Behaviour guidelines

Epidemiological Emergency Protocol for SARS-CoV-2

2nd release 10 June 2020
1 INTRODUCTION AND PURPOSE OF THE DOCUMENT

Università Cattolica del Sacro Cuore (henceforth UCSC or University), in relation to the dangerous situations created by the spread of the SARS-CoV-2 virus and in compliance with recent legislation, adopts all the measures deemed necessary and appropriate to contrast and contain the transmission of the aforementioned virus in the working environments and premises of the University.

These guidelines detail the security measures that must be taken by the organizational structures and the university community, given the decisions regarding the initiation procedures and the way in which administrative, academic and ancillary activities are conducted. These decisions, made known to the addressees by means of specific press releases, confirm to date a period still characterized by a notable overall attendance quota, thus implementing a limitation "at source" of the aggregation factor and therefore of the risk of contagion from SARS-CoV-2.

These guidelines are periodically updated, subject to the need for a prompt revision in consideration of regulatory and organizational changes.

2 FIELD OF APPLICATION

This document applies to all areas of activity - both academic and technical-administrative and ancillary - and to all University premises and prescribes, in line with the regulations issued by the competent Authorities and in consideration of the UCSC autonomous functioning, specific individual behaviours that must be applied by the university community (staff\(^1\), students and anyone who attends the University premises).

In particular, with reference to the impact on the University activities and without prejudice to the specific provisions of the regulations in relation to particular types of activities (e.g. boarding schools, places of worship, canteens, bookshops, bars, construction sites, etc.), these operating guidelines also provide guidance for entities closely connected with the UCSC and for suppliers who carry out activities in the University premises, with which the appropriate harmonisation of measures to prevent the risk of contagion is also supported.

3 IMPLEMENTATION

The entire university community accepts the commitment and responsibility to respect the criteria indicated herein, in order to protect its own health, colleagues and all the people who, in various capacities, attend the University.

4 BEHAVIOUR GUIDELINES

The containment measures consider the following assumptions and principles:

- activities that are not essential to the University's academic and administrative services are currently suspended;
- maximum use of home working is guaranteed for activities that can be carried out remotely;
- distance learning activity continues;

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\(^{1}\) The term 'staff' refers to both teaching staff, permanent and non-permanent (including recipients of research grants), and technical-administrative staff, as well as other persons equated with workers.
• the presence of staff and users authorized to carry out activities at the headquarters is scheduled with shifts/appointments that ensure compliance with the rules of distancing and safety, also paying particular attention to staff with illnesses, with family care loads (minors or elderly forced to stay at home), long-distance commuters and any other situation to be assessed on a case-by-case basis;
• the appropriate contractual and regulatory institutions for personnel management are implemented, also in order to proceed with the above and to allow the implementation of contagion prevention measures, also taking into account the economic sustainability of the initiatives;
• security anti-contagion measures are implemented, also respecting the interpersonal distance of at least 1.5 metres (as a parameter of greater prudence than the minimum regulatory indications, except for people with disabilities who require accompaniment) as the main containment measure and providing for the simultaneous adoption of personal protective equipment (PPE), including (as an instrument of greater protection than the regulatory provisions) the obligation to wear the surgical mask\(^2\) for anyone who has access to the University spaces and stays in common areas and under any circumstances interactions with other people can be foreseen (except for health reasons for which it is not possible to wear it, these are to be assessed on a case-by-case basis by the competent structures);
• the University undertakes, where necessary, to introduce and make available to personnel additional personal protective equipment (gloves, goggles, etc.), as well as additional structural safety instruments (e.g. protective barriers), to be foreseen in consideration of the activities carried out and according to precise evaluations of the competent structures;
• cleaning, sanitization and disinfection activities are intensified in the areas and environments of the University and sanitization activities are carried out where required, as indicated in paragraph 4.3;
• movement within the sites is severely limited and strictly circumscribed, and access to common areas is restricted, in particular where a risk of aggregation is likely to occur;
• this document and the provisions contained herein shall be disseminated as widely as possible.

The points below list the behaviour guidelines adopted by the University, as of the date of issue of this document, which are applied in the context of the specific methods of delivery of academic, administrative and ancillary activities determined by the UCSC. Employers, also through competent structures (e.g. delegates and managers in the field of health and safety at work), will monitor compliance with these guidelines.

Any situation of presumed danger and problems in the availability of safety equipment/instruments must be immediately reported to the reference structures (Manager in charge and Employer) so that the appropriate decisions can be taken.

4.1 Hazard and Emergency Prevention-Protection Information and Action Measures

UCSC, through the most suitable and effective methods, informs about the provisions of the competent Authorities and the internal provisions adopted by the University Bodies, regarding the containment measures for the SARS-CoV-2 emergency to be applied at the University (without prejudice to what is already provided for by the regulations in force).

