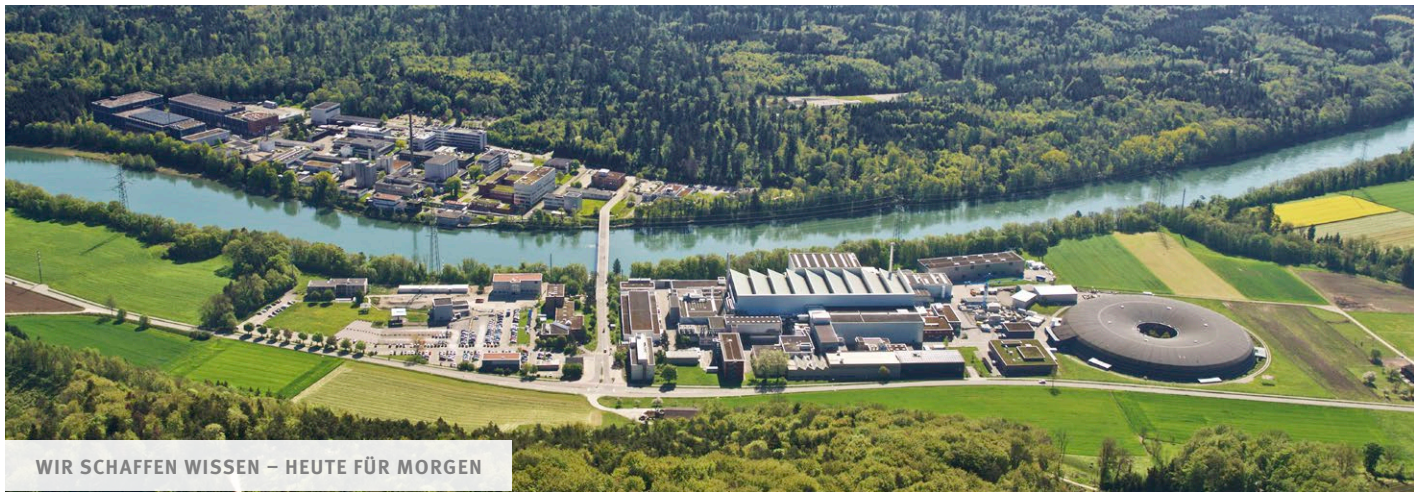


Business trips and reception of visitors

during the scenario Limited Operations II
valid from 2.11.2020

(status 19.11.2020)



General information

- Videoconferencing and telephone calls are still preferable to business trips.
- Business trips and reception of visitors are only to be carried out if there is a clear added value over non-physical alternatives.
- The size of delegations is to be kept small and the visits short.
- The Pandemic Team can define a list of countries for which special regulations must be observed with regard to the secondment of PSI employees and/or the reception of guests (keyword: high-risk countries).
- stricter regulation – either of the host or the sending party (PSI) – must be observed.
- Upon request by PSI or the host, the traveller must be able to provide a traceability of contacts up to 3 days before and during the business trip.
- In the event of contact¹ with an infected person, or if there is a suspicion of such contact during the journey, stay at the host's premises or return journey, the PSI manager must be informed immediately by telephone. Please stay at home in this case. If you suspect infection, the host or his/her manager must also be informed immediately.
- In addition, the existing instructions for business trips at PSI apply ("non-corona" rules).

Business trips

- Business trips abroad will be limited to the necessary. All trips abroad must be approved by the Head of Division.
- In case of business trips, the host side must be informed in advance and must give its consent (no surprise visits).
- On site, the corona rules of the host must be observed. In particular with regard to the hygiene regulations, the

Reception of visitors²

- The guest must be healthy and must not show any Covid-19 symptoms.
- The hygiene regulations and corona rules of PSI must be strictly observed and the guests must be instructed. The responsibility for compliance with the regulations lies with the line.

- Any additional regulations of the sending institution are to be observed whenever possible.
- On request from PSI or the sending institution, the guest must be able to provide a trace of the contacts¹ up to three days before and during the business trip
- If the guest is suspected of having an infection before, during or 3 days after the visit, an immediate telephone notification via guest or host must be made to the supervisor of the PSI host.
- If there is a suspicion of infection of the contact persons at PSI during or 3 days after the visit, the host must immediately inform the guest or his/her superior by telephone.
- The Pandemic Team may further specify the rules concerning the handling of visits for specific PSI units (e.g. Visitor Centre, catering facilities, Guest-house, large research facilities, education centre, iLab, CPT, etc.) and impose entry restrictions based on the last residence³ of the visiting person.

Terms

¹ As a guideline for the term **“contact”**, a distance of less than 1.5 m for more than 15 minutes can be used.

² The terms “visitor” and “guest” are to be understood broadly here. We would like to use the above measures to reach all persons who are not familiar with the measures, guidelines and regulations relating to Covid-19 that apply at PSI. In this sense, this includes all persons who do not have a PSI supervisor and do not have a PSI e-mail address. Users of PSI’s large research facilities fall into this category.

³ Information about the current PSI regulations can be found in the [FAQ HR](#).

CHECKLIST

(for self-use, each employee is responsible for compliance and documentation)

Business trips

Before

- ☐ Is there an added value compared to alternatives (video conferences, telephone calls, etc.)?
- ☐ Is the business trip optimised with regard to duration and delegation size?
- ☐ Does the host side agree with the visit?
- ☐ Have I familiarised myself with the quarantine rules of the host or host country?

During

- ☐ Have I familiarised myself with the hygiene rules of the host?
- ☐ Do I follow the stricter hygiene rules (either PSI or host)?
- ☐ Do I remember the contacts during the business trip?

After

- ☐ Did I note down and file the contacts during the visit?
- ☐ Can I make sure that I inform my manager and the host if I cannot rule out a possible concrete danger to myself, my environment at PSI or the host due to my business trip?

Reception of visitors

Before

- ☐ Is there an added value compared to alternatives (video conferences, telephone calls, etc.)?
- ☐ Is the visit optimised with regard to duration and delegation size?
- ☐ Have I asked the guest if he/she feels healthy and does not show any signs of possible Covid-19 disease?

During

- ☐ Have I instructed the guest in advance about our hygiene and general corona regulations?
- ☐ Do we comply with the hygiene and general corona regulations?
- ☐ Are there any additional regulations of the sending institution/company and are these complied with?
- ☐ Do I remember the contacts during the visit?

After

- ☐ Did I note down and file the contacts during the visit?
- ☐ Can I ensure that I inform my manager and/or the guest immediately if I cannot exclude a possible concrete danger to myself, my environment at PSI or the host as a result of the visit?