Behaviour guidelines

Epidemiological Emergency Protocol for SARS-CoV-2

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1 INTRODUCTION AND PURPOSE OF THE DOCUMENT

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

These guidelines detail the general security measures that must be taken by the organizational structures and the university community (staff, students¹, suppliers, anyone who frequents the University's premises and, more generally, is part of the aforementioned community) and are periodically updated to take account of regulatory changes.

The enforcement of the measures adopted is regulated by provisions that may be more or less restrictive and may differ from one territory to another. Taking into account any emerging needs, each campus may adopt additional provisions to counter and contain the risk of SARS-CoV-2 infection, in accordance with this document.

The priority actions required by the evolution of the pandemic and by the consequent provisions issued by the competent Authorities that relate to teaching and curricular activities are regulated by specific measures issued by the Rector and by the University Governing Bodies², which contents are disseminated to staff, students and other interested resources through the usual institutional communication channels (e.g. website, intranet and e-mail).

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.

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 and construction sites), 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 and implemented.

3 IMPLEMENTATION

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

4 BEHAVIOUR GUIDELINES

The containment measures consider the following provisions, assumptions and criteria:

¹ For the purposes of this document, other third parties who, for specific reasons, must use the University premises for student activities (e.g. accompanying disabled students) are subject to procedures and provisions similar, insofar as applicable, to those for the same students.

² E.g. Rector's Decrees, communications from the Rector, provisions from the Director General and communications from the Human Resources Management.
• in order to protect public health and maintain adequate safety conditions with in presence teaching, curricular and service activities, anyone accessing the University facilities must hold and display the COVID-19 Green Certification, also known as Green Pass (or other equivalent certification3);
• as of 1 February 2022, University staff are subject to compulsory vaccination for the prevention of SARS-CoV-2 infection;
• certain categories of people may be exempted from the COVID-19 Green Certification requirement on the basis of specific regulatory provisions (e.g. people exempt from vaccination for health reasons on the basis of appropriate medical certification, citizens who have received one or two doses of the ReiThera vaccine as part of the Covitar trial). The University implements and verifies compliance with the legal requirements, in accordance with the provisions in force;
• security anti-contagion measures are implemented, starting from, as the main containment measure, the adoption of personal protective equipment (PPE), including the obligation to wear a proper face mask4 for anyone who has access to the University spaces (except for health reasons or other reasons set out by regulations for which it is not possible to wear it, whose control is entrusted case-by-case to basis by the competent structures) and by recommending interpersonal distance of at least 1 metre5. These measures also pay particular attention to staff with frailty (see §4.9) and disabilities, as well as with reference to further specificities if identified by the University;
• the University undertakes, where necessary, to introduce and make available to personnel additional personal protective equipment (i.e. gloves and goggles), 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 and disinfection activities are intensified in the areas and environments of the University and sanitation activities are carried out where required, as indicated in paragraph (see §4.4);
• movements within the sites are circumscribed to limit the risk of gatherings;
• the appropriate contractual and regulatory provisions for personnel management are implemented, also in order to proceed with the above and enable the implementation of contagion prevention measures;
• this document and the provisions it contains are disseminated to the entire university community through institutional communication channels.

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

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3 The characteristics required in order for a certification issued by foreign health authorities to be considered “equivalent” to an Italian or European Union certification are usually indicated by the competent offices of the Italian Ministry of Health, with specific Circulars, in response to governmental measures. For further information on Green Pass regulations, including the Circulars of the Ministry of Health, please refer to the University website https://www.unicatt.it/info-covid-19-aggiornamenti-emergenza-covid-19 and the link https://www.dgc.gov.it/web; and, for information on travel to and from Italy, to the website http://www.viaggiaresicuri.it/home.

4 The term ‘proper face mask’ refers to single-use surgical mask (also called face mask for medical use) or any other filtering face mask with an equivalent (or higher) level of protection of the respiratory system, licensed and certified according to the technical regulations in force. The so-called ‘community masks’ are not considered adequate. The above information shall be extended to the whole document.

5 For didactic or curricular activities, the MUR note of the General Directorate of Higher Education Instructions (protocol 013675 of 08.10.21) specifies that “...respecting the interpersonal safety distance of at least one metre is a recommendation, which can be waived, inter alia, in view of the structural-logistical conditions of the buildings, in order to ensure priority in presence attendance...”.

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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 made.

4.1 Hazard and Emergency Prevention-Protection Information and Action Measures

UCSC, through the most suitable and effective methods, informs the University community about the provisions of the competent Authorities and about 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).