\(^2\)Surgical face mask or other protective mask with an equivalent (or higher) level of protection of the respiratory system, according to technical regulations. The above information shall be extended to the whole document.
Notices to users are published on the Athenaeum’s institutional website (www.unicatt.it), institutional intranet tools as well as through further information disseminated through mailing-lists, printed matter, posters, information leaflets, etc.

The following are the main measures for the prevention and containment of contagion that must be known by all members of the university community and which are also disseminated with the publication of this document:

- the obligation to remain at home in case of respiratory infection characterized by fever exceeding 37.5 degrees Celsius and/or other symptoms related to COVID-19, communicating these symptoms promptly to one’s attending physician and, if the person concerned is a worker, also contacting the respective Employer. Do not come to the University;
- it is suggested to proceed independently with the measurement of body temperature before getting to the University, also to comply with the indications above;
- the awareness and acceptance of the fact that it is not possible to enter or to remain in the University premises and it is mandatory to declare promptly if, even after entry, there are potentially dangerous conditions (symptoms related to COVID-19, coming from areas at risk identified by the competent authorities and subject to particular restrictions, contact with people who have been listed as positive to the virus in the previous 14 days, etc.) for which the Authority’s measures require you to inform your own attending physician and the Health Authority and to stay home;
- undertaking to comply with all the provisions set out by the authorities and the University when accessing the premises, in particular by maintaining a safety distance of at least 1.5 metres and wearing the surgical mask and any other PPE provided by the competent structures in consideration of the specific activity carried out and the state of risk associated with it;
- undertaking to comply with the rules of hand hygiene and to behave correctly in terms of hygiene, as defined in this document and by the competent Authorities;
- undertaking to promptly and responsibly inform the University of the presence of any influenza symptoms during the performance of activities, ensuring to stay at a suitable distance from the people present (at least 1.5 meters) and wearing the surgical mask;
- the awareness that the management of the emergency, as well as the evolution of the prevention and monitoring activities of the people who attend the sites, may include the use of tools and technologies such as applications for smartphones, as well as the use of diagnostic tools suggested by the competent authorities and/or that may be identified by the competent medical coordinators, if deemed useful for the containment of the spread of the virus and for the protection of the health of personnel.

4.2 Access to the University

- The entrances to the offices, on the days and during opening hours, remain manned until closing. The openings of the offices can be consulted on the sections of the institutional website for the campuses of Milan, Brescia, Piacenza-Cremona and Rome.
- Anyone who enters the premises must wear a suitable surgical mask and remain in the Athenaeum for the time strictly related to the activities for which admission is permitted.
• On request, the UCSC staff are provided with appropriate surgical masks, strictly related to their presence in the University’s premises (see also §44.6). With regard to the further precautions that each person must take in the environments frequented on the way to or from the workplace, reference should be made to the regulatory prescriptions issued by the competent Authorities and institutions, without prejudice to the recommendations and suggestions contained in the last point of this paragraph.

• Teaching staff who need to carry out research and/or teaching activities in the presence and for unavoidable reasons - must communicate in advance their intention to access the University's premises by sending an email to the competent Head Office (for Milan: presenzesede-MI@unicatt.it for Brescia: presenzesede-BS@unicatt.it, for Piacenza: presenzesede-PC@unicatt.it for Rome: presenzesede-RM@unicatt.it.

• The staff in charge of controlling entry to the premises is authorised to request the personal details of anyone wishing to enter the University, in order to grant authorisation or refuse it in accordance with the provisions of the UCSC and the reference legislation in relation to the restrictions established.

• Compatibly with the characteristics of the buildings and environments, differentiated entrances and exits are adopted, also inside the campuses, in order to avoid as much as possible contacts in common areas (entrances, changing rooms, corridors, cloisters, ambulacra, etc.).

• In the authorised access areas, the body temperature is measured, for anyone entitled to access the University's spaces (including users and staff of UCSC suppliers), by personnel specially trained by the Occupational Health Doctor of each site, under the general coordination of the Coordinating Occupational Health Doctors. If the temperature is higher than 37.5 degrees Celsius, it is forbidden to enter the University.

    The temperature measurement procedure is as follows:
    o first measurement: if equal to or higher than 37.3 degrees Celsius, the subject is (as a precautionary measure) provided with a new surgical mask and conducted, by the personnel in charge and equipped with specific PPE, in a nearby area previously identified as suitable;
    o after about 30 minutes, the subject undergoes a second measurement;
    o if the temperature is higher than 37.5 degrees Celsius, the subject is denied access to the site, while otherwise is granted entry with the indication to pay maximum attention to their state of health and immediately notify the competent facilities (for staff, notify the Occupational Health Doctor, while for users check the reference person appointed by each site of the University) in case it is perceived and / or measured a worsening of their state of health.

    It is possible to record the identity of the person, in association with the relevant body temperature value, only if the equal temperature threshold is exceeded, it is necessary to document the reasons that prevented access to the premises. The procedure must ensure compliance with the regulations on privacy (i.e. provide appropriate information on the processing of personal data, prepared in accordance with the provisions of the GDPR and subsequent amendments and additions).

