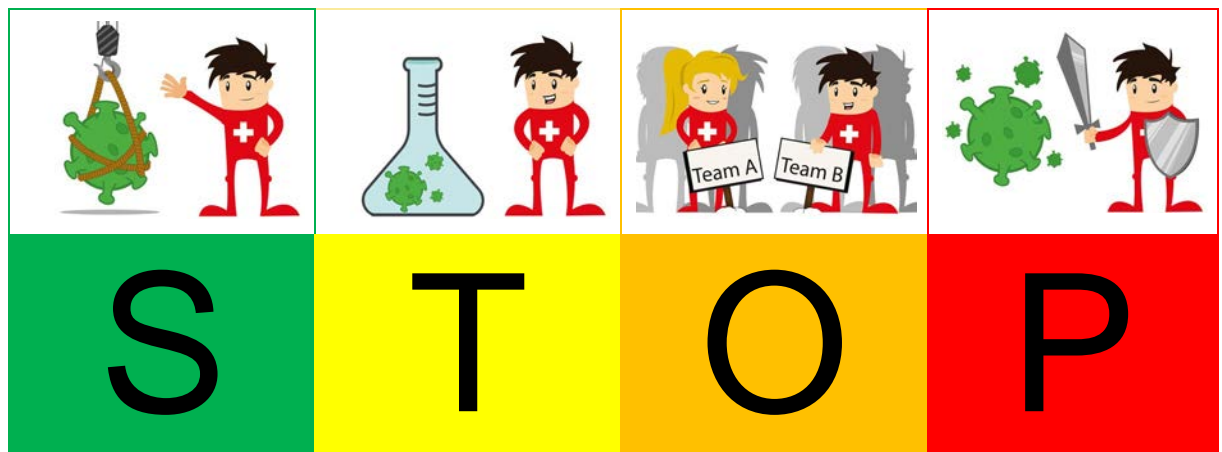




# MEG'S PROTECTION PLAN UNDER COVID-19

Version of May 11<sup>th</sup>, 2020

Plan drawn up on the basis of the "Standard Protection Plan under COVID-19: Museums, Libraries and Archives" proposed by the FOPH and SECO dated May 1<sup>st</sup> 2020.



## BASIC RULES

The company's protection plan must ensure compliance with the guidelines below. Sufficient and appropriate measures must be provided for each of them. The employer and those responsible for the operation are responsible for selecting and implementing these measures.

1. All persons in the undertaking shall clean their hands regularly.
2. Employees and other persons shall keep a two-metre distance between them.
3. Surfaces and objects are cleaned regularly and properly after use, especially if they are touched by several people.
4. Vulnerable persons are given adequate protection.
5. Sick people are sent home and follow the FOPH's instructions for (self-)isolation.
6. Specific aspects of work and professional situations are taken into account to ensure protection.
7. Employees and other persons concerned are informed of the regulations and measures taken.
8. The instructions are implemented at management level in order to effectively implement and adapt the protective measures.

## CONCERNED WORKPLACE

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Name	Address
MEG – Ethnography Museum Geneva	65 boulevard Carl-Vogt, 1205 Geneva

## SUMMARY

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All standard measures are applied in the company.

## DIFFERENCES FROM STANDARD MEASUREMENTS

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Difference	Explanation
No differences to report	All basic safety standards are applied to MEG

## ADDITIONAL MEASURES

Additional measure	Explanation
Elevators can only be used individually.	Maintain social distance.
The museum Café is open.	The third party operator of the Café, located within MEG, is responsible for ensuring the application of the guidelines of its professional branch. MEG coordinates with it and supports the implementation of required social distancing measures.
Flexible working hours to prevent from using public transport during peak hours.	Request derogation for blocked timetable from the Line Manager and Department Head.
Use of two UniGE parking spaces are allowed for vulnerable people.	Maintain the link with the most vulnerable staff members.
Distribute protective equipment (gloves, masks) to staff working closely together and cannot respect the 2-metre distance.	Concerns staff during exhibition assembly-disassembly, when moving works and building maintenance staff.
Provide personal vials of hydro alcoholic solution and set up free-access refill stations.	Facilitate frequent hand hygiene.
Install single use towels at all sinks.	Proscribe the use of multi-purpose cloths.
Use the two co-working spaces through the City's teleworking facility to provide additional workspaces on an ad hoc basis	Maintain social distance.
Scanning documentation that is shared regularly by several people	Minimize contact with physical information mediums
Closing of library reading room	The AMS and Bibliosuisse recommend closing the reading rooms. Maintain social distance.

