COVID-19: PROTECTION PLAN FOR GENÈVE AÉROPORT

28 July 2020 version

Update of the Protection Plan following the adoption of new measures on 24 July 2020 by the State Council of the Canton of Geneva, in particular:

- The wearing of a mask is compulsory by customers in shops as well as by staff when the latter cannot benefit from another protection system (e.g. glass or plexiglass).

OBJECTIVES OF THE PROTECTION PLAN

The protection plan for Genève Aéroport sets out the basic rules and measures intended to protect two distinct groups of the population: on the one hand, people in the airport sector who work on site (airport personnel and operational partners) and on the other hand the airport users (passengers and people circulating in public airport buildings) against an infection due to the new coronavirus (SARS-CoV-2). The measures also aim to ensure the best possible protection for vulnerable people, whether they are employees or clients. This plan also aims to ensure consistency of measures in areas common to aeronautical operations and commercial activities. Genève Aéroport applies the following plan, taking into account the specificities of the site.

LEGAL BASES

- Employment Act (RS 822.11) and its ordinances.
- Ordinance of 23 November 1994 on aviation infrastructure (RS 748.131.1, AvIO).

Caveat

The measures described in this plan apply to the infrastructure that is the subject of the federal operating concession, in particular the terminal and the areas of the airport necessary for aeronautical operations. FOCA is responsible for ensuring that the relevant rules are correctly applied.

However, the individual and demarcated areas, which accommodate shops, restaurants and non-aeronautical services for which a licence (referred to in this document as commercial concession) has been granted by the airport are subject to cantonal rules and those of the FOPH, where applicable.
BASIC RULES

This protection plan is based on the Federal Council’s epidemiological and health guidelines as well as on the specific aviation recommendations established in the EASA/ECDC Covid-19 Aviation Health Safety Protocol. It must ensure compliance with the guidelines below. Sufficient and appropriate measures must be provided for each of them. The employer and operations managers are responsible for selecting and applying these measures.

1. Everyone in the company regularly cleans their hands.
2. Wearing a mask is compulsory in all areas open to the public on the airport site.
3. Employees and other people are to maintain a safe distance of 1.50 metres between themselves in private areas on the airport site.
4. Surfaces and objects are cleaned regularly and adequately after use, particularly if more than one person touches them.
5. Sick people are sent home and follow the FOPH (self-) isolation guidelines.
6. Specific aspects of work and occupational situations are taken into account in order to ensure protection.
7. Employees and other persons concerned are informed of the recommendations and the measures taken.
8. The common areas outside the commercial concessions are organised under the coordination of Genève Aéroport to guarantee the uniformity of the measures implemented. However, it is the responsibility of the concession holders to develop and implement their own protection plans as defined by their respective branches.
9. The instructions are applied at management level in order to concretise and effectively adapt the protection measures.

The FOPH hygiene rules and conduct guidelines are valid for the personnel of the airport site as well as for the users. They are communicated at the start of the pandemic. Everyone is responsible for applying them on a daily basis to protect themselves and to protect those around them.

The personnel are informed of the directives in force and know what specific protective measures must be observed at work. They are also aware of the fact that they must remind users of the basic rules, in particular social distancing if this is not respected.

Before their journey and during the airport process (check-in, security check, boarding, disembarking, paper checks, baggage claim), passengers are made aware of the guidelines in force (specific markings, posters, screens, announcements, icons, etc.).

The supply of hygiene items (hygiene masks, hand sanitisers) is the responsibility of the passengers themselves and the employer for their staff.

Genève Aéroport's protection plan is based on the individual responsibility and solidarity of site users.

Genève Aéroport does not carry out any policing mission, but contributes to the implementation of the protection plan by means of support and communication measures. Collaboration with local police authorities is recommended.

1. HAND HYGIENE

In accordance with the FOPH recommendations, it is essential that each person present at the airport respects the hygiene rules at all times, in particular the frequent washing of the hands and not to touch the eyes, the nose and the mouth as well as avoiding handshakes.

The FOPH hygiene rules are actively communicated.
Hand washing with soap and water is favoured but hydro-alcoholic gel dispensers are available in places where access to water is difficult, both in premises open to the public and in private premises. Toilets are open and free during airport opening hours.

