

COVID- 19

HEALTH PROTOCOL

Version	Updates
1 July 2020	Initial version
8 July 2020	§ 3 – Special preventive measures: - Multimedia library : detail of preventive measures - Students’ building and club activities ; additional initiatives specific to evening entertainments
9 July 2020	§3 - Measures concerning Induction Weekend
21 July 2020	- A mask must be worn throughout the premises, subject to exceptions - to § 3 : Additional information concerning airing indoor spaces, including the students’ room (le foyer) - Addition to § 3 : health ambassadors (concerns students) - Addition to § 5: what to do following a positive COVID-19 test or having been in contact

1- GENERAL MEASURES

The current protocol applies to all people present on campus at ENSTA Bretagne (the entire campus, ie. School and other zones): the staff, students, visitors, term employees (“vacataires”), and external companies from 17 August 2020, the start date for the first international students, and from 18 August, date when the school reopens to staff after the summer closure.

This protocol will apply until the end of the pandemic.

It is especially based on Decree 2020-860 of 10 July 2020, prescribing the general measures necessary to combat the COVID-19 epidemic, modified by Decree 2020-884 of 17 July 2020, and the Ministerial Circular (MESRI) of 11 June. It will be updated to take into account new ministerial directives or decisions made by the Director if the situation at ENSTA Bretagne should require them.

This protocol covers the lessons organized for the new 2020 academic year.

Whatever the situation, the general measures apply. They are completed by special complementary measures relative to certain situations.

It is up to each and everyone of us to respect these measures to protect ourselves and others.

The health and safety officer will ensure that the present protocol is applied and will inform the director of any difficulties encountered.

If the health situation deteriorates, in the worst case scenario, the school may not reopen. The students will be informed of the new organization by the director and then, the dean of studies who will inform them of the new training arrangements.

2- GENERAL PREVENTIVE MEASURES

At all times, everyone on campus at ENSTA Bretagne must adopt protective measures.
More precisely:

a- Distancing and wearing a mask:

At all times, the first measure is to maintain a physical distance of at least 1m between yourself and other people. Failing that, a mask must be worn.

However, due to the multiplication of positive cases of COVID-19 in Finistère, wearing a mask is compulsory in all indoor spaces at ENSTA Bretagne, subject to exceptions (cf. § 3 below).

ENSTA Bretagne will provide all its staff and students with masks at the start of the academic year

b- Disinfection:

- Disinfection of hands: hands should be washed regularly and should be done with either soap and water in the washrooms or disinfected using alcohol hand rub available in the departments and all meeting points around the classroom areas.
- Disinfection of surfaces: disinfection equipment (viricide and paper towels) is available on the premises at ENSTA Bretagne. This is in every classroom.

Each person is requested to disinfect his or her work area. As for the classrooms, whenever anyone changes his or her work area (table, chair and computer equipment) the student should disinfect the area before use.

Daily cleaning is carried out by a cleaning company, with particular attention paid to contact points (handles, handrails, switches etc). Wherever possible, room doors, including classroom doors, will be kept open to limit possible contamination by the virus.

c- Mingling:

ENSTA Bretagne has chosen to prioritize lessons on site. Nevertheless, in some exceptional or essential cases, lessons will be carried out from a distance to limit the number of people on site or mingling between different classes or work groups.

Building F (the classrooms) and the cafeteria in Building B, now have designated directions for entering, circulating and leaving which must be respected.

In Building F, people should now walk on the right of the corridor. We ask ENSTA Bretagne students not to enter ENSTA Bretagne staff areas without having made an appointment beforehand. Meetings will be in a neutral room (meeting room...) or in a member of staff's office if the preventive measures can be respected.

d- Communication, information and training :

All the staff, students and term staff ("vacataires" by their coordinators) will be informed of the protocol and it will be available on the school's intranet.

As and when they arrive ENSTA Bretagne students, in their cohort, will be informed of the preventive measures implemented to combat COVID-19.

