

# Protection Plan COVID-FOSI

Version: 24.02.2021

## 1. In general

This document describes the protection measures FOSI must adhere to internally in order to be able to begin their activity again, respecting all dispositions by the authorities. Furthermore, it is based on the sector's general protection plan, developed by NSBIV AG on behalf of the Swiss Theatre Union, of the SVTB and of the Swiss Organisation of Professional Orchestras, which the reader is invited to consult<sup>1</sup>.

Every associate must carefully follow this protection plan. The management's COVID delegate Samuel Flury, deputy director, is responsible for the COVID measures to be respected, with the cooperation of all associates.

The purpose of the measures is to protect from contagion by the new corona virus the company's employees and other workers on the premises on the one hand, and the general population who benefit from the company's services on the other. Furthermore, it is also about protecting people at high risk, both among the workers and towards the public.

This document does not intend by any means to replace the directives by the authorities nor the protection models issued by the same, to which the reader is asked to refer<sup>2</sup>; it is meant, rather, to supply practical and concise guidelines adapted to the FOSI environment.

### 1.1. Protection against transmission

In order to prevent transmission, three basic principles must be observed:

- respecting distances, cleanliness, surface sanitisation and hand hygiene;
- protecting people at high risk;
- isolating ill people or people who have had close contact with ill people from social or professional life.

### 1.2. Contact tracing app

All FOSI employees are warmly invited to download and use the SwissCovid app<sup>3</sup>.

### 1.3. Mandatory quarantine

All employees travelling to those countries for which, at the time of return, there is a mandatory quarantine period (according to the Ordinance on Measures to Combat the Coronavirus (COVID-19) in International Passenger Transport<sup>4</sup>) must foresee returning to Switzerland at least ten days before work begins. In case this were not possible, employees must inform the

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<sup>1</sup> [https://orchester.ch/wp-content/uploads/2020/07/200605-Schutzkonzept\\_COVID-19\\_V2\\_3\\_i.pdf](https://orchester.ch/wp-content/uploads/2020/07/200605-Schutzkonzept_COVID-19_V2_3_i.pdf)

<sup>2</sup> [https://backtowork.easygov.swiss/wp-content/uploads/2020/04/IT\\_MusterSchutzkonzept\\_COVID-19-1.pdf](https://backtowork.easygov.swiss/wp-content/uploads/2020/04/IT_MusterSchutzkonzept_COVID-19-1.pdf)

<sup>3</sup> <https://foph-coronavirus.ch/swisscovid-app/>

<sup>4</sup> <https://www.admin.ch/opc/en/classified-compilation/20201948/index.html>

COVID delegate. The relative federal ordinance establishes the exceptions, which must be approved by the management.

#### 1.4. People at high risk

The ordinance 3 COVID-19<sup>5</sup> defines which people are at high risk. Workers belonging to this category must inform the COVID delegate about their condition, who will decide, together with the person in question, the best protective measures to enforce in order to safeguard their health. The same ordinance establishes that from 18.01.2021 until 31.03.2021 musicians belonging to this category must be exempted from working in the orchestra.

## 2. Special measures regarding the orchestra

### 2.1. In general

All musicians are well aware of the contents of this document or possible subsequent versions, promptly made known by the Management. During work all musicians must keep to the directives within, and to possible indications by the Management's delegates in order to insure the respect of the safety rules within the orchestra.

Any kind of contact with fellow musicians or their personal material (chair, music stand, scores, etc.) is to be avoided.

### 2.2. During holidays

During holidays all musicians must strictly respect the directives issued by the cantonal<sup>6</sup> and federal<sup>7</sup> authorities, including the directives regarding foreign travel<sup>8</sup>.

### 2.3. Preparing the performance Hall

Single use gloves must be worn when preparing the performance Hall. Heavy duty working gloves are solely allowed when building structures (such as stages, platforms, etc.) which require a higher standard of hand protection than that which single use gloves can guarantee. Chairs and music stands must be sanitised when they have been set up.

Music sheets are to be laid on the music stands, and subsequently collected again, wearing single use gloves.

Surfaces that are touched before, during or after rehearsals by more than one person must be sanitised regularly.

### 2.4. Arrangement of the orchestra in the performance Hall

The orchestra supervisor arranges the performance Hall according to the outlines agreed with the Management, respecting the 2m distance between musicians in order to safeguard everybody's health. This distance is increased to 3m for the musicians who cannot wear a mask, unless the entire section undergoes a COVID-19 quick-test every 48 hours during productions.