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 whole 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, to communicate these symptoms promptly to one's attending physician and, if the person concerned is a worker, also contacting the Human Resources Department (Funzione Risorse Umane) and their GP/attending physician/practitioner (for Brescia and Piacenza-Cremona campuses the respective RSPPs are involved);
- 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 if you do not have a COVID-19 Green Certification (see §4) or if you come from areas at risk identified by the competent Authorities and subject to particular restrictions or in case of contact with people who have been listed as positive to the virus for which the Authority's measures require you to inform your own attending physician and the Health Authority and to stay home;
- ensure that you will promptly declare your state of health if, even after having accessed the University premises, conditions of potential danger exist (e.g. symptoms related to COVID-19), knowing and accepting that it is not possible to remain on campus;
- undertaking to comply with all the provisions set out by the authorities and the University to access the premises, in particular wearing the proper face mask\(^6\) and/or any other PPE provided by the competent structures in consideration of the specific activity carried out and the state of risk associated with it and respecting further actions defined by the University (e.g. seat reservation, respect for the signs);
- undertaking to comply with the rules of hand hygiene and to behave correctly in terms of personal hygiene, as defined in this document and by the competent Authorities;
- undertaking to promptly and responsibly inform the University of the presence of any symptoms that may refer to COVID-19 during the performance of activities;

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\(^6\) See note 4 on p. 4.
• 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 the personnel;

• with reference to the reception of students and professors/instructors taking part in international mobility activities and/or having a foreign residence (the so-called degree seekers with regard to students), the preparation and dissemination, by the competent structures, of specific information on hygiene and health regulations and procedures for the prevention and containment of contagion.

4.2 Access to the University and Management of People Flows

• The staff engage in activities in presence in accordance with the provisions defined by the competent bodies, disseminated through institutional communication channels (e.g. website, intranet and e-mail channels). The departments responsible for the organisation of the spaces used by the staff verify the requirements of distance, rationing and security within the individual offices. Where specific cases are recorded, the person in charge of the activities carried out in the premises concerned collaborates in the identification of the measures necessary to protect the health of the staff, providing, where deemed necessary by the person in charge and in compliance with the relevant provisions of the University, alternation between work in presence and work remotely, which will be agreed with the competent contact persons.

• Students' in-person access to activities (e.g. lectures, traineeships) and to academic and administrative services (e.g. library, student services centre, orientation and tutoring office) takes place through booking mechanisms and, where necessary, also remotely, according to the indications defined by the competent structures, disseminated to users through institutional communication channels (e.g. website, iCATT and e-mail). In addition to the COVID-19 Green Certification (see §4), in order to gain access to the University, students must be in possession of a university badge or, as replacement and subject to justification, of the health card or other valid identity document for the purpose of carrying out the appropriate checks and, where required, registering the presence in accordance with the procedures established by each campus;

• Specific access procedures also upon booking and registration of the same bookings are foreseen for other types of University users (e.g. suppliers\(^7\), visitors and guests\(^8\)).

• The access of personnel who have already tested positive for SARS-CoV-2 infection and have been cured must be preceded by a communication to be presented to the Occupational Health Doctor, who will inform Human Resources Management, with a medical certificate showing that the swab has resulted negative according to the prescribed procedures, issued by the relevant territorial prevention department.

• Compatibly with the characteristics of the buildings/campuses and individual environments (e.g. classrooms, libraries, services to the public), differentiated entrances and exits are adopted in order to

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\(^7\) Access for suppliers' personnel is described in §4.11, without prejudice to the indications applied to the entire university community and to what is related to temperature measurement, regulated in this paragraph.

\(^8\) Data, in case they are registered and filed, are treated according to the legislation in force.
facilitate people flows and avoid gatherings in common areas (e.g. entrances, changing rooms, corridors, cloisters and ambulacrum areas).

- The entrances to the offices, on the days and during opening hours, remain manned until closing. The openings of the campuses can be consulted on dedicated sections of the institutional website for the campuses of Milan, Brescia, Piacenza-Cremona and Rome.

- Anyone who enters the premises must wear a suitable face mask\(^9\) and remain in the Athenaeum for the time strictly related to the activities for which admission is permitted (and for additional needs).

- On request, UCSC staff are provided with appropriate face masks, strictly related to their presence in the University's premises (see §4.6). 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, without prejudice to the recommendations and suggestions contained in the last point of this paragraph.

- Entrance to the University premises must take place in an orderly manner and in respect of the interpersonal distance of at least 1 metre, taking care also to pay particular attention to any indications given by the personnel in charge (e.g. responsible for checking the validity of the Green Certification), which must be scrupulously observed.

- 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.

- In the authorised access areas, body temperature is measured (also by means of thermo-scanners), to anyone entitled to access the University 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.

   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 and if 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 campus infirmary, but follow the specifications and indications described below and differentiated among: University staff, UCSC suppliers' staff, students.

- The University's staff or 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) with a temperature higher than 37 are temporarily accompanied by staff equipped

\(^9\) See note 4, p. 4.
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 proper face 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:

- 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. The staff concerned must also contact their attending physician.