The first version of this protocol was presented to the Technical Committee during the 1 July 2020 meeting. The Director has informed the staff of the preventive measures by email and during the staff information meeting of 2 July.

The latest version of the protocol can be consulted on staff and student internet pages. General and specific instructions will be posted in the establishment.

ENSTA Bretagne's Health & Safety Officer can be contacted if required (Hervé TREBAOL – tel.: +33(0)2 98 34 88 26 – email : herve.trebaol@ensta-bretagne.fr).

3- SPECIAL PREVENTIVE MEASURES

/ **Student arrival at ENSTA Bretagne**

Students are requested to wear a mask when they arrive at the school.

/ **Wearing a mask is compulsory**

Due to students arriving on campus for the new academic year, there will be an increased presence of people in areas frequented by students (classrooms, corridors etc) and following the increase in cases of COVID-19 in Finistère and the Decree 2020-860 having been modified as stated above,

wearing a mask is compulsory in all indoor spaces except in the following circumstances :

- in staff offices, once seated and as long as the distance of one meter between people is observed. In shared offices, desks shall be as far apart as possible (note that in almost all shared offices, this distance has been increased to 1.5m).
- in the restaurant in accordance with the following conditions
- in the cafeterias and relaxation spaces in accordance with the following conditions

Wearing a mask is not compulsory outdoors, in the fresh air, on the condition that a physical distance of 1 meter at least is observed.

/ **Special measures in teaching spaces (classrooms, amphitheatres, exam rooms, practical work spaces)**

A mask must be worn in all teaching spaces, the exception being teachers delivering their lessons in front of the board, on the condition that they are more than 1 meter away from the students. If the former move around the area or if a student comes to the board, they must don a mask.

Pencils, pens, board rubbers should be disinfected before sharing.

Personal equipment should not be shared unless having been disinfected beforehand. If working in pairs at a computer, only one student shall use the equipment during the lesson, alternatively, the equipment must be disinfected before changing over.

/ **Vulnerable people in relation to COVID-19**

This paragraph concerns vulnerable people, those affected by the virus or those who are showing symptoms that could be caused by the virus, as well as those people in contact with the sick or at risk of being infected.

The students concerned may attend lessons via the Internet.

Staff, students, IETA or FIPA students (employees) must submit a medical certificate from their doctor stating whether they can continue to work (at a distance or under specific conditions). ENSTA staff can also contact the school's health and safety doctor (Doctor OUEDRAOGO), email Sanna.Ouedraogo@univ-brest.fr).

/ Multimedia Library

Access to the multimedia library will be limited to 60 people sitting and 15 people standing in front of the shelves. They can consult the literature and work there, under the authority of the multimedia staff.

Apart from wearing a mask, the preventive measures applicable to the multimedia library are:

- Entrance will be via the main door and exit via the emergency exit. Arrows will indicate the exit.
- Material and literature which are returned should be placed in the cart at the entrance of the multimedia library. They will be returned to the shelves after 24 hours at the earliest after their return.
- Alcohol hand rub is available at the entrance of the multimedia library. Hands must be disinfected.
- A distance of 1m between people must be respected
- Shared equipment must be disinfected before use by every user (tables, computers, photocopiers, documents). Everything necessary to do so will be available in the library.
- Students may not enter library staff areas.
- The doors will be kept open to air the room naturally and limit contact with door handles,
- Output of the air conditioning will be increased (controls near the elevator)
- Instructions will be posted as a reminder of the main preventive measures.

/ Service Vehicles

These should be disinfected between each user, by the users themselves. Wherever possible, only one person should be in the vehicle at a time. If not, then a mask must be worn, the vehicle should be aired by opening the windows and the air conditioning should not be used.

/ Restaurant

The restaurant entry quota must be respected, as should the measures taken to ensure a reduction in the flow of restaurant users during lunch break (sittings).

Masks must be worn in the restaurant except when sitting down to eat.

Outside, should there be queuing at the restaurant entrance, then 1m distancing must be respected and, if not, a mask should be worn.

