

RESUMPTION OF ACTIVITY PLAN – Chimie ParisTech

The present Resumption of Activity Plan (RAP) on site at Chimie ParisTech follows the deconfinement announced by the Prime Minister and focuses on the period from 11 May to the end of August 2020. It concerns only the short-term issues of the business resumption. This plan will be supplemented by the health instructions indicated by the government if necessary and will be updated to meet the organisational needs related to the start of the academic year.

STATE OF PLAY

Since the containment imposed by the government, Chimie ParisTech has implemented its Business Continuity Plan (BCP). Distance working has been generalised and distance learning has been organised (exchange of teaching documents via the Moodle platform, courses and TDs given in webinars or videoconferences). Only a few functions, notably logistics (mail, deliveries, maintenance and works), were maintained in person. Under the BCP, access to the school has been limited to a certain number of people for the preservation of research facilities and equipment. In the event that it was impossible to distance work, the absence of persons was authorised (Special Absence Authorisation).

The recommendations of the Ministry of Solidarity and Health (MSS) were regularly relayed to all the school's staff and students. The school has set up a Covid-19 monitoring unit to assess and deal with developments in the situation. This unit continues to meet by videoconference 3 times a week. In addition, the Student Life referent has set up a commission to study the files of students in difficulty. Composed of 4 people, the commission meets once a week to study the files and to allocate financial aid in view of the school's available resources, thanks in particular to the CVEC funds.

RESUMPTION PRINCIPLE

The government has announced a gradual deconfinement as of 11 May, which will be implemented according to the evolution of medical indicators in the regions.

In the context of the resumption, subject to future regulatory provisions, distance working must continue to be favoured insofar as the activities enable the institution's missions and management to be carried out.

In addition, distance working or, where appropriate, special absence authorisation will be introduced in the event of childcare constraints, insufficient public transport, or because of their state of health, on the recommendation of the prevention doctor or, where appropriate, the attending doctor.

For missions that cannot be carried out remotely, Chimie ParisTech will partially restart its on-site activity by limiting the presence of its staff to a maximum of 1/3, in compliance with health and safety instructions.

In this way, research staff will be able, depending on needs and the rules of priorities and within the limit of 1/3 of the unit's staff, to come to the site, in accordance with the plans defined by the Directors of the units, which include staff rotation (these plans are annexed to this document).

All employees who will be required to be present on site must strictly comply with the rules in place as well as the health and safety measures implemented and detailed below (in addition, see appendix "Health and safety measures for the resumption of activity at the ENSCP").

From 11 May, the establishment will enter a period of adaptation and the measures below may be subject to adjustment:

- Depending on the reality on the ground, the needs and possibilities of the staff (availability of public transport, care of children not attending school, care of sick children);
- In the event of a change in the overall situation and/or a change in regulations.

FUNCTIONING OF ESTABLISHMENT

The establishment will be open from 8am to 7pm. Beyond these times, badges will no longer allow access. It is reminded that working at night and on weekends is strictly forbidden.

On the day of arrival in the establishment, it will be important to imperatively respect the rules of hygiene, distancing and barrier gestures. Every day, the agents will have to go through the main entrance only on arrival and go to the reception desk to collect their daily set of masks and inform the establishment of their presence. A distance of at least one metre must be kept between staff, on arrival at the reception desk, respecting the markings on the ground. The establishment will ensure that arrivals are staggered so that reception is not congested at peak times. Agents are strongly encouraged to use the hydro-alcoholic gel that will be present at the entrance of the establishment or to wash their hands directly upon arrival.

A gantry will be reserved only for the agents' entrance and another one for the exit to avoid as much as possible that the agents and users can cross each other.

GENERAL MEASURES IN THE ESTABLISHMENT

For activities that need to be carried out face-to-face, staff and users will be invited to apply barrier gestures: respect for social distancing measures (i.e. a minimum of 1 metre between each person, i.e. a minimum of 4m² per person), frequent hand washing or hydro-alcoholic rubbing, compulsory wearing of masks in the common areas of the school as well as in the presence of people..

In common areas such as the toilets, soap or hydro-alcoholic gel dispensers will be available to staff. Hand dryers will be taken out of service in order to recommend the use of paper, which is more in line with the rules of hygiene to prevent the spread of the virus.

Dispensers of hydro-alcoholic solution will also be present at various locations in the establishment, including the reception area. Special bins for waste such as masks and paper towels will be available in the sanitary facilities and at reception.

Cleaning will be done in the building very regularly throughout the day. Agents are also requested to ensure the cleanliness of the premises by cleaning, in particular, the office, door handles and used spaces several times a day.

To avoid any gathering, the collective spaces (libraries, classrooms, social rooms) will be closed. Lunch will take place in the offices or outside the building. Food and drink vending machines (water fountains included) will be taken out of service. Finally, meetings will be held by videoconference for more than 2 people.

If a person present at school develops symptoms of Covid 19, he or she will have to return home and inform the prevention doctor.

The school recommends contacting the prevention doctor, according to his employer, Mr Prudhomme for the ENSCP agents, Mr Evrard for the CNRS agents, who will be able to provide medical or psychological support to the agents if necessary. Preventive medicine also remains available to users during this period.

DIRECTION AND ADMINISTRATION OF THE SCHOOL

Direction

The management is always available on site or remotely.

