be revoked.

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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



All activities of the CSI that take place outside its premises (e.g. RSI Auditorium, LAC) will be carried out by observing the present regulations plus the ones of the hosting institutions.

### SwissCovid app

The CSI sees a variety of people visiting its premises every day. The fact that there are no pre-established groups (especially in the SUM and PRE) increases the risk, in case of disease, of having a huge amount of people being put in quarantine. This may happen even if some basic traceability may be possible through Asimut.

In order to avoid a future lockdown for the school, for all persons who belong to one of the following groups, it is **mandatory to install and use the SwissCovid app**:

- Teachers of the SMUS/PRE/SUM departments;
- Admin staff of the SMUS/PRE/SUM departments;
- SUM/PRE students;
- SMUS students who are 18 years old or above.

This means that all persons who belong to the CSI community, with the exception of underage students of the SMUS, must always wear a mask in common spaces.

The SwissCovid app was developed by the ETH and the EPFL, works by activating the Bluetooth connectivity of the smartphone, and does not imply a centralized collection of data. From a privacy perspective, it does not represent any kind of risk.

For further information, we refer to:

<https://www.bag.admin.ch/bag/it/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/swisscovid-app-und-contact-tracing.html>

The CSI reserves the right to make random control operations with regards to these provisions, and limited to the competences that have been granted to it by law. In the case of legal disputes, the responsibility will solely rely on individual transgressors.

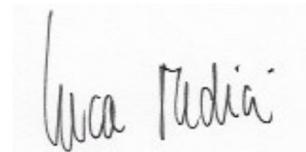
The directors of each CSI department remain available for clarifying any further question or concern.

The present Protection Plan substitutes the one from 2 June 2020 and will become valid on 5 September 2020.

Lugano, 3 September 2020



Christoph Brenner  
Direttore generale



Luca Medici  
Membro di Direzione