

Covid-19 - Summary of Framing Elements for AIP Phase 2

As part of a first phase of gradual resumption of its activities, ESPCI Paris - PSL has been hosting part of its staff since 11 May 2020. For this purpose, precise rules and adapted measures have been taken in order to guarantee the security of the entire community. This arrangement seems to meet the conditions for resuming research activities and support functions.

Starting June 2nd, 2020, phase 2 of the resumption of activities will begin; it should allow to welcome a growing number of personnel with the same vigilance and requirement of securing activities.

Phase 2: Face-to-face work

Working conditions	<p>Face-to-face work is limited to 60% of the UMR's staff.</p> <ul style="list-style-type: none"> • Staff are required to return to a face-to-face activity for at least 1 day per week unless special permission is given by the DU. • Only vulnerable persons (on the basis of a medical certificate) and persons unable to go to work for childcare reasons (on the basis of a certificate from the crèche or school) will be able to continue to be covered by the status of special leave of absence (ASA). Other cases may exceptionally be accepted with the authorisation of the Unit Director.
	<p>Wide working hours allowing a spread of the occupation of the premises are recommended: range 1: 7 a.m. to 1 p.m. and range 2: 2 p.m. to 8 p.m. If service is required (except PCA), other periods can be defined between 7a.m. and 8p.m.</p>
Trainees	<p>Students starting their internships are accepted in the laboratories within the framework of the respect of the instructions given by the Universities.</p> <p>During the training period (3 weeks), the presence of the person training the trainee on the manipulations is mandatory at the same time as the trainee.</p> <p>In face-to-face labs, student trainees must give priority to experimental work, as office work can be done remotely. The maximum occupancy must remain < 60% of the UMR staff excluding trainees. Trainees may return but are counted as being present.</p>
Occupancy of the premises	<p>Wearing a mask is mandatory in all cases except in the case of isolated work (alone in one's room).</p>
	<p>The occupation of offices and meeting rooms will be limited to a maximum of 1 person per 8 m². In the case of several people sharing the same workspace, preference will be given to occupying the premises during different time slots as far as possible.</p>
	<p>For the handling rooms, the maximum occupancy constraint of 1 person per 8 m² will be applied.</p>
	<p>Meetings must be held by videoconference; face-to-face meetings of up to 5 participants are tolerated. The organization of juries (competitions, theses, admissions...) welcoming up to 10 persons will be possible with the authorization of the DU.</p> <p>No events are to be organised within the ESPCI until further notice.</p>
	<p>On-site catering will only be allowed in his office. Access to shared equipment (coffee machines, microwaves and refrigerators) in the common rooms (canteen, refectory, cafeteria) is regulated in each unit by its DU.</p>
	<p>Common rooms outside UMR can be reserved for meetings by respecting several constraints explained at the time of booking, including the maximum density of 1 person per 8 m² and a half-hour buffer period between bookings to air out the room.</p> <p>Laboratories shall supplement these general provisions with specific rules.</p>

Phase 2: Access, delivery

<p>Flow management</p>	<ul style="list-style-type: none"> For the Vauquelin campus, entry/exit will be through the reception of building J during the week, with a minimum distance of one metre between each person at the level of the gantries (presence of floor markings, maximum 4 people in the reception hall). In the evening, at weekends and on public holidays, entry/exit will be through the wooden door. People with bicycles must not omit badges. For the Calvin Campus, the entrance/exit will be at the reception level while respecting the physical distance. Users must rigorously respect the ground markings and other distance signs.
<p>Access authorization - Vauquelin and Calvin Campus</p>	<ul style="list-style-type: none"> Wearing a mask is mandatory on ESPCI campuses. Access outside normal working hours (weekends, public holidays and nights from 8 p.m. to 7 a.m. on weekdays) is possible again only on request and after validation by the unit director. Old authorisations are not automatically valid. The access to the premises to external service providers (maintenance, regulatory verification, ...) and visitors will be possible provided that : <ul style="list-style-type: none"> - communicating to them the health instructions applied within the ESPCI and ensuring that they are complied with (<i>see Annex 1</i>) - inform MLTC demandes.stml@espci.fr of the name of the provider/visitor, the name of the person hosting, the date and time of the visit and forward the completed and signed Schedule 1.
<p>Delivery</p>	<ul style="list-style-type: none"> For the Vauquelin and Calvin campuses, delivery is made to each of the reception areas. The reception desk contacts the UMRs who pick up their parcels. In case of large or heavy deliveries, the STML may be requested by ticket.

Phase 2: Protection of users

<p>Masks, hydro-alcoholic gels and disinfecting wipes</p>	<p>Laboratories shall provide their staff with the following protective equipment</p> <p>An automatic hydro-alcoholic gel dispenser is located at the entrance to the Vauquelin and Calvin campuses.</p> <p>A stock of surgical masks is available at the reception desk to compensate for the exceptional situation of a person or service provider without a protective mask.</p>
<p>General health instructions</p>	<ul style="list-style-type: none"> Refer to the complete PRA phase 2 framing note. https://intranet.espci.fr/ Before returning to work, vulnerable persons must make an appointment with their treating physician for medical advice. If a vulnerable person wishes to return to work in the presence of a certificate of isolation, he or she must inform his or her superiors and make an appointment with the prevention doctor (via srh@espci.fr for ESPCI staff). Staff likely to return to work after being diagnosed with coronavirus must also carry out a teleconsultation with the prevention doctor before resuming work. The medical questionnaire that was communicated in phase 1 is no longer necessary.