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<sup>5</sup> <https://www.fedlex.admin.ch/eli/cc/2020/438/en>

<sup>6</sup> [www.ti.ch/coronavirus](http://www.ti.ch/coronavirus)

<sup>7</sup> <https://foph-coronavirus.ch/>

<sup>8</sup> <https://www.eda.admin.ch/eda/en/fdfa/representations-and-travel-advice/fokus/focus5.html>

Given that the increase in the number of musicians present increases the risk of contagion, the Management strives to ensure that the number of musicians needed for a production is consistent with the current pandemic situation.

#### 2.5. Doors

On principle it is appropriate to touch as few surfaces as possible. For this reason, the orchestra supervisor, when possible, will open and close all doors at the beginning and at the end of each performance.

#### 2.6. Before work

Before making their way to work, each musician evaluates their health conditions. **In case of a temperature or fever, or other symptoms of the flu<sup>9</sup> in the days preceding the production, they must inform the administration without delay.**

Every day before work each musician has their body temperature taken by means of a non-contact thermometer. Temperature is taken on the wrist (by slightly lifting the sleeve) in order to avoid the risk of false negatives due to external temperature (to which the forehead is particularly exposed). In case the wrist temperature is above 37° the musician is only temporarily admitted to the rehearsal venue, making sure to stay isolated from colleagues; the musician may join the orchestra after a second temperature check, after 10 minutes acclimatization. If forehead temperature is superior to 37.5° Celsius (99.5° Fahrenheit) the musician will not be admitted.

#### 2.7. Entering the Hall

Entry into the Hall is to be performed as directly as possible, starting 45 minutes before work. Doors are to be left open until the last musician has entered, so as to avoid contagion through contact with the door handles. At the entrance all musicians are required to sanitise their hands. The musicians make their way to their places in an orderly fashion, respecting – whenever possible – the 2 m safety distance with their colleagues and members of staff, despite the fact that they are wearing a mask.

All musicians must wear an FFP2 protective mask from the moment they set foot in the building where their service is required until they leave the building again. The staff delivers a new mask every day to each musician, who throws it away as exiting the building at the end of the day.

Winds may take off the mask while playing but must always wear it while not playing.

#### 2.8. Use of common spaces – dressing rooms

**Stopping in the waiting areas and the use of the dressing rooms are not allowed** during productions, because safety distance would not be possible. Any personal belongings may be deposited straight in the Hall, at one's place (each musician will have 2 m of space around them), excepting cello cases, which will be dropped off according to the directions of the orchestra supervisor. Musicians are kindly asked to carry necessities only, mostly to avoid blocking escape routes.

#### 2.9. Breaks

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<sup>9</sup> <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/krankheit-symptome-behandlung-ursprung.html#1145977831>

When the weather conditions allow it, breaks are to be taken preferably out of doors. While leaving the Hall, musicians must respect the directions of the orchestra supervisor, so as not to create unnecessary queues where safety distances would not be guaranteed. During breaks all musicians are expected to wash their hands thoroughly or to sanitise them. Breaks will be lengthened to 30 minutes to allow ample time to use the restrooms respecting safety distances. RSI building common areas are available to musicians, limited to the area outside the auditorium, the restrooms, the canteen and the vending machines area. Each person bears the responsibility to respect safety distances at all times.

#### 2.10. Catering

When carrying water bottles (easily confused), musicians are asked to mark their own (i.e. by writing their name on their bottle).

#### 2.11. At the end of work

When leaving the performance Hall musicians must respect the directions of the orchestra supervisor, so as not to create unnecessary queues where safety distance would not be guaranteed. All persons present must sanitise their hands upon leaving the Hall.

The orchestra supervisor will thereafter tidy up the Hall according to the directions above (2.3. *Preparing the performance Hall*) above. Sanitisation of chairs and music stands takes place once only, while preparing the Hall before a production.

#### 2.12. After work → Abrogated

#### 2.12. How to deal with symptoms

##### 2.12.1. Foreword

In case of symptoms<sup>10</sup> that may possibly manifest COVID, the federal authorities recommend the population to be tested, even in case of light symptoms<sup>11</sup>.