2. MANDATORY MASK WEARING IN PUBLIC AREAS

Following the decision of the Geneva State Council to make it compulsory for customers to wear masks in shops from 28 July 2020, Genève Aéroport decided to apply the same measures in areas open to the public on the airport site. This obligation is valid for all users (passengers and visitors) as well as for staff when the latter cannot benefit from another protection system (e.g. glass or plexiglass).

This obligation also applies to passenger transport buses at the airport site.

Passengers are also responsible for complying with the obligation to wear a mask in public areas. Airport staff and airport operational partners present in the areas concerned can provide support by reminding passengers of the rules to follow.

3. KEEP YOUR DISTANCE

In accordance with the FOPH recommendations, it is essential that each person complies with the rules of conduct at all times, in particular keeping a distance of 1.5 metres between each person (in offices, workshops, corridors, waiting for the lift or WC). In meeting and conference rooms and some administrative premises, it is sufficient to leave an empty seat between two people.

Compliance with these rules is based on the individual responsibility and the solidarity of the users of the site.

In order to make users aware of the required distances as well as the traffic directions, specific markings are placed on the ground.

In accordance with the FOPH recommendations, outside areas open to the public, wearing a mask is recommended for healthy people if the distance of 1.5 metre between people cannot be respected.

Defining the transit and waiting areas

As far as possible, flows are directed in the common areas frequented by a large number of people. The flows are specifically oriented in order to avoid crossings as much as possible, in particular in the high traffic areas necessary for aeronautical operations as well as in areas that accommodate non-aeronautical shops, restaurants and services for the benefit of a concession granted by the airport.

In order to make users aware of the required safety distances as well as the directions of traffic, specific markings are placed on the ground.

Premises division

Physical partitions (plexiglass) are installed at all counters where airport staff or airport operational partners are in contact with passengers for the purpose of their activities.

In places where a physical separation cannot be installed, markings on the ground indicate the separations and the distances to be respected.

Limiting the number of people

In premises open to the public, the number of people is no longer limited since wearing a mask is compulsory at all times.
In private premises not open to the public, the number of people is limited taking into consideration the FOPH safety distance recommendation, i.e. 1.50 metres between people.

Passengers are also responsible for proper distribution in public spaces and in queues. Airport personnel and airport operational partners present in frequented premises can provide support by reminding passengers to respect social distancing and by informing them where there is space.

WORK WHEN THE DISTANCE MUST BE LESS THAN 1.5 METRES

The period during which the minimum distance of 1.5 metres cannot be respected must be limited as much as possible. The distance of 1.5 metres cannot be respected in three main types of situations:

- A number of airport tasks must be performed, according to international standards, closely between airport staff and airport operational partners and passengers. In these cases, the procedures have been adapted to allow everyone to do their work safely; airport personnel are reminded of the hygiene rules and personal protective equipment, as well as hydro alcoholic gel, is provided on their work site.

- The capacity of certain public premises at the airport will not be sufficient to maintain social distancing during an increase in traffic, either in the event of a resumption of airport operations or during peak traffic. In these cases, in accordance with the FOPH recommendations, the wearing of a mask will be recommended, or even made compulsory, for passengers and staff of the airport and airport operational partners.

- Vehicles dedicated to airport activities that must transport several people. In these cases, the wearing of the mask will be recommended to the personnel concerned, in accordance with the FOPH recommendations.

Work involving physical contact

Procedures requiring physical contact between airport staff and airport operational partners and passengers have been limited to the extent possible or adapted.

When taking care of people with reduced mobility by specialised personnel, it is recommended to wear gloves in addition to the mask.

4. CLEANING

Considering that one of the main modes of transmission of the new coronavirus (SARS-CoV-2) is via the hands and surfaces contaminated by contagious droplets expelled during coughing or sneezing, it is essential to regularly and thoroughly clean the surfaces and objects after use, especially if more than one person touches them.

Aeration

Particular attention is paid to ventilation systems inside the airport buildings (including tenants). Centralised ventilation of buildings presents no risk. It will operate at a speed suitable for the use of the premises, in « fresh air » mode in order to keep the air on the move and directly extracted outside.

On the other hand, air conditioners or fans operating only in air recycling mode increase the risk of spreading the virus by resuspending the viral particles. All such systems existing in the airport premises have been deactivated. If some tenants have such devices on their premises, it is recommended not to use them.

