



# COVID-19: PROTECTION PLAN FOR GENÈVE AÉROPORT

Version 9, 17 February 2022

Update of the Protection Plan following the decision of the Federal Council to lift the measures as of 17 February 2022.

The measures are in particular:

- Wearing a mask is no longer compulsory on the airport site and in the offices.
- Wearing a mask remains compulsory for passengers and for staff from the boarding gate to the aircraft and from the aircraft to the entrance to airport buildings (wearing a mask is compulsory on buses).
- Teleworking is recommended for Genève Aéroport employees whose on-site work is not deemed necessary.

Genève Aéroport reminds that respect for barrier gestures, which include interpersonal distance and hand hygiene, remains recommended. It encourages everyone to remain vigilant.

## 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

- Federal act of 28 September 2012 on combating communicable human diseases (RS 818.101, Epidemics Act).
- Ordinance on measures to combat the COVID-19 epidemic in special situations (RS 818.101.26, COVID-19 in special situations Ordinance) of 16 February 2022.
- Employment Act (RS 822.11) and its ordinances.
- Ordinance of 23 November 1994 on aviation infrastructure (RS 748.131.1, AvIO).
- Decrees of the Geneva State Council applicable to Covid-19.

## **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.

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

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This protection plan is based on the Federal Council's epidemiological and health guidelines. The employer and operations managers are responsible for selecting and applying these measures.

1. Everyone in the company regularly cleans their hands (recommendation).
2. Wearing a mask is compulsory for passengers and for staff in closed spaces of public transport vehicles, such as buses and aircraft.
3. Employees and other people keep a safety distance of 1.50 metres between them on the airport site (recommendation).
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.

**People who have been fully vaccinated or cured must also respect all the rules in force at Genève Aéroport.** 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 the obligation to wear a mask in all enclosed spaces.

The supply of hygiene items (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

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The FOPH hygiene rules are recommended.

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. MASK WEARING

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Wearing a mask is no longer compulsory on the airport site and in the offices.

Wearing a mask remains compulsory for passengers and for staff from the boarding gate to the aircraft and from the aircraft to the entrance to airport buildings (wearing a mask is compulsory on buses).

### 3. KEEPING YOUR DISTANCE

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Genève Aéroport recommends that each person respect, as far as possible, the 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.

#### Premises division

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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.

#### Limiting the number of people

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In premises open to the public, the number of people is not limited.

In private premises, for staff in particular, the number of people is not limited indoors.

#### Work involving physical contact

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When taking care of people with reduced mobility by specialised personnel, it is possible to wear gloves and a mask if requested by the person or staff.

### 4. CLEANING

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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

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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. During a heat wave, these systems can be adapted by reducing the percentage of air drawn in from the outside in order to allow the ambient air to be cooled.

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

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The airport resumes regular cleaning frequency for 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.

## WC

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In public and private spaces, the sanitary facilities are cleaned according to the frequency applied in normal situations.

## Waste

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In public spaces, the bins are emptied according to the frequency applied in normal situations.

## Work clothes

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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

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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).

It is not necessary to quarantine after having been in contact with a person tested positive (except for those who live in the same household), however it is necessary to respect the FOPH hygiene rules and conduct guidelines.

## 6. SPECIAL OCCUPATIONAL SITUATIONS

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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

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

Everyone is free to wear their own cloth mask if they wish.

## 7. INFORMATION

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

## 8. COMMERCIAL AREAS

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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.

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.

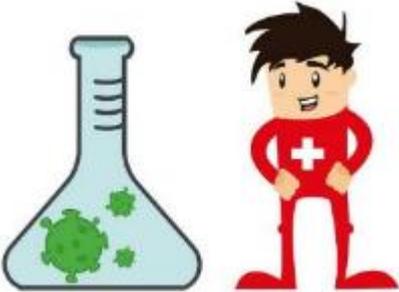
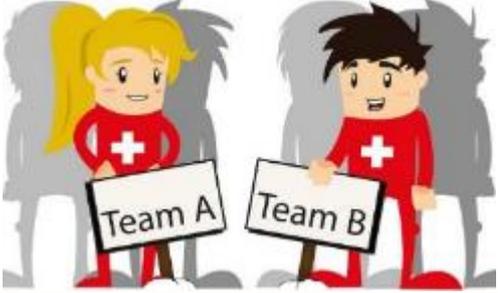
## 9. MANAGEMENT

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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

Version 9, 17 February 2022

<b>S</b>	<b>S</b> for substitution; <i>sine qua non</i> condition concerning COVID-19: sufficient distance (e.g. teleworking).	
<b>T</b>	<b>T</b> for technical measures (e.g. transparent plastic partitions, separate work stations).	
<b>O</b>	<b>O</b> for organisational measures (e.g. separate teams, modification of team turnover).	
<b>P</b>	<b>P</b> for personal protection measures (e.g. hygiene mask (surgical masks/OP masks)).	

# 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

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 can 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.

### Measures for passengers and users

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. MASK WEARING

Wearing a mask is no longer compulsory on the airport site and in the offices.

Wearing a mask remains compulsory for passengers and for staff from the boarding gate to the aircraft and from the aircraft to the entrance to airport buildings (wearing a mask is compulsory on buses).

## 3. RESPECTING SOCIAL DISTANCING

Employees and other people should keep, as far as possible, a distance of 1.5 metres between them.

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

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.



The capacities of administrative premises offering seating areas, for example meeting rooms, are no longer limited. However, as far as possible, maintaining a distance of 1.50 metres between people is recommended. In some cases, this measure is implemented by making two seats out of three unavailable.

### Measures for passengers and users

It is not necessary to maintain a distance of 1.50 metres between people in the terminal.

### 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.

Personal protective equipment, consisting of masks, gloves and glasses, is made available to Genève Aéroport employees who require it. 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:

- 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.

## 4. CLEANING

Enhanced cleaning measures in the terminal remain in place until further notice.

### Measures in place in the terminal

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 regular 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
- Tops 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 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.

People who have been in close contact (contact quarantine) according to an entourage investigation procedure no longer need to self-quarantine unless they live in the same household as the confirmed case.

### 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.

## 6. SPECIAL OCCUPATIONAL SITUATIONS

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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).

### Measures for passengers and users

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

## 7. INFORMATION

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Inform employees and other persons concerned of the regulations and measures.

### 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.

### Measures for passengers and users

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.

## 8. COMMERCIAL AREAS

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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.

## 9. MANAGEMENT

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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

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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.

Genève Aéroport has been certified by the Airports Council International (ACI) for its efforts in the fight against the Covid-19 pandemic and, on 8 October 2020, obtained Airport Health Accreditation (AHA). This airport health accreditation programme assesses the health measures put in place by airports according to recommendations by the International Civil Aviation Organisation (ICAO) and industry best practices.

Signed by the persons in charge of Genève Aéroport on 17 February 2022 in Geneva.

Giovanni RUSSO  
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