After consulting cantonal medical authorities, it has been made clear that even in the event of an OSI member resulting positive to a COVID-19 swab, the orchestra musicians would not be required to observe a period of quarantine, because our Protection Plan offers sufficient guarantees in the reduction of infection risks.

##### 2.12.2. How to proceed in case of symptoms

As an additional measure of protection of its musicians, FOSI has prepared the following procedure to be followed in case of illness:

1. In case of symptoms (of any kind!), fill in the COVID self-evaluation form on the Federal Office of Public Health website: <http://check.ufsp-coronavirus.ch>
2. Result of the self-evaluation
  - 2.1. → If a test is not necessary (it is not a COVID suspect case) and they feel well enough for work, the musician is admitted to work in the orchestra

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<sup>10</sup><https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/krankheit-symptome-behandlung-ursprung.html>

<sup>11</sup><https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/isolation-und-quarantaene.html#-155584963>

2.2. → If a test is recommended the musician immediately informs the orchestra supervisor who excludes the musician from work in the orchestra until further clarifications have been done, which have to be as fast as possible. Musicians contact the Farmacia internazionale Bordonni (tel: 0919238791, Lugano, Piazza della Riforma), specifying that they are OSI musicians in order to have priority access to a quick test. Alternatively, they may consider going to any other quick-test center, on condition that this procedure does not take a longer amount of time.

### 3. Test result?

→ 3.1. If the swab result is negative (the musician has not contracted COVID) and they feel well enough for work, the musician is admitted to work in the orchestra again (see "Return to the orchestra"), 24 hours after symptoms have disappeared.

→ 3.2. If the swab result is positive (the musician has contracted COVID), they are not authorised to work in the orchestra. The musician will probably be asked to isolate by the cantonal authorities, which will determine the length of said isolation (usually 48 hours after all symptoms have disappeared, on condition that at least 10 days have elapsed since their appearance). The cantonal authorities will proceed with tracing the musician's contacts. In case the infected musician has had close contact (<1.5m for >15min) with other musicians, the authorities will impose quarantine on the musicians involved. If the FOSI Protection Plan is respected at all times, this scenario should not occur.

### 4. Return to the orchestra

In the event – following the manifestation of symptoms – of a musician being excluded from one or more rehearsals of a given production, their re-admission to work will depend on the artistic demands of the same, in agreement with the artistic administrative Director.

### 5. Test costs

As of 25<sup>th</sup> June 2020, COVID test costs are entirely covered by the Swiss Confederation<sup>12</sup> in case of manifestation of known COVID symptoms.

#### 2.12.3. Sharing information

Even though the OSI Protection Plan reduces the odds of infection during work with the Orchestra, it is in everybody's interest that employees know the results of a colleague's COVID swab within a work community. Even in the event quarantine is not required, the person sitting next to a potential COVID case in the orchestra may have a particular interest in knowing, so as not to go and visit their ageing relatives, for example, in the days following a possible infection.

For this reason, and with the consent of all at OSI, as well as the staff, information will be shared by the FOSI Head Office with all persons involved (musicians, external collaborators, orchestra Directors, possible soloists through their agents, in case of retrospect information) in case of:

- recommendation to have a swab done;
- positive swab (suspected COVID case confirmed infected);
- negative swab (suspected COVID case confirmed not infected).

Consent to share COVID information and updates of all persons involved will be sought through a clause in the auto certification form.

All information relative to the above is strictly confidential.

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<sup>12</sup><https://www.bag.admin.ch/bag/en/home/das-bag/aktuell/medienmitteilungen.msg-id-79584.html>

### 2.13. Wind instruments

In a context where all musicians wear masks, wind instruments represent an increased risk of spreading the virus because aerosol is not blocked by a mask. To minimise the risk of contagion, technical measures such as increased distance and/or Plexiglas structures shall be taken to block the spread of aerosol.

Musicians who play a wind instrument take a COVID-19 detection quick test every two days during production, before the beginning of the morning rehearsal. In this way they protect each other from a potential risk of contagion.

Musicians who play an instrument with condensation build-up will be supplied with paper, sanitising spray and a wastepaper basket. The condensation must be eliminated into the paper, the paper thrown into the wastepaper basket, and the surface regularly sanitised. Each musician is responsible for their own post.

