



**G L O B A L  
H E A L T H  
C A M P U S**

**OUR CAMPUS**

**OUR HEALTH**

Return to the Workplace Handbook - 22 October 2021

# Our Campus, Our Health

COVID-19 is changing our world. Each of us has had to learn to adapt, on a personal, professional and organizational level.

In responding to the pandemic, one constant has been our commitment to keep our people safe while maintaining business continuity.

This principle now guides our third gradual return to the Global Health Campus and our planning is marked by caution and care.

Our health is paramount and each of us must play our part in respecting the guidance, demonstrating professionalism and showing empathy to one another.

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The Global Fund to Fight AIDS, TB and Malaria

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CEO  
Gavi, the Vaccine Alliance

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RBM Partnership to End Malaria

# Returning to the Workplace

From 1 November, the building will be open at a maximum of 40% capacity, given changes in the epidemiological situation, and vaccination rates in Switzerland and amongst GHC employees. Protective measures are being adapted in line with Swiss guidance to keep people safe, including with a COVID Certificate now required for building entry.

This handbook supports the needs of those coming in - covering the relevant routes, actions and behavior you'll need to follow when in the building. It will continue to adjust, as the guidelines change.

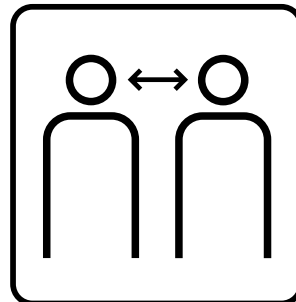
Before returning to the building, please complete the updated Return to Workplace e-module, agreeing to follow these measures.

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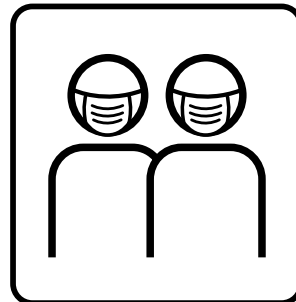
# Remember the Basics

The Swiss government requires that the following strict safety measures be followed for the GHC to reopen:



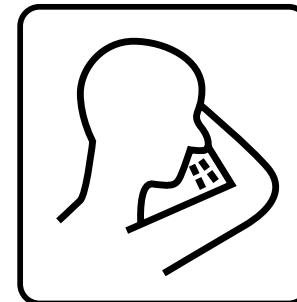
## Physical Distance:

- ▽ Protect yourself and others by keeping a distance of at least 1.5 meters.
- ▽ Avoid groups of people when possible.
- ▽ When standing in line, leave space between you and the next person in line.
- ▽ No physical contact allowed in GHC.
- ▽ Mask-wearing is required when moving around the building, in meeting rooms and in elevators, but not when seated and following the 1.5 meters distance requirements.
- ▽ Masks will be distributed at the GHC Reception each day upon arrival.



## Hand Washing:

- ▽ Wash or sanitize your hands frequently throughout the day.
- ▽ Wash or sanitize your hands when you arrive at the office, after using the bathroom, blowing your nose, coughing or sneezing, and before preparing food.
- ▽ Handwashing is of crucial importance when it comes to hygiene. You can protect yourself from infection by washing your hands regularly and thoroughly with soap and water. Soap renders the virus harmless.



## Social Etiquette:

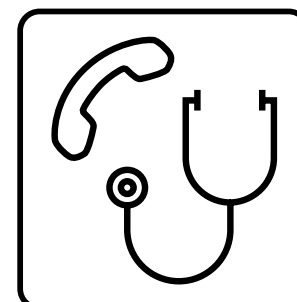
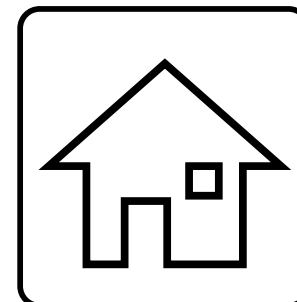
You can help stop the spread of viruses by following these recommendations:

- Cover your nose and mouth when coughing and sneezing, ideally with a tissue. If you don't have a tissue, cough or sneeze into the crook of your arm. If you use your hands, wash them thoroughly with water and soap immediately afterwards.
- Use paper tissues, not cloth handkerchiefs, to blow your nose. Use a tissue only once.
- Wash your hands every time you cough or sneeze.
- No physical contact is possible while in the GHC. It is great to see colleagues and friends again, but as you would out in public, please avoid kissing, shaking hands, hugging and high fives.