• Any person subject to the above mentioned procedures who has a body temperature higher than 37.5 degrees Celsius must not go to the Emergency Room and/or to the headquarters infirmary, but follow
the specifications and indications described below and differentiated among: University staff, UCSC suppliers' staff, students3.

- The University's staff and the staff of UCSC suppliers (who operate in the University's premises, including those with permanent or temporary non-segregated offices and/or sites and not equipped with dedicated accesses) are temporarily accompanied by staff equipped with special PPE in specific areas properly isolated (possibly with natural ventilation), where they must remain until further notice, providing their personal details. These people are also provided with a new surgical mask. The aforementioned premises are identified in such a way as to provide for a single presence and/or equipped with special instruments and safety equipment, established by the competent structures. In addition:
  
  o for the staff of the University, the competent Health Authorities shall be notified, where regulations provide for so doing, and the acquisition of information by the same Authorities, with which the staff must comply, also with reference to their going back home. In addition, the staff concerned must also contact their attending physician;
  
  o for the above-mentioned personnel of UCSC suppliers the notification is provided to the University responsible for that supply, and also to the supplier's Employer (also through the respective contractual reference), who must operate in accordance with the regulatory provisions (also by communicating directly with their employee), always keeping the University informed;
  
  o the Athenaeum will collaborate with the Health Authorities for the identification of any close contacts (as indicated by the regulations and by the competent Authorities), also in collaboration with the supplier in case its staff is involved.

- With reference to students who exceed the above-mentioned temperature threshold, access is denied and it is recommended to contact their own attending physician as soon as possible and to follow his/her instructions for going back home.

- The entry of people who have already tested positive for SARS-CoV-2 infection and have been cured, must be preceded by a prior communication to be submitted to the competent structures of the University, concerning the medical certification that the tampon is negative according to the procedures provided for, issued by the Department of Territorial Prevention in charge.

- For travel to and from the University's offices, when using public transport, it is necessary to use surgical masks, disposable protective gloves and hand cleaning with alcohol gel before and after use (in addition to what may be indicated by the regulations in force in the sector and by transport companies), in any case to be used even before entering the University's premises.

4.3 Cleaning, disinfection and sanitization

- The University adopts uniform standards of cleaning, disinfection and sanitization for its premises, in compliance with the instructions of the Ministry of Health and the competent Authorities. Each

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3Within the specifications provided in this document, other third parties who for specific reasons have to attend the University (e.g. accompanying disabled students) are subject to procedures and provisions similar to those applied to students.
Athenaeum site provides for specific and/or extraordinary cleaning, disinfection and/or sanitization interventions according to the methods deemed most appropriate to the case, also taking into account specific needs.

- The Athenaeum, through the competent structures and staff adequately informed, trained and protected by the appropriate PPE, ensures with specific instructions, integrated in any specifications, the daily cleaning. The periodic sanitization of the premises and environments (workstations, changing rooms, canteen rooms, places of worship, health surveillance clinics, common and leisure areas, etc.), where necessary, must be adequately planned and implemented by companies that meet specific requirements for sanitization procedures. Checking that the requirements are met is the responsibility of the contracting structures during the assignment and updating of the assignment.

- The Athenaeum has further measures for the cleaning, sanitization and disinfection of objects and goods used by the staff (e.g. keyboards, telephones, screens, computer mice, microphones, beverage and snack dispensers, etc.) with appropriate products.

- The companies that carry out the cleaning, disinfection and sanitization activities for the University keep a special register of the environments concerned and the time period of the operations (also producing licenses if sanitization interventions are carried out) and carry out the activities, compatibly with the service requirements, at different times compared to those in which other workers and/or other users are present, in order to reduce the possibilities for contact (see §4.12).

- The rooms identified for the isolation of symptomatic people, are subject to sanitization operations after each use, in addition to the ordinary procedures of cleaning, sanitization and disinfection.

- If there has been the presence of a person with COVID-19 within the University, the premises affected by the presence of the person shall be cleaned and sanitized (and ventilated) accordance with the provisions of Circular no. 5443 of 22 February 2020 of the Ministry of Health.

4.4 Capacity and spacing

- For environments where several people (students, lecturers, technical and administrative staff, researchers, etc.) usually work, a maximum number of people in presence is guaranteed that complies with criteria established in terms of capacity, determined primarily on the basis of: > availability of surface area/volume per person (also established on the basis of ventilation requirements); > effective distance between people and workstations, equal to at least 1.5 meters; > orientation of the workstations, avoiding that they are opposed; > other specific parameters for certain types of spaces (e.g. parking spaces for means of transport, canteens, etc.). In case some rooms do not allow the respect of the person/surface parameters or of social distancing, we will proceed with compartmentalisation interventions and/or through the use of specific protection and safety instruments (e.g. movement of opposite positions, use of protective barriers, obligation of personal protective equipment with greater protection).

