



## COVID crisis19 - New provisions as of Monday, November 2 on CentraleSupélec campuses

On October 28, the President of the Republic announced a new period of confinement while keeping public services open and authorizing travel to his workplace.

In this regard, the following instructions have been defined for CentraleSupélec:

**Teleworking is the general rule in order to avoid any risk of individual and collective contamination.**

### For the personnel:

- In application of government regulations, personnel **whose duties can be performed remotely** will telework all week from Monday, November 2, 2020. Any difficulty (computer equipment, working conditions at home) in this respect must be reported to the manager.
- Staff whose job is **incompatible with teleworking** (consulting archives, maintenance, work in rooms, infrastructure management, reception of the public, etc.) may be present on site according to a **special duty schedule** defined with the manager. The criteria will be evaluated according to service requirements, pedagogical continuity, maintenance of the school's activities and access to resources while guaranteeing the safety of users. If necessary, requests for special absence authorizations for staff whose presence is not considered necessary by the managers will have to be forwarded by the latter to the Human Resources Department.
- Proof of business travel will be signed by the members of the co-director, as well as the department and laboratory directors, who are the beneficiaries of delegated signatures.

\*Staff who are usually received on the premises of the establishment without being CentraleSupélec agents must also give preference to teleworking. In the event of an obligation to come to the site, they must refer to their contractor to confirm their arrival. In particular, the incubated companies must have the validation of Anita De Voisins.

**The school remains open, however access to the buildings is now regulated**

**Opening of the campuses:**

Each campus will have an open space, accessible every day of the week from 8:30 a.m. to 5:30 p.m., to receive students and staff:

- Paris-Saclay Campus: diagonal Eiffel
- Metz Campus: Central reading room
- Rennes Campus: Dedicated room level 2

In order to allow access to specific resources on campus, each building will be accessible one day per week, following the same schedule:

- Paris-Saclay Campus:
  - Eiffel building (except diagonal): Tuesday;
  - Bouygues building: Wednesday;
  - Breguet Building: Thursday;
  - Geeps Building: Friday;
- Metz and Rennes Campuses: Laboratories and workshops will be evaluated according to their needs and authorizations will be defined by the Campus Management.

It is reminded that only staff with their proof of business travel signed by the employer and their badge will be allowed access to the premises.

**Exceptionally, all staff will be able to go to the site on Monday, November 2 in order to retrieve their work tools and personal belongings that they need for teleworking.  
A special certificate is available for this purpose.**