## APPENDICES

Appendice	Goal

## 1. HAND HYGIENE

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Everyone in the company cleans their hands regularly..

	Requirement	Measure
1.1	Employees wash their hands with soap and water upon arrival at the workplace as well as before and after breaks.	Provide a possibility to wash hands with soap or, if this is not possible, hand sanitizer. Inform employees.
1.2	Upon arrival, visitors wash their hands with soap and water.	Provide a possibility to wash hands with soap or, if this is not possible, hand sanitizer. Inform visitors.
1.3	People avoid touching surfaces and objects.	If possible, leave doors open so that it is not necessary to touch them..
		Reduce the number of interactive elements or use a contactless system.
		Avoid touching objects belonging to visitors (e.g., changing rooms)
		Ask visitors to touch only books/games they intend to borrow.
		Do not display magazines, new acquisitions, daily newspapers, etc.
		Use contactless payment.

## 1. KEEP YOUR DISTANCE

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Employees and other people keep a distance of two metres from each other.

	Requirement	Measure
2.1	Areas are clearly defined	Divide different areas: passageway areas, service areas, exhibition areas, seating areas and waiting areas. Indicate the distance to be maintained using markings on the floor. Clearly space and delimit the different areas with coloured tape on the floor.
2.2	Visitors can keep a two-metre distance between them.	Indicate the distance to be kept in the lines by markings on the floor. Space the chairs two metres apart; seal places on the seats with signalling tape.
		Ensure a two-metre distance in public toilets.
2.3	At their workplace, employees stand two metres from each other.	Indicate the distance between workplace by markings on the floor.

		If a two-metre distance cannot be maintained, install a protective screen between staff and visitors (e.g. counter, cash desk).
2.4	Distances are respected in the changing rooms, break rooms and other common rooms for employees.	Ensure that a two-metre distance is maintained in living rooms (e.g. canteens, kitchens, common rooms).
		Ensure a two-metre distance in the toilets.
2.5	The total number of people allowed in the building is limited (max. one person per 10 m2 of exhibition area).	Display at the entrance the maximum number of visitors that can be inside at the same time. Implement an access control system at the entrance.
		Ask visitors to keep a two-metre distance from each other (e.g. lines, exhibition areas).
		Allow groups only if they are people who live under the same roof. Set the maximum number of people per group according to spatial conditions.
2.6	Contact with visitors on site is reduced.	Develop the digital offer. If possible, offer online loans with home delivery or by post.
		Make self-service (e.g. borrowing books, audio guides) more attractive to visitors.
		Ensure a two-metre distance is maintained from meeting points for reading or for discussions among visitors.
		Rooms/study areas: ensure a two-metre distance is maintained
		Adapt parking possibilities (e.g. switch off parking meters, leave gates open).
		During guided tours, ensure that a two-meter distance is maintained and limit the group size. Recommend the use of an audio guide for vulnerable people.

## 2. CLEANING

Clean surfaces and objects regularly and properly after use, especially if they have been touched by more than one person. Ensure safe waste removal and safe handling of working clothes.