There is a designated direction of flow to be respected: entry should be via the West side and exit via the North side (after giving back the tray).

Preventive measures are in force to limit virus contamination by contact (cutlery, bread etc).

The caterers will apply their own preventive measures.

At table, one place in two should be occupied and positions staggered.

/ Meetings

Meetings in person should be avoided in favor of phone and video-conference meetings.

The number of people in the meeting rooms is restricted (see instructions posted outside each room).

Wearing a mask is compulsory and a distance of at least 1 meter between persons must be respected.

/ Cafeteria and relaxation areas

1m spaces are marked on the floor in front of the distributors in Building B.

Equipment required for disinfecting contact areas on the distributors, and alcohol hand rub are available

Considering the numbers of students present, wearing a mask is compulsory in the cafeterias.

For eating and drinking, a physical distance of 1m must be respected by spreading out into the areas adjoining the cafeterias or preferably going outside.

Relaxation areas – including the students' common room (the "foyer des élèves") – must be organized so that they respect the sanitary protection measures declared by the government and/or prefectural authorities. The school authorities reserve the right to forbid access to premises which fall below sanitary standards.

/ Airing the premises

The premises will be aired by mechanical and natural means by maintaining the doors and windows open weather permitting.

If the weather conditions do not permit this, the occupants of the room shall open the windows several times a day (at least during the morning, the lunch break and the afternoon).

In the teaching spaces, the windows shall be opened between each lesson, the "health ambassadors" shall see to this (see below).

Air conditioning and ventilation which mix inside air will be stopped and individual means are forbidden.

/ The Students' Building and Club Activities

Only club members will have access to their club activities and facilities, under the responsibility of the club management.

A limited number of people shall be authorized at a time in the students' common room ("foyer des élèves").

The club management should draw up health measures and have them validated by the students' union ("Bureau des Elèves"). ENSTA Bretagne's health and safety officer will offer the students in charge, a sanitary protocol for its activities

The organization of the induction weekend, as well as the activities are postponed at this point in time.

As for activities organized by the students in the student's common room (« le foyer ») at ENSTA Bretagne, they can only take place from 12 October 2020 onwards, be it a fortnight after the start of term for the last cohort (28 September). This period may be extended by the director of ENSTA Bretagne if the health situation requires it.

A specific protocol for these evenings will state the preventive measures which have been taken, including:

- A floor plan of the tables and chairs, as well as direction of movement guides will be established for the students' common room so as to limit mingling and guarantee social distancing of more than 1m between people sitting at a table (for eating). If required, chairs, sofas, armchairs and billiard tables will be removed.

- The number of people authorized in the students' common room (« foyer ») (including organizers) is 50 people (4m² per person),
- Dancing is forbidden,
- Drinking and eating are forbidden at the bar,
- Anyone walking round the premises must wear a mask,
- Wearing a mask when sitting at a table is not compulsory if social distancing of 1m between people is respected,
- The premises must be mechanically and if possible, naturally aired, according to the weather, by opening the doors and windows (also to limit the risk of contamination through contact) ,
- Hands must be disinfected before entering the room using soap and water in the washrooms or an alcohol hand rub available at the entrance of the room,
- Tables and chairs must be disinfected frequently,
- The premises must be disinfected after each evening,
- Those in charge of organization are responsible for ensuring the preventive measures are respected.

Until 12 October 2020, be that a fortnight after the start of the academic year for the last cohort (28 September), the students' common room (le foyer) will be closed to the public at 21.00 (+ 1 hour for cleaning).

/ Sports Activities

Sports activities are authorized under the provisions of Decree 2020-759 of 21-06-2020 and Instruction n° DS/DS2/2020/100 of 23 June 2020 of the French Ministry for Sport. The sports associations and different clubs must apply the specific terms and conditions relative to the practice of their sport (cf. « Guides Pratiques Post-Confinement » by the French Ministry for Sport : site <http://www.sports.gouv.fr/accueil-du-site/actualites/article/des-guides-pratiques-post-confinement-lies-a-la-reprise-des-activites-physiques>). In particular:

- combat sports are forbidden
- 2m must be maintained between people except if the activity makes this impossible
- Sharing personal equipment is forbidden
- Access to group changing rooms is forbidden.