A summary sheet containing the personal telephone and electronic contact details of all the executives of the School: Director, General Director of Services, Head of Technical Services and Head of General Services, as well as the caretaker of the establishment and the on-call staff will be drawn up and distributed to all the managers.

Distance services

Human Resources activities (and in particular the payroll function and pension management, financial operations (financial flows, management of the SIFAC software, etc.) and accounting activities are maintained remotely as far as possible. The same applies to IT support activities :

- Creation and deletion of accounts, including fixed and mobile telephony accounts.
- Interventions, remote troubleshooting, by telephone or by remote control of the workstations.
- Routine operations: backups, preventive maintenance on systems and networks, etc.
- Activities related to ongoing projects or the maintenance in operational conditions of existing tools are mainly carried out remotely. ISS will be on duty on site and/or remotely to keep the network of the institution functional.

Face-to-face services

The majority of the activities of the general services (reception, delivery, mail, supervision, store - on a reduced time slot: opening to users from Monday to Friday from 10.00 to 12.00, gas distribution and waste collection exclusively after making an appointment by e-mail - the reception of deliveries will be possible between 9.30 and 12.00.) and of the, technical and heritage services (electricity and water maintenance, monitoring of works) requires the presence on site. The agents of these services will be equipped with protections (masks, gloves) adapted to their activities. HR (including the Petrel PSL/HESAM centre), finance and the accounting agency may occasionally need to be present on site to access certain non-dematerialised items. It is the same for the IS for taking into account paper archive files on the HRIS for example) but also for :

- Physical interventions on system or network components.
- Receipt and initial configuration of new ordered equipment. Personal delivery to the recipient agents will be organised by appointment.

Works

A number of works that were started before the BCP was put in place will be resumed. This is particularly the case for the installation of temporary premises. Indeed, the school having suffered a disaster last year, a certain number of m2 dedicated to the teaching premises have disappeared. The installation of these algecos is necessary for the smooth running of the next academic year.

EDUCATION

Pedagogical continuity continues to be ensured at a distance and face-to-face teaching cannot resume before the start of the 2020 academic year. In addition to existing online course tools such as Moodle for the submission of courses or student works, all courses and TDs are given by videoconference via the Teams collaborative platform.

As a reminder, during the period of confinement, the students of 1A continue their distance learning until May 7. A final week of exams is scheduled by distance learning starting the week of May 11th. Group works will continue until May 30 and support is planned for the first half of June. The 2nd year students have had their internship cancelled or postponed. Some of them were able to start their internship by teleworking and those who were not able to start their internship received an in-depth bibliographical research work and/or training by Mooc. The 3rd year students, in internship since February, are continuing their internship, for the most part, in telework and will have a possibility of extension of their internship until the beginning of September.

The start of September is delayed for 1A and 3A. The start of the school year for 2A will take place on 1 September.

Within the framework of the powers granted by Order n° 2020-351 of 27 March 2020 relating to the organisation of examinations and competitions during the health crisis caused by the covid-19 epidemic, Chimie ParisTech is planning to adapt the procedures for holding the Joint Mines-Bridges competition: the written tests for the 2020 session will take place on Wednesday 8, Thursday 9 and Friday 10 July, and the oral tests will not be held this year.

Professional training can be provided in the classroom if necessary, and in compliance with health instructions, from 11 May.

The institution allows itself the possibility of equipping rooms for distance learning. This option will enable the school to provide courses in which foreign students will be enrolled but will not be able to be physically present at the beginning of the school year (limited to intra-community exchanges). This will require the purchase and installation of specific equipment and the mobilisation of a person on site.

RESEARCH

General: The presence of doctoral students, post-doctoral students and trainees under industrial services will be prioritised for the follow-up of their projects, with the presence of at least one permanent staff member per laboratory.

The permanent staff will have to make arrangements to arrive before other staff and users in order to ensure compliance with health and safety rules as soon as they arrive on site.

Only 30% of the staff may be present on site. The work is organised over one day.

Planning, specific rules: Unit Directors have drawn up a specific resumption plan for their unit, which is annexed to this document. This plan must be strictly respected by staff and may only be modified by the Unit Director, after validation by Management. The plan for each unit will ensure the presence of one permanent staff member per team and the presence of staff who will be able to come to the school.

Organization of work: Each staff, user will have to be in an office, alone. If it is necessary to work in groups, no more than two people can work together and masks must be worn. Face-to-face meetings with more than two people are forbidden and videoconference meetings are strongly recommended. Work instructions will be detailed within each team. Wearing gloves in

the laboratory will be strongly recommended. It is also indicated that officers will be taken to lunch, alone, in their offices.

Platforms : Staff presence at the platforms will be reduced to one person at a time. In compliance with the agreements made with Curie and the accessibility of the NMR, Mrs Christine Gaillet will be able to be present 1 day a week on site.

Hosted companies : The staff of these companies will be subject to the same organisational and health and safety rules set out in this document, as the school staff and the hosted staff. They will be able to establish a schedule in order to limit the number of staff on site to 30% by favouring the necessary presence and limiting the presence of one person per office. The Business Relations Department will be the point of contact for the management of research activities within the school's incubator.

Other activities

The colloquia and seminars are cancelled and no public will be able to be received on the premises before at least the start of the academic year.

HOUSED STAFF

3 staff members are housed in the establishment. Together with their homes, the staff housed corresponds to a staff of 9 people.

STAFF PRESENT IN THE ESTABLISHMENT

Refer to the Appendices Business Unit and Service Resumption Plan