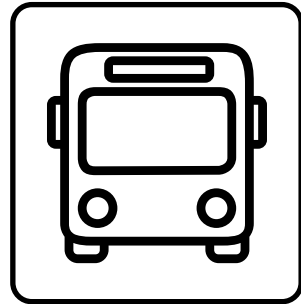
## Feeling Unwell:

- ▽ If you are feeling unwell, stay at home.
- ▽ Take the coronavirus check or call your doctor if you have one or more COVID-19 symptoms.
- If you feel unwell while at the office, please go home immediately and call your doctor. There will not be a nurse onsite.



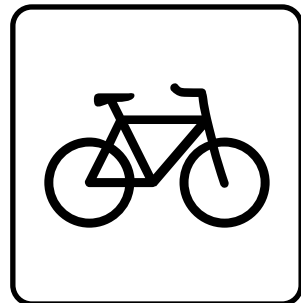
# Commuting

Everyone's commute is likely to be impacted in some way – whether due to personal choices or government measures. These considerations may help you plan.



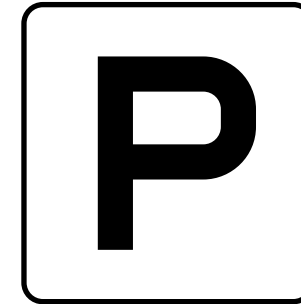
## Public Transport:

- Try to avoid public transport during peak hours. Where feasible, walk, cycle or drive to the building.
- If you must take public transport, masks are mandatory at all times. You are encouraged to wear a mask if physical distancing cannot be guaranteed and travel outside peak hours.



## Cyclists:

- Bike rooms remain open.
- Building access through main GHC entrance, as pedestrians.
- Locker rooms are available for use.



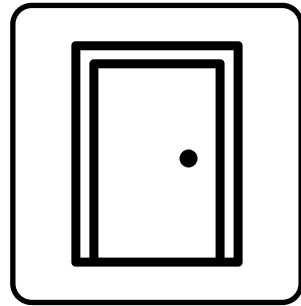
## Parking:

- On-site parking is available and remains free of charge for all staff working in the GHC. All bookings for parking spaces need to be done through Fairpark.
- **Car:** Enter in the right lane, using the new car plate reader. Your license plate must be entered correctly in FairPark before arrival, following the format below. The reader will not work if the plate is not entered in the correct format. Old access stickers have been deactivated and may be thrown out.
- **Motorbikes:** Enter in the left lane to ring the intercom for access to parking.
- To enter the building, first scan your QR code. This unlocks the badge access reader, which opens the turnstile to enter the lift. If the QR reader does not work, use the lift to reception for help.

Plate type	Sample Plate	Format to Enter in Fairpark
Diplomatic		CH-CD-GE29201
Switzerland		CH-GE899860
France		F-AB344CA
England		GB-YR53JEP
Italy		I-AB456GF

# Entering the Building

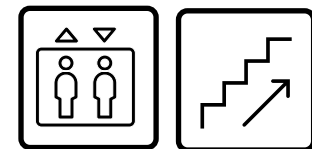
Whether you walk, bike, ride or drive to the GHC, you will enter the building through reception. Here's what you can expect and where to go when you arrive.