If not engaging in a sporting activity, wearing a mask is compulsory. On the staged seating in the multisports hall, one free seat must be kept between two people.

/ Access to classrooms outside scheduled lessons

Wearing a mask and maintaining a physical distance of 1 meter between people are compulsory (one person to a table).

/ Accommodation

The student rooms are private. It is up to the tenant to ensure preventive measures are maintained.

Wearing a mask is compulsory in public areas of the accommodation buildings.

/ External Companies

COVID-19 prevention measures will be incorporated in the prevention plan or safety protocol for loading and unloading operations.

/ **Visitors**

Visitors will be informed of the measures stated here in advance of their visit by their hosts. When arriving at the security guards' office, the visitor's host must come to collect and accompany him or her. The host is in charge of their safety and the visitor must follow the instructions and respect the current preventive measures. Alcohol hand rub is available at the security guards' office and the counter ensures the minimum distance is respected..

Wearing a mask is compulsory in all indoor areas.

Visitors must thus come with their own mask or be provided with a mask by the host staff (cf. school stocks)

The security guard company has its own preventive measures.

The general preventive measures in relation to COVID-19 will be on display at the security guards' office.

/ **Term Staff (« vacataires »)**

Term staff (« vacataires ») must be informed of these preventive measures by their ENSTA Bretagne coordinator.

/ **Activities in the Departments**

In addition to the preventive measures of this protocol, each head of department can add measures for his or her department.

/ **Health Ambassadors (concerning the students)**

Health ambassadors are volunteer students. Their role is to:

- inform and remind the students of good practice in relation to the risks concerning COVID-19,
- inform the AcOr team (contact details below) if they know of anyone who has COVID-19 or has been identified by the ARS (Regional Health Agency) as having been in contact with COVID-19 (also see below),
- inform the health and safety officer of difficulties encountered, or propose preventive measures.

They can contact the health and safety officer at any time to assist him and talk about any difficulties encountered.

They will be given additional training in prevention by the health and safety officer.

4- IN THE CASE OF COVID-19 SYMPTOMS

The symptoms are mainly a cough, fever, headaches, difficulty breathing, a sore throat, loss of taste and smell and cramps.

If in doubt :

- Wear a mask and leave your work area in order to increase distancing,
- Contact your doctor (or an emergency doctor – Tel : 02 98 34 00 00) and follow instructions
- Inform* your work colleagues
- Inform* ENSTA Bretagne: the Head of Administration (“Secrétaire Général” and your head of department for staff, and the ACOR staff for students (Ms GUIDAL: Office F107 – Tel : 02

98 34 88 63 and Ms GAUTIER : Office F107 bis – Tel 02 98 34 87 37, who in turn, will inform the Dean of Studies and the Head of Administration).

* if the person concerned so wishes (patient confidentiality)

5 - IF YOU OR THOSE AROUND YOU HAVE TESTED POSITIVE FOR COVID-19

If your COVID-19 test results are positive, we ask you to:

- for the staff : inform the Head of Administration (“Secrétaire Général”) and your head of department and to work remotely or stop working if you are on sick leave,
- for students : inform the staff of the AcOr team and follow lessons via the internet or stop your lessons if you are on sick leave.

For any contact cases identified by the ARS (Agence Régionale de Santé or Regional Health Agency), please:

- follow ARS instructions,
- wear a mask, disinfect your hands more frequently, avoid contact with other people and increase your distance to over 1 meter until beyond any doubt about contamination,
- for the staff, notify your head of department and the health and safety officer so that those around you may be informed should you prove positive,
- for students, notify the health and safety officer and/or the AcOr staff so that those around you may be informed should you prove positive.