- The staff and users of the University are informed about the maximum capacity, i.e. the number of people simultaneously present allowed, of the rooms used and in which the activity is expected to take place (e.g. by means of communications or by posting dedicated information).
In indoor environments, in particular where more than one person works (offices, classrooms, laboratories, etc.), it is necessary to perform a frequent air exchange through the available openings (doors and windows), taking care to select those that cause fewer alternative problems (noise, pollution, etc.). With reference to rooms equipped with forced mechanical ventilation, heating and cooling (e.g. heat pumps, fancoils, or convectors), specific criteria and instructions for operation, maintenance and cleaning of the systems are defined (by the competent structures). In common accessible areas (such as canteens, places of worship, changing rooms, smoking areas, beverage dispensers, toilets, etc.), given the limitations in force, continuous ventilation of the rooms is provided, without prejudice to the need to stay for the time strictly necessary inside them.

4.5 Personal hygiene precautions

- The University considers the adoption of all the personal hygiene precautions identified by the regulations and the institutional scientific community as an essential element for the attendance of the respective premises and environments.

- Each site provides, in a number commensurate with the progressive presence of users, suitable hand cleaning equipment, accessible to all people also thanks to specific dispensers located in easily identifiable points, as well as any additional equipment that each University site deems necessary to provide for the personal cleaning of the workstations.

- Among the hygienic-behavioral rules applicable in the Athenaeum, the following should be noted:
  - often wash your hands according to the instructions of the Ministry of Health (http://www.salute.gov.it/imgs/C_17_opuscoliPoster_193_allegato.pdf)
  - avoid close contact with people suffering from acute respiratory infections;
  - avoid hugs and handshakes;
  - to maintain, in social contacts, an interpersonal distance of at least 1.5 metres (as a parameter of greater protection than the regulatory requirement of 1 metre);
  - practise respiratory hygiene (sneeze and/or cough in a handkerchief avoiding hand contact with respiratory secretions, which must be properly cleaned after such circumstances);
  - avoid the shared use of bottles and glasses;
  - do not touch your eyes, nose and mouth with your hands;
  - cover your mouth and nose if you sneeze or cough;
  - clean surfaces with disinfectants based on chlorine or alcohol, if specifically indicated by internal work instructions related to the type of activity carried out;
  - use suitable respiratory tract protection as an additional measure to other personal hygiene protection measures (such as surgical masks, unless additional protective instruments or devices are required).

4.6 Personal protective equipment

- The University, through the competent structures, carries out a prior evaluation of the medical and personal protection devices (masks, gloves, glasses, etc.) necessary for its staff who attend the sites, identifying those in possession of the factory and marketing requirements expected by the institutional bodies in charge.
• The equipment, in number and type, is identified by paying particular attention to the tasks, activities and related risk exposure, selecting the appropriate devices on the basis of needs. Any other persons authorised to attend the University's premises must present themselves with their own devices. The structures in charge of access controls, those in charge of supervision, as well as the structures identified to monitor compliance with the security measures (such as, for example, contract representatives) must report any non-compliance.

• The personnel in charge of the distribution of instruments and personal protective equipment will be adequately trained by the Occupational Health Doctors in charge, in coordination with the Coordinating Occupational Health Doctors, on the correct way to handle them, in order not to alter their integrity.

• It is the responsibility of those attending the University to use the appropriate devices provided for by the regulations in force and by what is indicated in this document, as well as by specific prescriptions related to the task carried out.

• The Athenaeum believes that the use of proper surgical masks is a necessary requirement (in terms of greater precaution) in order to attend the University's premises both by staff and by any other user. Facial masks of different types aimed at raising the level of anti-contagion prevention (e.g. suitable FFP2 and FFP3 masks according to the indications of the competent physicians and the responsible of the health and safety service (RHSS)) must be adopted by the staff after a risk assessment/screening, with the collaboration of the competent structures. For an adequate preservation of the face masks, hand washing is essential before putting them on and after removing them. Masks of any kind perform their protective function only if properly worn according to the instructions of the Occupational Health Doctors and Prevention and Protection Service Managers (RSPP).

4.7 Movements, meetings, events, staff training

• All those who access the spaces of the Athenaeum must reduce to the minimum their movements from the respective stations for which they have been authorised to attend the University, maintaining the distance of 1.5 meters (except for people with disabilities who require the accompaniment, for which where possible are indicated by the competent structures, appropriate tools and / or personal protective equipment). Contacts with colleagues or other subjects must take place through the available technologies (telephones, e-mails, etc.), unless strictly necessary to provide for a co-presence (to be carried out according to further precautions described in this document). Each location shall, where necessary, provide adequate internal marked routes, necessary to limit contact between people and facilitate the maintenance of safety distance.

• Where necessary, a clearly visible signage is provided to regulate the movements and distances, accesses and exits, also through the application of tapes and horizontal signs on the pavement to facilitate the most correct behaviour.

• Also in outdoor areas avoid staying on benches, tables, green areas, courtyards and open spaces if not strictly necessary.