In work rooms with opening windows, it is recommended to ensure a regular and sufficient air exchange.
Surfaces and objects

The airport strengthens and increases the cleaning frequencies of private and public premises with particular attention paid to surfaces that are regularly in contact with the hands. This cleaning is carried out by an external professional service provider.

The airport implements a procedure for cleaning surfaces and objects shared by several airport employees, each of whom cleans them after use. All the cleaning equipment is made available to them.

WC

In public and private spaces, cleaning of sanitary facilities is carried out more frequently than in normal situations.

Waste

In public spaces, the bins are emptied more frequently than in normal situations.

Work clothes

Personnel in uniforms or work clothes are advised of the importance of regularly washing work clothes with a commercial cleaning product.

5. PERSONS WITH COVID-19 AT THE WORKPLACE

In the event of symptoms such as a cough and/or fever or in close contact with a person whose infection with the new coronavirus is confirmed, airport employees must:

- go home (or stay at home) and follow the FOPH instructions;
- inform their hierarchy of their actions and, as far as possible, specify the reason and duration of the absence (to allow the airport to organise work as well as possible and to continue to protect its personnel).

In order to avoid overloading the health establishments in the canton concerned, the airport will not temporarily request a medical certificate before the fifth day of absence.

6. SPECIAL OCCUPATIONAL SITUATIONS

The airport performs an analysis of trades and activities on site taking into account the specific aspects of work and occupational situations to assess the need for personal protective equipment (PPE) to ensure the protection of its personnel.

Personal protection equipment

The airport informs its staff about the provisions concerning the conditions for granting, using and making PPE available.

The PPE provided is for professional use only. The trades requiring adapted or additional PPE are identified and the personnel will be supplied in sufficient numbers.

To encourage travel by public transport, the airport can provide staff with additional masks.

Self-made or commercially purchased cloth masks are not recommended because they do not provide sufficient protection and pose washing problems in particular. If wearing an airport-supplied PPE is not required, everyone is free to wear their own cloth mask if they wish.
7. INFORMATION

The airport informs its personnel and that of its operational partners as well as the persons concerned of the recommendations and measures taken.

Information for personnel

The airport defines, in accordance with its needs, the protection measures for its personnel on the basis of the FOPH guidelines.

Staff members are regularly informed of work instructions, specific directives and measures taken via the company's internal communication channels.

The airport ensures the transmission of information on specific guidelines and measures to be taken to airport operational partners.

Information for passengers

Passengers, on arrival and departure, are appropriately informed about the main guidelines of the airport protection plan, in particular the FOPH recommendations, by:

- information prominently displayed on the airport's web page;
- information in the terminal (specific markings, displays, screens, announcements, etc.).

8. COMMERCIAL AREAS

All establishments benefiting from a concession granted by the airport are subject to cantonal health rules and the FOPH rules, if applicable. They must meet the requirements described in their respective protection plans to be able to accommodate customers. The queues organised outside the establishment must have the minimum impact on the common public area within the airport.

Concession-holders' protection plans are monitored by Genève Aéroport's Safety Office and the COVID OPS Task Force to ensure the consistency of the measures implemented with the principles of this protection plan.

From 28 July 2020, the wearing of a mask by customers is required in shops, as well as by staff when the latter cannot benefit from another protection system (e.g. glass or plexiglass).

In addition, those in charge of facilities and establishments open to the public must also provide their customers with a hydro-alcoholic solution and must ensure that no one enters their premises without prior disinfection of the hands.

9. MANAGEMENT

Genève Aéroport, and more specifically the airport management team, is responsible for planning, implementing and monitoring the various elements of this protection plan. The management team is able to certify it to the relevant departments if necessary. The application and effectiveness of the protection plan are subject to regular checks and are likely to be adapted as and when necessary and depending on the evolution of the sanitary situation.
## COVID-19: GENÈVE AÉROPORT’S PROTECTION PLAN

28 July 2020 version

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<thead>
<tr>
<th>S</th>
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<tbody>
<tr>
<td><strong>S</strong> for substitution; <em>sine qua non</em> condition concerning COVID-19: sufficient distance (e.g. teleworking).</td>
<td><strong>T</strong> for technical measures (e.g. transparent plastic partitions, separate work stations).</td>
<td><strong>O</strong> for organisational measures (e.g. separate teams, modification of team turnover).</td>
<td><strong>P</strong> for personal protection measures (e.g. hygiene mask (surgical masks/OP masks)).</td>
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MEASURES IMPLEMENTED AND ADAPTED TO THE SPECIFICITIES OF GENÈVE AÉROPORT

1. HAND HYGIENE

Everyone in the company regularly cleans their hands.

