

Glattbrugg, 2 June 2020

COVID-19 protection concept for IPMA certifications Level A-D

The Federal Council has decided that from 6 June 2020, it will again be possible to hold face-to-face events with up to 300 persons including exam supervision.

In order to resume certification steps on site - written exams and interviews - the VZPM must have a protection concept in place and ensure that hygiene and distance requirements are met. This protection concept defines the VZPM's requirements in accordance with the COVID 19 Ordinance.

The regulations are largely based on SECO's model protection concept¹ and SVEB's rough concept² and concretise them for the events in the education and training sector (courses and exams).

The regulations apply from the time they are issued and until they are revoked and/or amended as a result of the ongoing assessment of the situation by VZPM.

Measures to ensure compliance with the federal rules of hygiene and conduct during face-to-face events to protect participants and trainers

1. Measures to ensure compliance with the FOPH's requirements concerning social distance

- In the exam rooms, break and recreation rooms and circulation areas, seating is arranged in such a way that the participants can maintain a distance of 1.5 metres between themselves and to the supervisor.
- The number of participants will be reduced in accordance with the space available in the exam rooms to the extent that it is possible to comply with the distance regulation.
- The use of the toilets will be staggered so that the rules of distance can be observed, or a maximum of **1 person** may leave the exam room at a time.

¹(<https://backtowork.easygov.swiss/musterschutzkonzept/>)

²(<https://alice.ch/de/informiert-bleiben/newsroom/detail/aktualisiert-faq-corona-krise-und-weiterbildung/>)

2. Measures to ensure compliance with the FOPH's hygiene requirements

- Disinfectants or facilities for washing hands are provided at the entrance, in recreation and break rooms as well as in the exam and interview rooms.
- All premises are ventilated regularly and extensively. In rooms where it is not possible to open the windows, the ventilation is adjusted accordingly.
- Tables, chairs, reusable utensils (e.g. flipchart pens), door handles, lift buttons, stair railings, coffee machines and other objects that are often touched by several people are cleaned regularly and disinfected where possible.
- Disposable towels, disposable cups etc. are used.
- Protective masks for participants should be kept ready for special situations. However, there is no general obligation for the institution to provide protective masks.

3. Measures to protect particularly vulnerable persons and to exclusion of people who are ill or who feel ill.

- Candidates are reminded that ...
 - persons who show individual COVID-19 symptoms (see Appendix 1) or who have been in unprotected contact with infected persons are excluded from the exams.
 - participants who have been proven to be affected by the corona virus are not allowed to take part in an exam or interview until two weeks after they have survived the illness.
 - persons who have a relevant illness according to the COVID Regulation (see Appendix 2) are recommended to refrain from taking part in the exams or interview until further notice.
- Candidates who belong to the group of particularly vulnerable persons and still wish to take the exam or interview on site are requested to contact the VZPM.
- If there are frequent cases of disease, self quarantine should be implemented.
- All employees belonging to risk groups can be suspended from tasks involving contact with participants if they present a medical certificate (basis: Covid-19 ordinance).

4. Information and responsibility measures

- Federal information material on distance and hygiene rules will be displayed in a clearly visible position at the entrance, in exam, interview and break rooms.
- The employees and candidates are informed about the measures in connection with the protection concept.
- Particularly vulnerable persons are informed about their rights and protective measures.
- If exams or interviews are conducted at the VZPM client's premises, the client is responsible for implementing the corresponding measures from the protection concept. The VZPM supports the customer if necessary.
- The Head of Services ensures that the measures specified in the protection concept are implemented and controlled.
- The VZPM staff were instructed to check the protective measures at the client's premises and, if necessary, to demand action.

Appendices

1. COVID symptoms according to FOPH (status 24.04.2020)

These occur frequently:

- cough (mostly dry)
- sore throat
- shortness of breath
- fever, feverish feeling
- muscle aches
- sudden loss of the sense of smell and/or taste

Rare are:

- headaches
- gastrointestinal symptoms
- conjunctivitis
- sniffles

The symptoms of the disease vary in severity and can also be mild. Also complications such as pneumonia are possible.

2. Relevant diseases according to COVID-19 Ordinance 2 Art. 10

- high blood pressure
- chronic respiratory diseases (e.g. asthma)
- diabetes
- diseases and therapies that weaken the immune system
- cardiovascular diseases
- cancer