	Requirement	Measure
3.1	All surfaces and objects are regularly cleaned.	Clean surfaces and objects such as work surfaces, loan counters, computers, tablets and work tools with a commercial cleaning product after each visitor.
		Quarantine media for at least one day before they are borrowed again or, if possible, clean them systematically.
3.2	Objects that are touched by more than one person are cleaned regularly.	Regularly clean objects used in daily life, such as shelves, touch screens, self-service kiosks, door handles, elevator buttons, handrails and other objects with a commercial cleaning product.
3.3	Toilets are regularly cleaned.	Clean the toilets regularly
3.4	Employees do not share cups, glasses, dishes or utensils.	Use single-use dishes.
		Rinse dishes with soap and water after use.
3.5	Employees avoid contact with potentially contaminated waste.	Avoid touching waste; always use tools (broom, shovel, etc.)
		Use gloves when handling waste and destroy them immediately after use.
3.6	Waste is handled safely.	Regularly empty bins (especially near hand hygiene stations).
		Do not compress waste bags.
3.7	The working clothes are clean.	Use personal working clothes.
		Clean working clothes regularly with a commercial cleaning product.
3.8	A regular and sufficient air exchange is ensured in the working areas.	Indoor workplaces are ventilated in accordance with standards, e.g. 4 times a day for 10 minutes.

### 3. VULNERABLE PERSONS

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Vulnerable persons continue to comply with the FOPH's protective measures and stay at home as much as possible. Protection of vulnerable employees is regulated in detail in Ordinance 2 COVID-19.

	Requirement	Measure
4.1	Vulnerable employees are protected.	Wherever possible, teleworking should continue. If necessary, specifications are temporarily adapted or equivalent substitute tasks must be assigned to the concerned staff member.
		When this is not possible and presence in the workplace is essential in whole or in part, workstations will be arranged.

### 4. PEOPLE WITH COVID-19 IN THE WORKPLACE

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Send sick people home and ask them to follow the self-isolation instructions of the FOPH and in accordance with the decisions of the Administrative Council of the City of Geneva.

	Requirement	Measure
5.1	Contamination is prevented.	Do not allow sick employees to work and send them home immediately.

### 5. SPECIAL PROFESSIONAL SITUATIONS

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Take into account the specific working aspects and professional situations in order to ensure protection.

	Requirement	Measure
6.1	When handling works, setting up and dismantling exhibitions, employees may not be able to keep the two-metre distance.	Mandatory masks (provided by the employer).
6.2.	Personal assistance (emergency care, PRM), for which our reception agents are trained, requires closer contact with the visitor.	Mandatory masks (provided by the employer).

## 6. INFORMATION

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Inform concerned people of taken measures.

	Requirement	Measure
7.1	Visitors are informed.	Display the FOPH's protective measures in front of each entry.
		Inform visitors that sick persons must be placed in self-isolation, in accordance with FOPH instructions, and must not go into public places.
		Regularly remind them over the loudspeaker hygiene and distancing rules.
7.2	Employees are informed.	Inform vulnerable employees about their rights and protective measures within the company.
		Inform employees about how to behave when interacting with vulnerable visitors.
		Train staff in the use of personal protective equipment (fitting, use and elimination), personal hygiene measures and disinfection.
		Inform employees about how to behave if they contract COVID-19.

## 7. MANAGEMENT

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Give instructions to employees on how to use protective equipment and the rules to follow, ensure equipment stocks, isolate sick people.

	Requirement	Measure
8.1	Employees are instructed.	Employees are regularly instructed on hygiene measures, use of protective equipment and safety in the contact of visitors.
8.2	Stocks are ensured.	Regularly refill soap dispensers, disposable towels and cleaning equipment and ensure they are available in sufficient quantities.
		Regularly check and refill disinfectants (for hands) and cleaning products (for objects and/or surfaces).
8.3	Vulnerable employees are protected.	Inform vulnerable employees about their rights and protective measures within the company.



## CONCLUSION

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This document has been transmitted and explained to all collaborators.

Person in charge of information to employees and users:

Mr. Stéphane Ravat, Head of the Governance and Security Unit at MEG

Signature and date : \_\_\_\_\_

Person in charge of choosing safety standards:

Mr. Olivier Kreis, Administrator at MEG

Signature and date : \_\_\_\_\_