• Meetings must be held remotely (favouring the use of the applications provided by the University). Should it be absolutely necessary to proceed with meetings in attendance, the meetings must be held
reducing the number of people present to a minimum; ensuring ample ventilation of the premises before and during the meeting. Also in this case, maintain the interpersonal distance of 1.5 metres and the use of the surgical mask.

- All events and demonstrations organized in the presence of the University's offices are suspended, in any case encouraged and organized using the telematic tools available (audio or video-conferencing) in order to maintain the University's role as cultural interlocutor at all times in compliance with safety precautions.
- The University's staff cannot take part in in-presence training courses, even if they are compulsory in the context of ordinary activities, unless explicitly permitted by law. Whenever possible and in compliance with the authorisation procedures, courses can also be provided at a distance for staff working at home, with the exception of those courses which, in order to be recognised by the relevant Bodies, must necessarily include face-to-face and in attendance lessons, which therefore remain suspended (or restricted in the case of specific regulatory provisions that require this form).
- Subject to the above, failure to complete, within the prescribed time limits, the updating of the professional and/or qualifying training, with the obligation of training in the presence or practical exercises on health and safety in the workplace, due to the emergency in progress and therefore due to force majeure, does not make it impossible to continue to carry out the specific role/function (e.g. the emergency worker, both fire-fighting and first aid, may continue to intervene in case of need).

4.8 Management of a symptomatic person on site

- The list of the main symptoms indicated by the Ministry of Health4, at the date of publication of this document and to be updated by each user of the University on the basis of developments reported by the competent authorities, is as follows:

"The most common symptoms of Covid-19 are fever, fatigue and dry cough. Some patients may experience soreness and muscle pain, nasal congestion, runny nose, sore throat or diarrhea. These symptoms are generally mild and start gradually. In the most severe cases, the infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Recently, anosmia/hyposmia (loss/diminution of smell), and in some cases ageusia (loss of taste) have been reported as symptoms related to Covid-19 infection. Data from South Korea, China and Italy show that in some cases patients with confirmed SARS-CoV-2 infection developed anosmia/hyposmia in the absence of other symptoms."

If the personnel present at the University develop the symptoms listed above (and updated by the competent Authorities and the scientific community), they must immediately report them to the Human Resources Department and to the Occupational Health Doctor, for the activation of the specific measures, and in any case responsibly to their own Doctor. Students present at the University who present the symptoms described above in relation to COVID-19 must contact the competent structures, through the references defined by each UCSC office, and as soon as possible also with their attending physician.

4http://www.salute.gov.it/portale/nuovocoronavirus/dettaglioFaqNuovoCoronavirus.jsp?id=22Bingua=italiano#2
- Any person present at the Athenaeum who develops the symptoms described above must not go to the Emergency Room and/or to the infirmary, but must undergo the body temperature measurement again (according to the same procedures described in §4.2). If this temperature is higher than 37.5 degrees Celsius and/or other symptoms related to COVID-19 are present, the person must be accompanied by personnel equipped with appropriate PPE, in rooms with natural ventilation if possible, where he or she must remain until further notice, giving his or her personal details, the areas he or she has been in and close contact with other people. Each person in isolation is also provided with a new surgical mask. The aforementioned premises are identified in such a way as to provide for a single presence and/or equipped with special safety instruments and equipment, established by the competent structures. In addition:

  o for the staff of the University, if the above detection registers a body temperature higher than 37.5 degrees Celsius and the symptoms related to COVID-19 are present, the competent Health Authorities are immediately notified in accordance with the provisions issued on the matter by the Regions and/or the Ministry of Health. Where the acquisition of indications by the Competent Authority is normatively foreseen, the same personnel must comply with what has been communicated, also with reference to their return home. In addition, the personnel concerned must also contact their attending physician;

  o for the personnel of suppliers who work at the University, if the above mentioned measurement registers a body temperature higher than 37.5 degrees Celsius and the symptoms COVID-19 are present, the supplier shall be notified not only to the University’s contact person for the supply in question, but also to the supplier’s employer (also through the respective contractual contact person), who shall operate in accordance with the regulations (also communicating directly with his employee), keeping the University informed at all times. In cases where the supplier operates in segregated worksites with direct access, the burden of managing the symptomatic persons is the exclusive responsibility of the Employer of the Company that manages the worksite;

  o for students present at the University, if the above mentioned measurement registers a body temperature higher than 37.5 degrees Celsius and/or the symptoms related to COVID-19 are present, it is recommended to contact their own attending physician as soon as possible in order to follow his/her indications also for their return home;

  o the Athenaeum will collaborate with the Health Authorities for the definition of any close contacts (as indicated by the regulations and by the competent Authorities), also in collaboration with the supplier, in case its staff is involved.

- Personnel who have tested positive for the COVID-19 tampon must notify the relevant physician through the Human Resources Management office and strictly comply with the prescriptions of the relevant Health Authorities. During the period of the investigation, the University may ask any possible close contacts to leave the premises, according to precautionary instructions and the Health Authority.