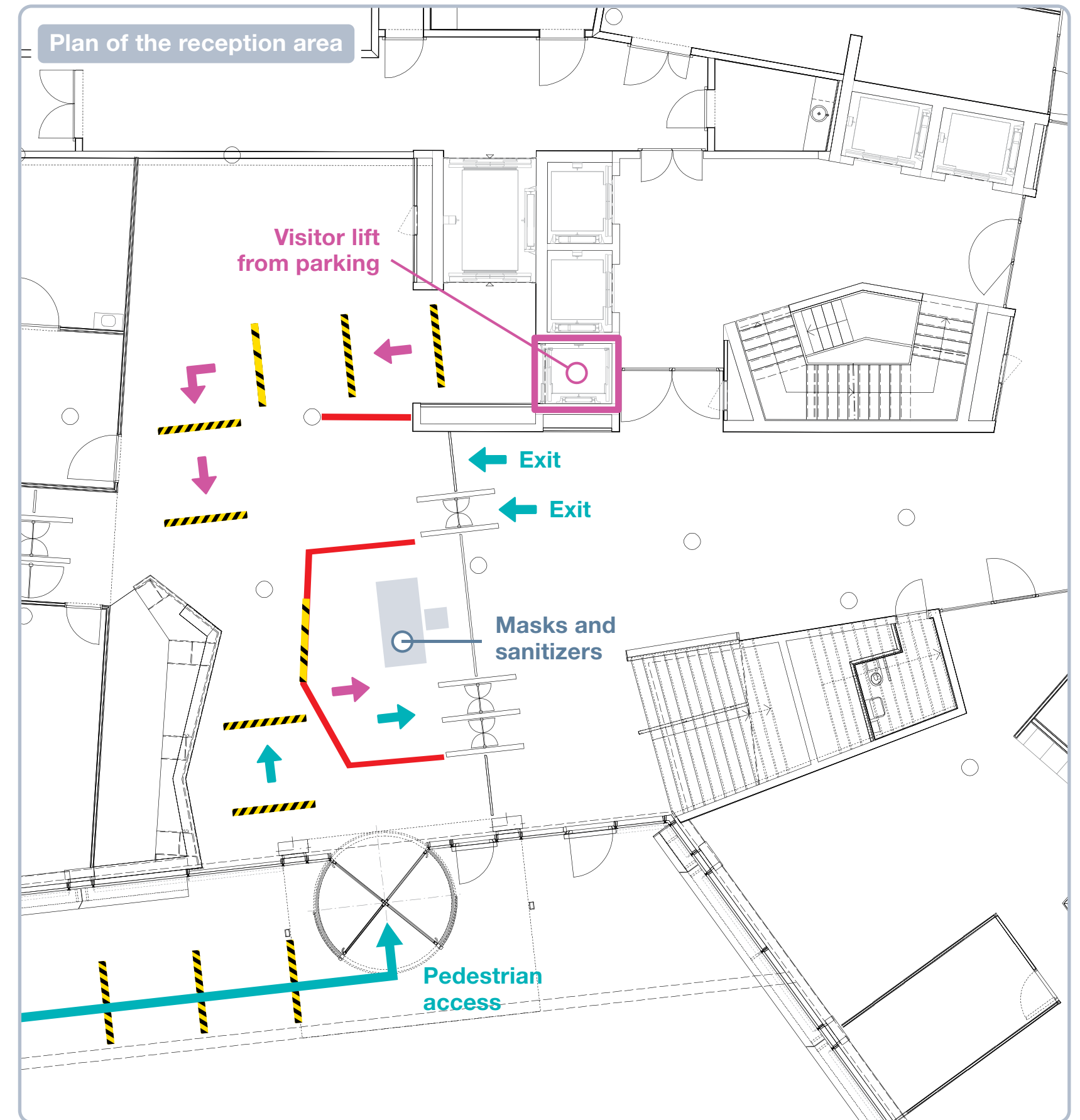
## Entering the building:

- ▶ Use the main entrance to enter the building.
- ▶ Those who've joined recently can request a GHC badge using their organization's standard procedure.
- ▶ Please respect floor markings and maintain physical distancing when passing through the security gates.
- ▶ An automatic temperature check, using a thermal contact-less camera, is in place.
- ▶ Pick up surgical masks upon arrival.
- ▶ Please disinfect your hands before going to the workplace.