- for the 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;

- 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 and other users 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.

- Access and exit from the classrooms must take place in an orderly manner, avoiding unnecessary stationing and gathering in the classrooms or neighbouring spaces (e.g. corridors and courtyards). To this end, separate routes are also indicated, where possible, to be followed for access and exit from the classrooms, in order to guarantee an orderly inflow and outflow of people.

- Students who have waiting periods in the Athenaeum between scheduled activities must use, if foreseen and specifically indicated, any spaces available in the building.

- The provisions of the competent Authorities concerning the conduct of teaching activities are from time to time acknowledged and regulated in specific provisions issued by the Rector and the Governing Bodies and published on the University website. Lessons, profit, oral and written examinations, and degree examinations are carried out according to the organisational methods and on the basis of the schedule prepared by the competent teaching structures, in compliance with the aforementioned provisions, and with the rules and safety measures adopted in the University premises.

- In the areas with front-office activities dedicated to the staff, access to the site is staggered, with limitation of the users present at the same time and through the organisation of the waiting areas, also through appropriate vertical and horizontal signs, in any case maintaining an interpersonal distance of at least 1 metre. The provision of front-office services dedicated to staff is provided, upon appointment, also remotely.

- With reference to the reception of students and teachers who take part in international mobility activities and/or who have a foreign residence (the so-called degree seekers with regard to students),
specific reception procedures are defined by the competent structures that take into account health prescriptions, established by the Authorities in charge (e.g. with reference to certifications\(^\text{10}\), to quarantine requirements) and that provide adequate support to the interested parties. Where necessary, remote registration/participation and reception procedures are foreseen.

- Indoor practice activities carried out in the gyms on the University’s premises (e.g. those relating to the degree programmes in Sport and Motor Sciences) are carried out in compliance with the provisions of this document and the protocols and guidelines in force issued by the competent authorities.
- The University staff in charge of controls may ask users to demonstrate the reason for their presence (e.g. e-mail confirmation of the booking of educational activities or other services).
- For travel to and from the University offices, when using public transport, it is necessary to use face masks and implement hand cleaning before and after use (in addition to what may be indicated by the regulations in force in the sector and by transport companies).

4.3 Capacity and Spacing

- Continuous attendance of people will be defined on the basis of:
  - the availability of surface area/volume per person and the possibility of ventilation;
  - the effective distance between people, equal to at least 1 metre;
  - the orientation of workstations, avoiding that they are opposed to each other;
  - the need to maintain suitable spaces destined to the management of incoming and outgoing flows as well as to ensure escape routes in case of emergency.
- The way in which lessons are delivered in the classroom takes into account the structural and logistical conditions of the buildings, in full compliance with the distancing provisions laid down by the competent authorities.
- In order to organise quotas and distancing, vertical and/or horizontal signs (e.g. spacer strips on the floor) are provided in rooms with a high flow of people (e.g. classrooms, libraries, rooms used for services to the public) to regulate the correct behaviour of users.
- In the event that some rooms do not allow the respect of the person/surface parameters or the interpersonal distance of at least 1 metre, the suitability of compartmentalisation interventions and/or the use of specific protection and safety equipment (e.g. movement of opposing workstations, use of protective barriers, obligation of using personal protective equipment) may be defined on a case-by-case basis, after evaluation by the Occupational Health Doctor and the Head of the Prevention and Protection Service (RSPP).
- In rooms where public service activities are carried out, suitable protection/separation partitions are installed to ensure adequate protection of operators and users (e.g. polymethylmethacrylate panels).
- In indoor environments, in particular where more than one person works (e.g. offices, classrooms and laboratories), frequent air exchange must be carried out through the available openings (doors and windows), taking care to select those that cause fewer alternative problems (e.g. noise, pollution). With reference to heavily visited environments, and in particular classrooms, air exchange is carried out at least twice a day.

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\(^{10}\) See note 3, p. 3.
• In environments equipped with forced mechanical ventilation, heating and cooling (e.g. heat pumps, fan coil units, convectors), specific measures are adopted by the competent bodies, established with reference to the indications issued by the Istituto Superiore di Sanità (National Institute of Health) with reference to the management of indoor environments.

• University cars or vehicles may include more than one person in compliance with the provisions of the law in force, adopting the measures provided for in this document and sanitising the vehicle each time it is used, according to the indications provided by the competent bodies.

4.4 Cleaning of environments and use of mixed-use equipment

• The University adopts uniform standards of cleaning, disinfection and sanitization for its campuses, in compliance with the instructions of the Ministry of Health and the competent Authorities. both with reference to the premises and to the furniture and instrumentation.

• At least daily cleaning, sanitization and disinfection operations, as well as sanitization where required by current regulations, are carried out in all indoor environments with high occupancy and shared equipment (e.g. keyboards, mice, telephones and screens).