Measures for Genève Aéroport personnel and operational airport partners

Posters placed in professional spaces, at the entrances to the terminal, in the airport toilets, as well as on the Intranet, remind staff of Genève Aéroport and airport companies working on site of the FOPH hygiene rules, in particular the washing of hands.

Newsletters published on the Intranet and on the Extranet and sent directly to the employees of Genève Aéroport and airport companies working on site reminding them of the FOPH hygiene rules, in particular hand washing;

The newsletters specify the modes of transmission and remind everyone that the infection can be transmitted by touching contaminated surfaces and putting hands on the face, which is why it is important to wash your hands frequently.

The availability of soap in the toilets is checked several times a day and supplied when necessary.
When access to soap and water is not possible, hands should be disinfected with hydro-alcoholic gel.

Small individual bottles of hydro-alcoholic gel are made available to Genève Aéroport employees who do not have access to the sinks, for example those working in the field.

Large bottles of hydro-alcoholic gel are made available in offices shared by a large number of employees. The quantity of gel is monitored and replenished when necessary.

Unnecessary items that could be touched by on-site personnel, such as magazines and newspapers, are removed from rest rooms, kitchens, coffee areas and common areas.

**Measures for passengers and users**

FOPH posters on hygiene rules are placed in public spaces, at the entrances to the terminal.
The toilets with washbasins and soap are available free of charge in the terminal, including people with reduced mobility.

The availability of soap in the toilets is checked several times a day and supplied when necessary.

Hydro-alcoholic gel dispensers are installed at the main entrances and at several locations in the terminal so that passengers can wash their hands frequently or after certain activities (security checks, etc.).

2. MANDATORY MASK WEARING IN PUBLIC AREAS

Measures for passengers and users
Posters placed in public spaces remind us of the obligation to wear a mask in areas open to the public. This information is reinforced by an audio message in certain areas of the airport.

3. RESPECTING SOCIAL DISTANCING

Employees and other people should keep a distance of 1.5 metres between them.

Measures for Genève Aéroport personnel and operational airport partners
Posters placed in several places in the airport remind people to respect the social distancing rule of 1.5 metres between them.
Plexiglass partitions are installed at all counters where staff are in contact with passengers, including check-in counters, the Visitors Centre, security checks, Genève Aéroport reception, GVAssistance reception, the ISA.

Floor markings in lifts indicate where people should stand to maintain a safe distance from each other.
Posters are set up in a certain number of Genève Aéroport private places, at the entrance to Genève Aéroport rest rooms or meeting rooms for example, specifying the maximum number of people authorised in these rooms during the pandemic period.

A display in front of the lifts is installed, since they have limited self-rated capacities. It is also recommended to use the stairs as often as possible to limit the number of people around the lifts.

The capacities of administrative premises offering seating areas, for example meeting rooms, are calculated making it possible to maintain a distance of 1.50 metres between people. In some cases,
this measure is implemented by making one seat out of two unavailable.

Traffic directions are implemented in certain private premises in order to avoid cross flows between people.

**Measures for passengers and users**

Posters placed at several locations in the airport remind passengers and other people passing through the buildings of the FOPH hygiene rules.

Genève Aéroport personnel (terminal service, security service) circulate in the terminal and regularly remind passengers of the obligation to wear a mask in the terminal.

Voice messages are played through speakers every 15 minutes to remind passengers of the importance of wearing a mask in the terminal.

In the check-in area and in the security control areas, floor markings at the queues indicate the safe distance to be maintained between people.

In the access area to the centralised security control (mezzanine), the flow of passengers is channelled, spaced and oriented to avoid flow crossing.

At the security checkpoints (C1, C2, C3, C4, ABT, Prébois), posters encouraging people passing
through to wear a mask in order to increase capacity and therefore reduce waiting time are installed.

In the waiting areas, when seats are provided, one seat out of two is unavailable to enforce safe distancing between the seated people.