## Lifts and stairs:

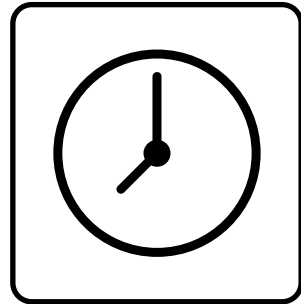


Use the stairs whenever possible especially if you are seated at a lower floor (1-4). Up to two people are permitted in a lift at a time.



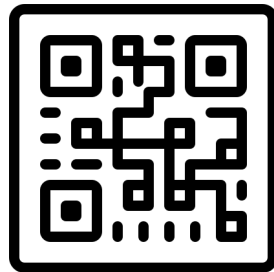


# Entering the Building



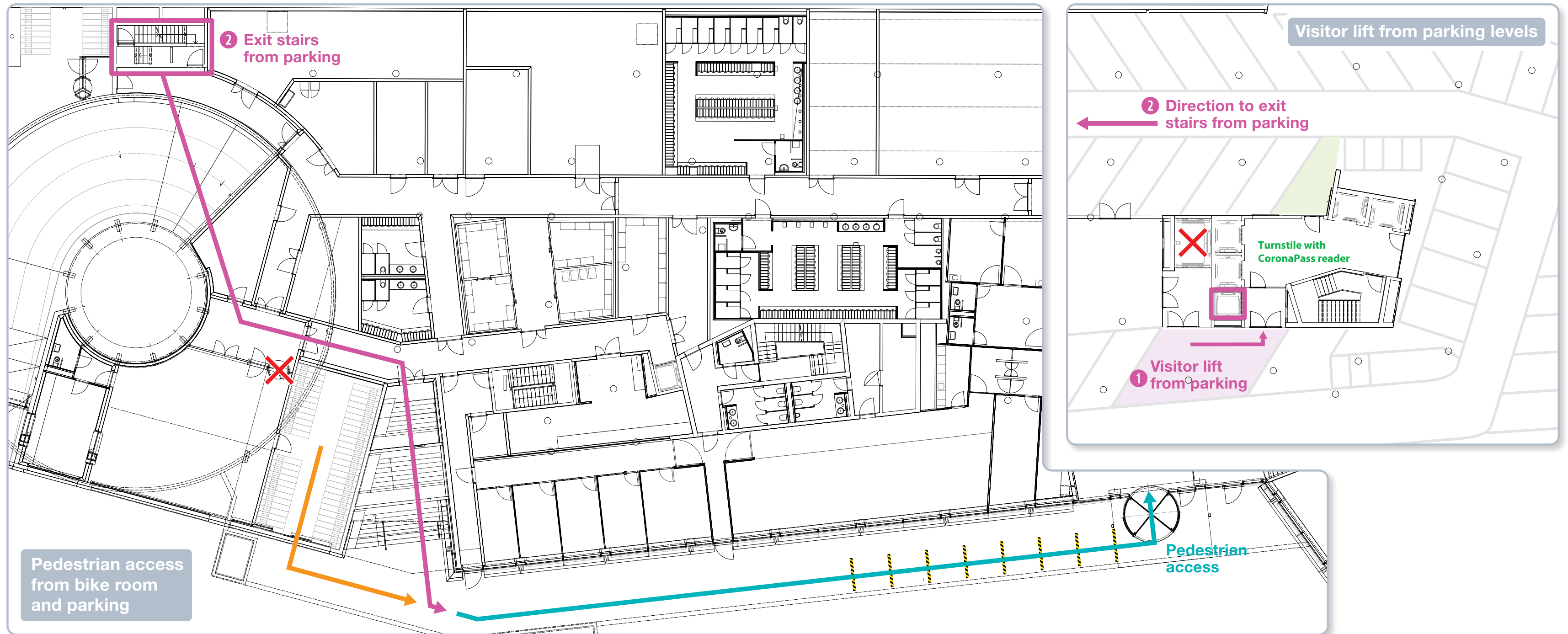
## Opening hours:

- The Global Health Campus will be open from Monday to Friday from 7:30-20:00.
- You are encouraged to be flexible with your commute time to avoid rush hour, especially if you are taking public transport.
- You may exit and re-enter the building, after completing a new screening check at each re-entry.