Musicians who use a cloth for cleaning their instrument during work must use a clean cloth during each rehearsal/concert. For effective sanitisation, the cloth must be washed at 60° Celsius (140° Fahrenheit) with soap, or it may be treated with steam (i.e. with an iron).

While eliminating condensation, musicians must avoid blowing too hard into the instrument, as such an operation would represent a considerable diffusion of potentially infected – and therefore infecting – droplets.

Because of this condensation issue, and due to proximity to the respiratory system, cleaning the winds is paramount, in order to protect oneself and others. For the correct instrument hygiene musicians are invited to watch YouTube videos about this topic, at the link below<sup>13</sup>.

### 2.14. Other measures

- Piano keys must be cleaned after every use. (Caution! Do not spray the surface sanitizer straight on the keyboard!)
- The airing of the Hall is guaranteed by the ventilation system, which must be set to change (and not recycle!) the air
- To ensure tracing in case of contagion, the orchestra supervisor will keep track of the position of each musician in the orchestra

### 2.15. Auto certification

Starting from 8.2.2021, in order to reduce bureaucracy, OSI renounces to have a self-certification signed. All musicians receive this protection plan. It is therefore assumed that everyone complies with the following rules:

- have read and understood the entire contents of the COVID-FOSI protection plan
- absence of symptoms that may be attributed to COVID during the 48 hours preceding work
- having had no (known) contact with persons who were diagnosed with COVID-19 within 10 days prior to work
- respecting the recommendations and directives regarding COVID issued by authorities
- having respected paragraph 1.3. of this protection plan

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<sup>13</sup> <https://www.youtube.com/watch?v=byBd5sXryy8&list=RDbyBd5sXryy8&index=1>

### 3. Special measures for additional or substitute musicians

The above measures apply to additional or substitute musicians as well as to regular musicians. The administration will transmit this document at the time of hiring and will require receipt confirmation.

### 4. Special measures for directors and soloists

#### 4.12. In general

The above measures also apply to directors and soloists. The administration will transmit this document at the time of hiring or as soon as possible and will require receipt confirmation. During rehearsals Directors are allowed to leave the podium solely wearing a protective mask and having sanitised their hands.

Any kind of contact with fellow musicians or their personal material (chair, music stand, scores, etc.) is to be avoided.

#### 4.13. Dressing rooms

Private dressing rooms are available to directors and soloists. Before the beginning of a production, the administration will make sure they have been thoroughly sanitised, and that hand sanitizer is available. During productions access to the private dressing rooms must be limited to the minimum. One person only is allowed entry into the single dressing rooms at all times.

### 5. General rules for public events (with an audience)

The rules of the location of the event apply in case of public events with an audience.

## 6. Special measures for the administration

### 6.12. General rules

- In case of symptoms, do the online-check on [check.ufsp-coronavirus.ch](https://check.ufsp-coronavirus.ch). If the online-check recommends a swab, stay home until the results are known or until 24h after symptoms have disappeared. In case of negative check or swab, or in case a physician established that a swab is not necessary, the employee may return to work 24h after symptoms have disappeared.
- All employees strictly apply the directives issued by the cantonal<sup>14</sup> and federal<sup>15</sup> authorities, including the directives regarding foreign travel<sup>16</sup>
- The COVID delegate has to be informed immediately for any COVID related symptoms issue
- A mask is in principle mandatory in all closed spaces. It can be removed when alone in a room
- During work, in case of contact with the orchestra, or with the public during performances, a protective mask must be worn by everybody
- Thoroughly air the rooms (at least four times a day for 10 minutes)
- Sanitise or thoroughly wash hands after using common devices (printers, etc.) or after touching door handles

Hand sanitizer and surgical masks are provided by FOSI.

### 6.13. Contact traceability

Any collaborator who welcomes a guest must:

- Invite them to thoroughly wash or sanitise their hands
- Ask them whether they have any symptoms of the flu and, in case the answer is affirmative, invite them to leave the FOSI premises
- Make sure that they respect the 1.5 m safety distance at all times
- invite them to wear a surgical mask
- Invite them to fill in the contact traceability chart, available in every FOSI office.

### 6.14. Working from home

Any collaborator presenting light symptoms, which still allow them to work, must do so remotely.

### 6.15. Physical barriers

In offices where it is not possible to respect the 1.5 m safety distance between colleagues, as in situations where a worker is particularly exposed because of the physical nearness to the entrance to the room, physical barriers will be installed (i.e. Plexiglas panels).