A direction of traffic is affixed to the ground with visible signage in the free walking areas in order to indicate the main flows and to avoid the crossings of flows.

Floor markings in lifts indicate where people should stand to maintain safe distancing.
A display in front of the lifts is installed, since they have limited self-rated capacities. It is also recommended to use the stairs as often as possible to limit the number of people around the lifts.

Boarding/disembarking by gangway is organised to have a fairly slow flow so that passengers can keep a reasonable distance between them in the jetty.

**When the distance of 1.5 metres cannot be respected**

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

### Measures for Genève Aéroport personnel and operational airport partners

Several tasks requiring contact between employees and passengers have been adapted to allow everyone to do their work safely.

Certain procedures have been adapted to limit, as far as possible, physical contact between Genève Aéroport employees and passengers.

Genève Aéroport employees who have close contact with passengers are reminded of the hygiene rules and bottles of hydro-alcoholic gel have been made available to them at their work site.

Personal protective equipment is provided to Genève Aéroport employees, consisting of masks, gloves and glasses. FFP2 masks are provided to emergency response services (paramedics, nurses, fire fighters).

### Measures for passengers and users

Several tasks requiring contact between employees and passengers have been adapted to allow everyone to do their work safely. For example, passengers may be asked to:

- check in and print their travel documents before arriving at the airport;
- scan or manipulate their boarding passes and other documents themselves as much as possible;
- prepare and handle their belongings themselves before going to the screening inspection station or when depositing baggage.

In cases where the capacity of certain public premises of the airport is not sufficient to maintain social distancing in accordance with the FOPH recommendations, the wearing of a mask is strongly recommended.
4. CLEANING

Clean surfaces and objects regularly and adequately after use, especially if they are touched by more than one person.

**Measures for Genève Aéroport personnel and operational airport partners**

The procedure for cleaning surfaces and objects shared by several Genève Aéroport employees specifies that each one cleans them after use with a cleaning product supplied on site. These are the following:

- Steering wheels, doors, gear knob, radios and microphone in shared vehicles
- Shared desktops, telephones and keyboards
- Tables in Genève Aéroport conference rooms and rest rooms

Employees are advised not to share cups, glasses, dishes or utensils and to rinse dishes with soap and water after use.

**Measures for passengers and users**

The disinfection protocol for surfaces that are regularly in contact with the hands is carried out by a professional service provider. This includes in particular daily disinfection of the following:

- Door handles and electrical switches in common areas
- Panels and controls for lifts and hoists
- Handrails on stairs in common areas
- Taps of social premises (rest rooms, kitchens, dining rooms, etc.)
- Map of banks, receptions and counters (check-in, boarding, information, ticketing, etc.)
- Boarding area furniture
- Furniture in common waiting areas
- Areas and spaces dedicated to children (games, nursery, breastfeeding, baby corners).

5. PERSONS WITH COVID-19 AT THE WORKPLACE

**Measures for Genève Aéroport personnel**

The FOPH instructions on how to react in the workplace if symptoms develop are sent to Genève Aéroport staff via Genève Aéroport newsletters.

- If you have been in close contact (less than 1.5 metres away, for more than fifteen minutes without protection) with a person whose infection with the new coronavirus has been confirmed, you must quarantine yourself at home for a period ten days.

- If you have symptoms, you should isolate yourself at home immediately to avoid infecting others and you should be tested. The duration of the isolation depends on the result of the test:
  - You have been tested and the result was positive: the competent cantonal department will contact you and give you other information. As a general rule, home isolation is completed 48 hours after the symptoms have disappeared and at least 10 days after the symptoms have started.
  - You were tested and the result was negative: end the isolation 24 hours after the symptoms have disappeared.
  - You have not had a test: end the isolation 48 hours after the symptoms have disappeared, provided that at least 10 days have passed since the symptoms started.
  - Call a doctor if you are concerned about your condition or if you notice any of the following
symptoms:
- persistent fever
- persistent asthenia
- respiratory distress
- strong feeling of pressure or pain in the chest
- confusional state
- bluish lips or face (cyanosis)

In the cases mentioned above, Genève Aéroport employees are required to inform their hierarchy of their actions and, as far as possible, specify the reason and duration of the absence.

**Measures for passengers and users**

A procedure for taking care of sick passengers on departure and arrival is part of the Genève Aéroport Emergency Plan.