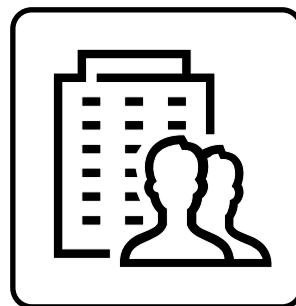


## QR code:

- The COVID certificate is required for all individuals entering the GHC.
- QR code readers are installed at the main entrance and in the parking to scan COVID certificates.
- All visitors will need to show a COVID certificate and fill out a contact tracing form.
- COVID certificate spot checks will be performed during the day, on floor by Security.



## From commute to reception:



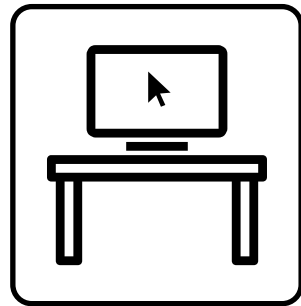
- ▶ **DRIVERS:** There are two ways to exit the parking:
  - ① Follow the signs from your parking space to the lift and use the QR code reader to enter the turnstile and access the lifts; or
  - ② Follow signs to the exit stairs at the end of the parking lot. You will exit in the tree-filled circle near the cafeteria terrace, descend the stairs and walk to the main entrance.

- ▶ **CYCLISTS:** Enter the building as pedestrians by walking from the bike room to the main entrance.
- ▶ **EVERYONE:** Depending on your time of arrival, you may need to queue to get into the building. Please respect the floor markings and keep a safe distance from other colleagues.



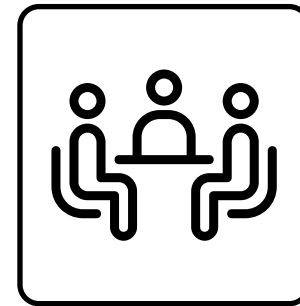
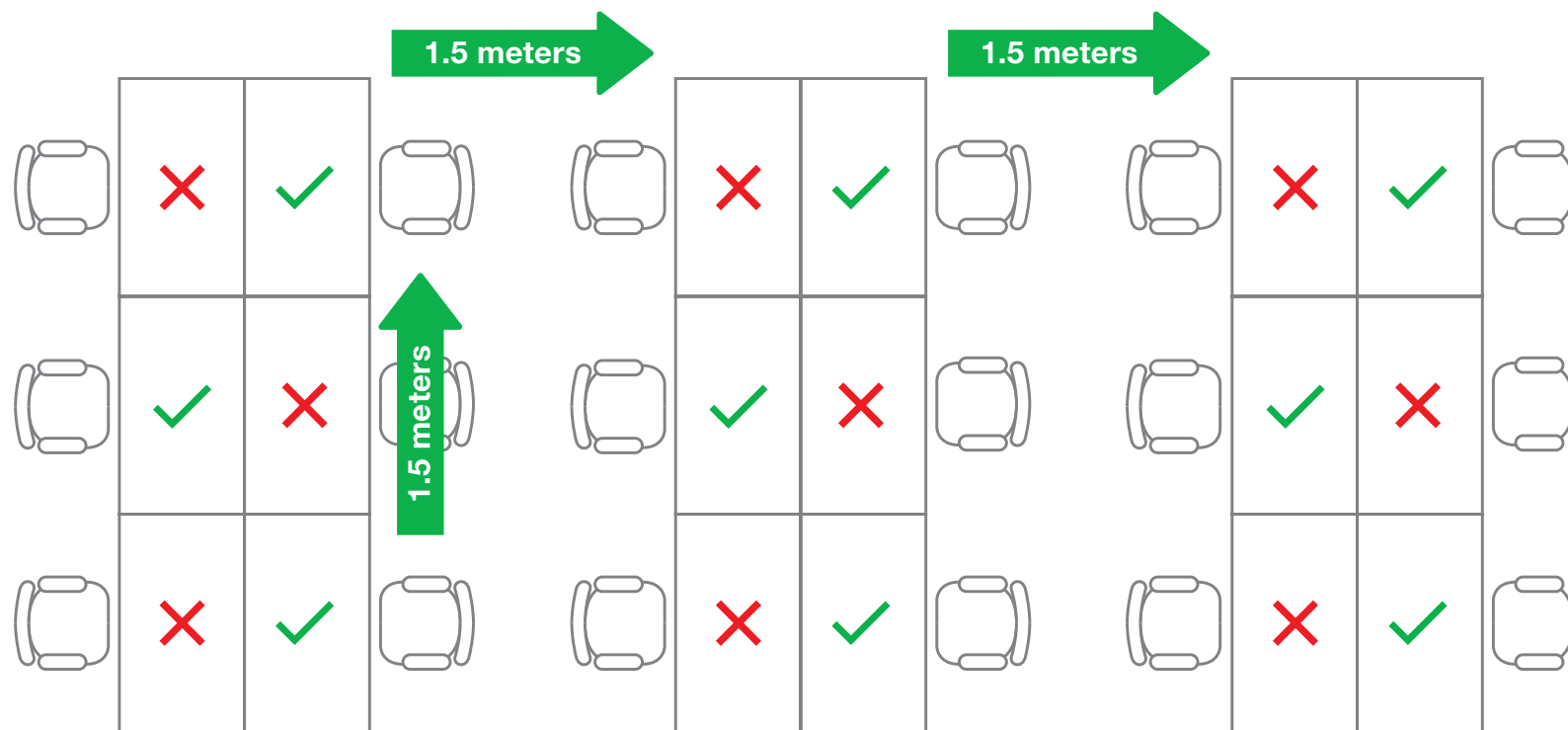
# In Your Workplace