- The same procedure is followed if a person present at the University has been found positive for the COVID-19 tampon. This is in order to allow the Authorities to apply the necessary and appropriate
quarantine measures. During the period of the investigation, the University may ask any possible close contacts to leave the premises cautiously, according to the precautionary indications of the Health Authority.

4.9 Indications for specific activities and services

4.9.1 Front office activities

- The front office activities carried out in the facilities, according to the decisions to open activities and services of each University campus, must be carried out as much as possible remotely.

- In cases where it is impossible to carry out the front office activity remotely, the managers of the structures concerned adopt organizational solutions so that a single front office point is identified, procedures are activated to avoid gatherings, the use of surgical masks, disposable gloves (particularly in the case where the workstation includes shared devices) and the maintenance of the social distance (1.5 meters) between users (also through the placement of spacer strips on the floor) are guaranteed. In any case, the service must be provided only by appointment.

- All front offices are equipped with appropriate protection/separation dividers to ensure adequate protection of operators and users.

- Each front office point is equipped with the following minimum facilities:
  - surgical masks (although it is understood that access to the University buildings is allowed only to subjects wearing the mask);
  - alcoholic gel for hand cleansing (also available to users);
  - surface disinfectant (to be used for this purpose);
  - disposable gloves;
  - special bins for the disposal of used disposable material.

- At the end of the shift, the cleaning staff must treat the horizontal and vertical surfaces according to the cleaning, sanitization and disinfection procedures provided for. In case of mixed use of computers or other equipment, these instruments must also be specifically treated with suitable products.

4.9.2 Laboratory research activities

- The laboratory research manager⁵ must implement the prevention and protection measures listed below for the laboratory(or laboratories) and the research team headed by him/her. In particular s/he shall:
  - ensure as far as possible the presence of only one staff unit within the laboratory(ies) through a shift-work system;
  - to oversee the obligation to:
    - wear the surgical mask;
    - wear goggles in accordance with regulations and internal regulations;
    - wear disposable gloves for shared use of the equipment;

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⁵This figure coincides with the person in charge of teaching or research activities in the laboratory (so-called RADOR). It is the person who, individually or as group coordinator, carries out teaching or research activities in the laboratory, as identified in the Regulations for the implementation of the rules on safety and health at work of the University. At the moment laboratory teaching activities are suspended.
- wear any other instrument or PPE required for the specific activity carried out (even in partial replacement of the above).

- In cases where the individual research activity cannot be carried out, the person responsible for research in the laboratory must, in agreement with the Employer, implement the following prevention and protection measures:
  
  o ensure a distance of 1.5 metres between those present in the laboratory;
  
  o monitor the obligations already described above (previous point).

- In cases where interpersonal distance of 1.5 metres cannot be guaranteed, the person responsible for research in the laboratory must, always in agreement with the Employer, implement the appropriate prevention and protection measures and supervise the obligation of
  
  - Wear an appropriate face mask as determined by the competent structures in relation to the activity carried out (e.g. FFP2, FFP3 and goggles, protective visor, etc.);
  
  - wear disposable gloves for shared use of the equipment;
  
  - wear any other instrument or PPE required for the specific activity carried out (even in partial replacement of the above).

- Alcohol-based hand cleaning gel must be present in the vicinity of the laboratory.

- Staff, when carrying out the activity in the laboratory, must in any case comply with the measures and procedures defined as part of the specific risk assessment, defined by the competent facilities, including the planned cleaning, sanitization and disinfection activities, at the end of the activity.

- A container must be present inside the laboratory to store all disposable material used during activities.

- Further protective measures must be ensured in the case of research presenting significant levels of risk, such as those related to the same SARS-CoV-2 virus. In such cases, it is also necessary to update the risk assessment in accordance with Legislative Decree 81/08, which also provides, within the framework of the involvement of the structures of the security organization chart, a specific contribution of the Research Managers (and the delegated Managers where identified).

4.9.3 Other research activities

- For other specific research activities carried out, such as those in open environments (e.g. in the agronomic and botanical field, etc.) or involving the management of animal enclosures, the same general requirements shall apply as for shift-work system, distancing and use of the instruments and PPE referred to in this document, without prejudice to any further provisions specifically related to the activities carried out.

4.9.4 Library services

- The book lending activity for students and university staff can be carried out according to the following procedures:
  
  o Library accesses available through appointment and following a predetermined access and exit route;
The use of disposable gloves is also mandatory for personnel. The entrance path to the user must be indicated to ensure the interpersonal safety distance of 1.5 metres.

The library is equipped with:
- surgical masks (although it is understood that access to the University buildings is allowed only to subjects wearing the mask);
- alcoholic gel for hand cleansing (also available to users);
- surface disinfectant and related equipment (to be used for this purpose);
- disposable gloves;
- special bins for the disposal of used disposable material.

At the points where the loan service is carried out, suitable protection/separation screens are installed and spacer strips are placed on the floor, as a means of further ensuring compliance with the 1.5-metre interpersonal distance.