### 6.16. Disposal of potentially infected rubbish

Potentially infected rubbish (paper tissues, surgical masks, etc.) must be disposed of in the specific closed wastepaper basket in the conference room. After touching such objects, it is paramount to thoroughly wash one's hands or sanitise them.

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<sup>14</sup> [www.ti.ch/coronavirus](https://www.ti.ch/coronavirus)

<sup>15</sup> <https://foph-coronavirus.ch/>

<sup>16</sup> <https://www.eda.admin.ch/eda/en/dfa/representations-and-travel-advice/fokus/focus5.html>

#### 6.17. Other measures

- The offices are thoroughly cleaned regularly.
- Unnecessary objects that may be touched by external people (magazines, etc.) must be removed.
- Within the offices there will be markings that indicate the areas where visitors may stand maintaining the safety distance from every work post.
- Whenever a work post is used by someone other than its regular occupant, it is to be thoroughly sanitised before and after use (table, keyboard, mouse, telephone, headphones, etc.)

This COVID-FOSI protection plan substitutes any previous version.

FONDAZIONE PER L'ORCHESTRA  
DELLA SVIZZERA ITALIANA



Samuel Flury  
Deputy director FOSI  
Operation and finance manager

## Appendixes

- Appendix 1: How to wash or sanitise hands correctly
- Appendix 2: How to wear a surgical mask correctly
- Appendix 3: How to take off single use gloves correctly
- Appendix 4: Procedure in case of symptoms

### Appendix 1: How to wash or sanitise hands correctly

Per lavarsi bene le mani ed eliminare i germi, non basta il sapone. Il metodo più efficace è quello di insaponare, strofinare, risciacquare e asciugare bene le mani.



Sciacquare le mani sotto l'**acqua corrente**.



Insaponarle possibilmente con **sapone liquido delicato per la pelle**.



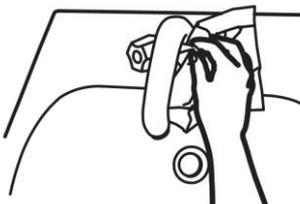
Sfregarle finché non si forma la schiuma. Non dimenticare di pulire anche il **dorso della mano, tra le dita, sotto le unghie e i polsi**.



Risciacquare le mani sotto l'**acqua corrente**.



Asciugare le mani con una **salvietta di carta monouso**.



Chiudere il **rubinetto** con una salvietta di carta monouso. Gettare nei rifiuti la salvietta di carta monouso.

## Appendix 2: How to wear a surgical mask correctly

La sola mascherina igienica non garantisce una protezione completa dal contagio. È perciò importante usare le mascherine sempre in combinazione con altre misure d'igiene per ridurre la trasmissione del COVID-19.



Prima di indossare la mascherina igienica, lavarsi le mani con acqua e sapone o con un disinfettante.



Tenere la mascherina igienica con gli elastici e coprire accuratamente bocca, naso e mento. Premere la barretta metallica (stringinaso) saldamente contro il naso in modo da ridurre al minimo gli spazi tra il viso e la mascherina.



Fissare gli elastici dietro le orecchie.



Non toccare la mascherina igienica con le mani mentre la si indossa.



Rimuovere la mascherina igienica usando gli elastici laterali, partendo da dietro verso il davanti, senza toccarla.



Smaltire la mascherina il più rapidamente possibile in un contenitore per rifiuti chiuso.



Lavarsi le mani dopo aver rimosso la mascherina igienica.

### Appendix 3: How to take off single use gloves correctly

Osservare i seguenti punti nel rimuovere i guanti protettivi:



Afferrare le superfici interne del guanto e sollevarle lentamente.



Sfilare completamente il guanto, avvolgerlo e tenerlo saldamente.



Far scorrere il pollice sotto l'altro guanto, afferrarlo e sfilarlo.



Capovolgere il guanto sopra l'altro guanto e smaltirlo completamente.

**Importante:** Non far «schioccare» i guanti mentre si sfilano per evitare di spruzzare nell'ambiente goccioline patogene e per evitare il rischio di contaminazione.

Dopo aver sfilato i guanti protettivi, lavarsi le mani con acqua e sapone o disinfettarle.

## Appendix 4: Procedure in case of symptoms

### PROCEDURA IN CASO DI SINTOMI

23.02.2021