Adjustments have been made to our work environment to keep us all comfortable and safe. Here's what you can expect to see and do during work hours.



## Desks:

- ▶ Seating will be arranged to ensure appropriate distance between all employees.
- ▶ Some employees may not be at their own desk.
- ▶ Clear your desk at the end of each day in the office. A clear work surface will enable appropriate cleaning each day.



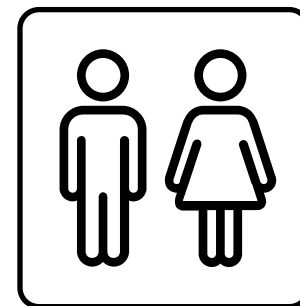
## Meeting Rooms:

- ▶ All meetings should include virtual links, even if you're in office with colleagues, so those working from home can join in. When possible, those in office are also encouraged to participate in meetings virtually, from their own desks.
- ▶ Face masks to be worn during meetings.
- ▶ All rooms on floor and on L1/L2 are open for use. Capacity for each room is reduced to allow 1.5 meters distance between participants. Contact GHC Facilities to reserve the Forum with 48-hours advance notice.
- ▶ External participants are allowed on-site with a COVID Certificate and a contact tracing form.
- ▶ No food or beverage permitted in meeting spaces.



## Kitchenettes:

- ▶ Non-smelly food items may be eaten on office floors.
- ▶ Place dishes and utensils into dishwashers immediately after use.
- ▶ Wash your hands and wipe the handle after opening the refrigerator.
- ▶ Microwaves are available in the Daily.

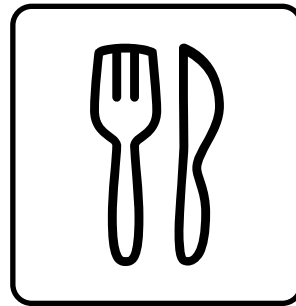


## Bathrooms:

- ▶ Disinfect toilet seats both before and after use with the cleaning wipes provided.
- ▶ Wash your hands with soap.