At the end of the shift, the cleaning staff must treat the horizontal and vertical surfaces according to the cleaning, sanitization and disinfection procedures provided for. In case of mixed use of computers or other equipment, these instruments must also be specifically treated with suitable products.

There are also containers where books can be placed both at the entrance and exit, always ensuring the distance between them.

As soon as possible, containers with incoming (returned) books must be placed "in quarantine" and submitted to the procedures established by the competent structures. The personnel in charge will carry out these operations with special instruments and PPE indicated by the Occupational Health Doctor and the RSPP.

4.9.5 Activities carried out at the offices

- The activities carried out at the offices should be done as much as possible remotely.
- In cases where staff need to visit the University's premises and spaces, even temporarily and for a limited period of time, they will do so in accordance with the instructions provided in this document.
- The activities will be organized in such a way that only one person is present in each room or in any case the distance of at least 1.5 meters is respected, as well as any other measure deemed appropriate in view of the provisions of this document and the assessments of specificity.

4.9.6 Other activities

- In the case of non-deferrable needs that require the use of spaces, furniture and instruments of the University shared by several users (e.g. registration of lectures) and/or for shared use, the use of specific protections identified by the competent structures is required (e.g. disposable gloves, etc.).
- Furniture and instruments for shared use must be used after cleaning one’s hands thoroughly, and disinfected with suitable products at the end of each use.
- Microphones available to users for shared use (e.g. desktop microphones) must be protected by disposable film, replaced after each user's use.
• Environments in which there are workstations shared by several users, must provide:
  o alcoholic hand cleansing gel;
  o surface disinfectant and related equipment (to be used for this purpose);
  o disposable gloves;
  o special bins for the disposal of used disposable material.

• The University's cars or vehicles used by several workers are temporarily used by one worker. If this is not possible, a maximum of two people is required to be present at the same time, adopting the measures provided for in this document and with subsequent sanitization of the vehicle.

4.10 Health Surveillance

• The offices of the UCSC keep operative the structures in charge of the health surveillance of the personnel who must continue to comply with the hygienic measures contained in the indications of the Ministry of Health (so-called decalogue) with a planning that privileges, in this period, preventive visits, visits on request and visits upon return from illness. Health surveillance represents a further preventive measure of a general nature on the spread of the virus: both because it can intercept possible cases and suspicious symptoms of contagion, and for the information and training that the Occupational Health Doctor can provide to workers to prevent the spread of contagion.

• The Occupational Health Doctors of the sites, also through the respective Coordinating Occupational Health Doctors identified for Brescia, Milan and Piacenza-Cremona sites and for Rome site, must integrate and propose all the specific precautions related to the SARS-CoV-2 virus, collaborating with the Employer, and the other competent structures or subjects (e.g. workers safety representative).

• The Coordinating Occupational Health Doctor, with the support of the respective Occupational Health Doctors in charge, also during the reopening of the activities, reports to the respective Employers situations of particular fragility and current or past pathologies, known to the employees.

• Health surveillance also pays attention to fragile subjects, identified on the basis of the information available to Occupational Health Doctor, as well as the information acquired for this purpose through the report of the staff concerned, previously informed of the need to communicate diseases that are presumed to represent a condition of increased exposure to the risk of contagion, so that this information can be taken into account for the application of the measures referred to in this document. Fragile conditions include, for example, subjects over sixty years of age and suffering from diseases such as: arterial hypertension, diabetes mellitus, ischemic heart disease, atrial fibrillation, active tumor in the last five years, chronic renal failure, chronic obstructive broncho-pneumopathy and chronic hepatopathy dementia.

• The Occupational Health Doctor will apply the indications of the Health Authorities and, in consideration of his role in risk assessment and health surveillance, may suggest the adoption of any diagnostic means if deemed useful for the containment of the spread of the virus and the health of workers.

• For the progressive reintegration of workers after the SARS-CoV-2 infection, the Occupational Health Doctor, after submitting certification of the negative tampon as provided for and issued by the competent territorial prevention department, carries out the medical examination prior to resumption.
of work, in accordance with the provisions of Legislative Decree 81/08 and subsequent amendments and integrations. (art. 41, par. 2 letter e-ter) as well as any further regulatory specifications on the subject.

4.11 First aid procedure

In case of accident or illness involving a person who needs the intervention of first aid workers, the procedures provided at each location are integrated as follows.

- The worker attending the event shall immediately inform the first aid officer on call.
- The attendant goes to the rescue station. He informs all those present to distance themselves from the symptomatic person by at least three metres, while waiting for help and unless the person is unconscious and needs an immediate assessment of vital functions.
- The first aid officer:
  - wears personal protective equipment (gloves and FFP2/3 face mask, visor or goggles and anything identified by the competent facilities);
  - makes the patient wear the surgical mask if conscious (replace it if already worn);
  - proceeds with the assessment of the injured person as per the training received;
  - if the injured person is conscious, interviews him/her about the symptoms (respecting the distance of at least 1.5 metres, if possible), in order to provide all the necessary information to external rescuers;
  - calls 1126 to request for intervention;
  - awaits the arrival of the rescue team, which will be accompanied on site by security guards/porters.
- Once the subject has been treated, the first aid officer is requested:
  - to replace their surgical mask and gloves (following the instructions of the Occupational Health Doctor) and to dispose of all PPE in the appropriate disposal containers;
  - to guard the first aid site until the arrival of the cleaning staff, who in turn will be alerted by the security guards/porters, who will activate the appropriate procedures.
- First aid teams shall be informed and updated on the procedures to be implemented.