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**6. SPECIAL OCCUPATIONAL SITUATIONS**

Take into account the specific aspects of work and occupational situations in order to ensure protection.

**Measures for Genève Aéroport personnel and operational airport partners**

Information is sent directly by the human resources department to all airport staff on the provisions concerning the conditions for granting, using and making available personal protective equipment (PPE).

A link to an FOPH video on the correct use of masks is made available to personnel.

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**Measures for passengers and users**

For certain airport operations (scanning of boarding passes for example), passengers are asked to perform certain tasks alone.

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**7. INFORMATION**

Inform employees and other persons concerned of the regulations and measures. Send sick people home and ask them to follow the FOPH (self-)isolation guidelines.

**Measures for Genève Aéroport personnel and operational airport partners**

Information for Genève Aéroport personnel and airport operational partners is published on the airport Intranet and Extranet pages.

Regular newsletters are published and distributed to airport personnel and airport operational partners.
Video capsules of information on the measures taken, the evolution of the situation and general information are produced and made available.

**Measures for passengers and users**

FOPH information for travellers is displayed and made available.

Regular publications on social networks and traditional media are made to inform passengers of the measures in place and the specific provisions relating to the airport site.

Passenger information is prominently displayed on the airport's website.
# Avertissement


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<thead>
<tr>
<th>Question</th>
<th>Réponse</th>
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<tr>
<td>Quelle est la situation à Genève Aéroport par rapport au Coronavirus / COVID-19?</td>
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<td>Est-ce que Genève Aéroport est fermé à l'heure actuelle?</td>
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<td>Quelles sont les mesures prises à Genève Aéroport contre le Coronavirus / COVID-19?</td>
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<td>Quelles sont les mesures à prendre pour voyager?</td>
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<td>Quand est-ce que les vols au départ de Genève seront à nouveau possibles?</td>
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<td>Puis-je amener / venir chercher des passagers depuis la France?</td>
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<td>Est-ce que la douane va me laisser prendre mon vol pour ma destination?</td>
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<tr>
<td>À mon arrivée à Genève Aéroport, est-ce que la douane va me laisser entrer en Suisse?</td>
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</table>
8. COMMERCIAL AREAS

Apply the instructions defined in the protection plans of the concession holders, who shall ensure that they are communicated to users.

Measures for passengers and users

Passengers and users must refer to the measures implemented in the various shops in application of their protection plans.

In particular, customers must wait outside, in the defined waiting area, for the establishment managers to ensure that no one enters their premises without prior disinfection of the hands and wearing a mask.

In the common areas, in particular the terminal and the airport areas necessary for aeronautical operations, the movement flows in the corridors are marked on the ground.

9. MANAGEMENT

Apply management guidelines to effectively implement and adapt protection measures. Provide appropriate protection for vulnerable people.

Measures for Genève Aéroport personnel and operational airport partners

A COVID OPS Task Force is set up to ensure the development of adequate measures, representation within the airport management, the implementation of the elements of the protection plan throughout the airport.

Missions are assigned to certain airport departments to manage, control and renew PPE stocks.
Missions are assigned to certain airport departments to regularly refill the soap and hydro-alcoholic gel dispensers.

A COVID PARTNERS Task Force is set up to coordinate with airport operational partners.

The COVID OPS Task Force defines the communication plan to ensure that employees are regularly instructed on hygiene measures, the use of protective masks (surgical masks/OP masks) and safety in contact with clients.

Concession-holders’ protection plans are monitored by Genève Aéroport’s Safety Office and the COVID OPS Task Force to ensure the consistency of the measures implemented.

The COVID OPS Task Force ensures the monitoring of the measures' implementation in this protection plan as well as their continuous improvement.

The COVID OPS Task Force is in permanent contact with the FOPH and the cantonal health authorities to ensure the adequacy of the measures in this plan with the evolution of the health situation.

### 10. CONCLUSION

This document has been drawn up on the basis of a branch solution: ☒ yes ☐ no

This document has been communicated to the personnel of Genève Aéroport and airport operating partners.

Signed by the persons in charge of Genève Aéroport on 30 July 2020 in Geneva.

Giovanni RUSSO
Operations Director

André SCHNEIDER
Managing Director

« En cas de doute, seule la version française fait foi »