# Using Shared Services

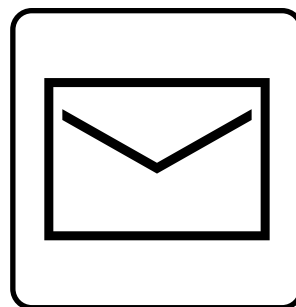
Following hygiene and safety measures from the Swiss government, some of our shared services and public spaces will remain closed. Others will be open or with reduced capacity. Please contact the GHC Facilities Team if you have questions or concerns.



## Food and drinks:

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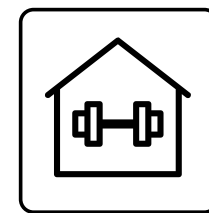
- Cafeteria services will be open, from 9.00-14.00.
- The restaurant, Le Pommier, will serve coffee and pastries, and two hot dishes, salads, sandwiches and desserts during lunch. The hot dishes will be a traditional dish and a vegetarian/equilibre dish.
- Coffee may be purchased from the cafeteria or the on-floor machines.
- The Daily services will be closed but open for seating.
- Non-smelly and cold food maybe eaten on office floors - at desks and in open spaces. Please clean up your dishes and your desks after eating.
- Microwaves are available in the Daily.
- You are encouraged to be flexible with your eating schedule.



## Mail room:

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- The mail room is open from 8:30-12:00 and 13:00-16:00.
- Employees should again pick up their mail from the mail room. The mail room does not open, scan or send mail to employees.



## Gym:

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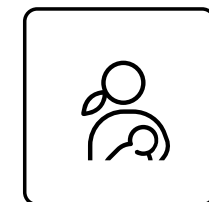
The Harmony gym will remain closed until further notice. Members can contact Harmony about accessing other facilities during this period.



## Changing rooms:

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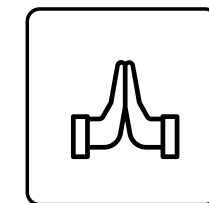
The changing rooms are available for use and will be cleaned regularly. Please follow all safety measures while in changing rooms. Lockers must be emptied every day.



## Breastfeeding room:

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The breastfeeding room will be open during office hours.



## Reflection room:

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The reflection room will remain closed until further notice.



## Terrace:

The terrace and amphitheater may only be used by those working at the GHC. While in this space, follow the marked seating and distance instructions.

# Sanitization in the Building

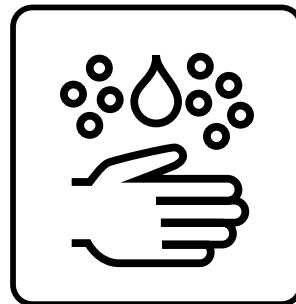
Cleanliness, hygiene and sanitizing are of primary concern as we return to the building. Here are the new measures in place to keep us healthy.



## Cleaning:

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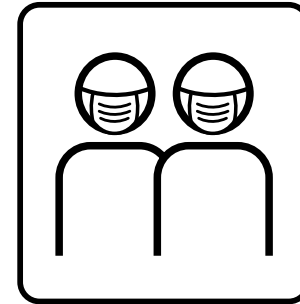
- ▶ The building will be thoroughly cleaned from 06:00-08:00 every morning.
- ▶ Surfaces touched regularly will be cleaned frequently throughout the day.



## Personal Sanitizing:

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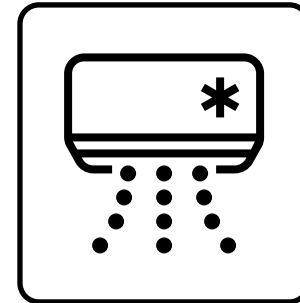
- ▶ Sanitizer and wipes will be available throughout the building.
- ▶ Personal hand sanitizer will be available.
- ▶ Sanitizer should be used frequently.



## Masks:

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- ▶ Masks are required when moving around the building, in meeting rooms and in elevators, but not when seated at your desk.



## Ventilation:

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- ▶ The building is appropriately ventilated.