4.12 Suppliers

- The indications of this document are extended to suppliers who manage permanent and temporary sites and/or sites within the University's sites and areas, including third parties who provide services within the same (e.g. bars, photo-reproduction laboratories, travel agencies, bank counters), without prejudice to the regulatory indications for the specific type of business and/or sector to which they belong, to be harmonized with the University (including the measures of greater protection).
- The University informs, if necessary, the respective suppliers of the contents of this document and of further reference documents and supervises, through the competent structures and according to

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6 For the Rome office, also by contacting directly the First Aid Department of the Fondazione Policlinico Universitario Agostino Gemelli - IRCCS.
established instructions for the management of suppliers and construction sites (where they are e.g. treated aspects such as the DUVRI\textsuperscript{7} for service contracts and PSC\textsuperscript{8} for construction sites), so that the workers of companies operating in any capacity within the perimeter of the University (assessing the aspects of independence and segregation in the case of construction sites), comply with the indications by applying the relevant specifications, to be harmonised with the University's indications (including the measures of greater protection).

- Upon specific request and subject to prior agreement between the parties, the protective measures adopted by the University (masks, gloves and detergent liquid, etc.) may also be made available to employees of third party companies, who must have access to university spaces to carry out the order.

- With reference to existing supplies, the University structures in charge shall verify, and therefore in case of adjustment with the counterparty, the contractual documentation in order to require suppliers to comply with current regulations on prevention and with this document, also with reference to the adoption of tools to monitor the correct application of regulatory measures (e.g. with regard to the possibility of temperature detection and denial of access to the University).

- Access to employees of third-party companies is restricted and controlled (see also §4.2). In this regard, a census is carried out of the procurement and supply companies that are authorised to carry out activities at the UCSC and the persons who may have access to the premises (e.g. in the context of information systems maintenance) are agreed by name, recording their presence.

- On the basis of the previous point, employees of third-party companies must comply with all the rules established by the University, including those for access to the premises (including temperature measurement, see also §4.2).

- Entry and exit times are possibly differentiated from those of UCSC staff and other users in order to reduce contact opportunities.

- The service providers and construction sites in place at the UCSC offices will be supervised to ensure that they comply with the prevention requirements that are binding and required by the University through the resources already identified as the contact persons for the contracts and construction sites (e.g. site safety coordinator, etc.), as well as through controls by any other competent University structures. The identification of non-compliance will involve the measures provided for in contractual terms as well as any reports to the Authorities identified as a guarantee of public health.

- Athenaeum staff in charge of managing warehouses and receiving goods at the carrier's arrival must wear disposable gloves in addition to the mask. If possible, the drivers of the means of transport must remain on board their own vehicles: the carrier is not allowed to enter the UCSC premises, for any reason. For the necessary loading/unloading activities, areas adjacent to the warehouses must be identified where the haulier can unload and load the goods autonomously. If the support of warehouse personnel for loading/unloading operations is strictly necessary, measures must be taken.

\textsuperscript{7}Defined in art. 26, Legislative Decree no. 81/2008. 
\textsuperscript{8}Defined in art. 100, Legislative Decree no. 81, 9 April 2008.
to ensure a distance of at least 1.5 metres between operators and the adoption of specific tools and PPE.

- Suppliers, where possible, may use dedicated toilets, for which adequate daily cleaning is guaranteed.

- In the case of employees of third-party companies operating at the University (e.g. maintenance workers, suppliers, cleaners or security staff) who have positive results to the COVID-19 tampon, the contractor's contact person must immediately inform the UCSC contact person of the company and both must cooperate with the Health Authority providing useful information to identify any close contacts, applying the emergency procedures indicated above.

4.13 Inhibition of areas, buildings, premises and installations

- Areas, buildings, premises and systems closed to users are identified (without prejudice to any punctual and brief access to premises previously authorised and to be carried out safely).

- Preference should be given, where possible, to the use of stairs instead of lifts. The use of the lifts is allowed only in case of strict necessity and for one person at a time (with priority to disabled people), except for staff or students with disabilities who may need a companion (so it is exceptionally possible the presence of two people provided they are equipped with surgical masks).

4.14 Waste management

- Disposable masks and gloves must be considered as waste assimilated to undifferentiated municipal waste but must be disposed of in dedicated and clearly identified containers. Containers should preferably be placed in rooms with adequate air exchange and in any case protected from weather conditions.

- The other protective devices will be disposed of in accordance with the provisions of the product data sheets, regulatory indications and the regulations of the competent structures.