• For the library, there are also containers where books can be placed both at the entrance and at the exit. As soon as possible, the containers with the incoming (returned) books must be placed in "quarantine" and must be subjected to the procedures established by the competent structures. The staff carrying out these operations use special instruments and PPE as indicated by the Occupational Health Doctor and the Head of the Prevention and Protection Service - RSPP of the reference campus.

• Each Athenaeum campus 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 (e.g. workstations, changing rooms, canteen rooms, places of worship, health surveillance clinics, common and leisure areas), 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, updating and management of the assignment.

• With reference to microphones for promiscuous use, where no environmental microphones are present, the use by a single user is foreseen (e.g. avoiding the transfer of the microphone between students) as well as the replacement of the protective casings at each use (e.g. change of the user professor/instructor).

• The exchange and/or mixed use of paper printouts must be restricted, to be used only when strictly necessary, as well as other movable supports (e.g. USB sticks).

• 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) in accordance with the provisions of Circular no. 5443 of 22 February 2020 of the Ministry of Health.
• The suppliers who carry out cleaning, disinfection and sanitization activities for the University prepare and update a special register of the environments involved and the time period in which the operations are carried out (also producing the certifications if sanitization interventions are carried out) and carry out the activities, compatibly with the service requirements, at different times with respect to those in which other personnel and/or other users are present, in order to reduce contact opportunities (see §4.11).

4.5 Personal hygiene precautions

• The University considers the adoption of all the personal hygiene precautions identified by the regulations and the scientific community as an essential element for the attendance of the respective premises and environments.
• Each site provides 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 campus deems necessary to provide for the personal cleaning of the workstations. With specific reference to environments and instrumentation characterised by high and/or promiscuous attendance/use (e.g. classrooms, libraries, public services, laboratories and printers), dispensers of solutions suitable for hand hygiene (e.g. hydroalcoholic solutions) are placed near each one of these environments/instrumentation, to be used before each access/use.
• Among the hygienic-behavioural rules applicable in the Athenaeum, the following are recommended:
  o often wash your hands according to the instructions of the Ministry of Health and always before accessing your workstation and using shared equipment (e.g. keyboards, mice, touch screens, printers);
  o avoid close contact with people suffering from acute respiratory infections;
  o avoid hugs and handshakes;
  o maintain, in social contacts, an interpersonal distance of at least 1 meter;
  o practise respiratory hygiene (sneeze and/or cough in a handkerchief avoiding hand contact with respiratory secretions, which must be properly cleaned after such circumstances);
  o avoid the shared use of bottles, glasses and other possible objects that require close contact or use with nose and mouth;
  o do not touch your eyes, nose and mouth with your hands;
  o cover your mouth and nose if you sneeze or cough;
  o clean surfaces with disinfectants based on chlorine or alcohol, if specifically indicated by internal work instructions related to the type of activity carried out;

11 Such measures, adapted to the reality of the University, are taken from the "COVID-19, new hygiene recommendations against the virus" text published by the Ministry of Health on its website: https://www.salute.gov.it/portale/news/p3_2_1_1.jsp?lingua=italiano&menu=notizie&p=null&id=4156
4.6 Personal protective equipment

- The University, through the competent structures, carries out a prior evaluation of the medical and personal protection equipment (e.g. masks, gloves, glasses) 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 (e.g. security officers, laboratory users and users of "in field" activities). Any other persons authorised to attend the University premises must present themselves with their own devices compliant with the regulations in force. 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 face masks is a necessary requirement in order to attend the University's premises both by staff and by any other user. Face 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 Occupational doctors and RSPPs) 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 and managed, following the factory instructions and the instructions provided by the competent Authorities and, if necessary, by the Occupational Doctors and RSPPs.

- Greater protection must be ensured in the case of research that presents 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 organisation chart, for a specific contribution from those responsible for research activities (and delegated managers where identified).

4.7 Movements, meetings, events, staff training and activities at external bodies

- 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. If possible, contacts with colleagues or other subjects must take place through the available technologies (telephones and e-mails), 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 contacts 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 (e.g. for classrooms, offices and common areas), also through the application of spacing tapes (“path markers” or “queue management markers”) and horizontal signs on the pavement to facilitate the most correct behaviour and to avoid gatherings.

- Meetings must be held reducing the number of people present in the rooms to a minimum, ensuring ample ventilation where possible before, during and at the end of the meeting; also in this case it is necessary to adopt the distance and protection measures referred to in this document. Meetings may also be held, where necessary, remotely through the use of the applications provided by the University.

- Conferences, workshops, other events and celebrations are held in compliance with the provisions of this document, according to protocols and guidelines in force as identified by the competent Authorities.

- The University staff participate in professional training courses in "distance learning" mode or in presence. In any case, the University staff may carry out training in attendance only at bodies that comply with the safety requirements defined by the regulations in force. In this regard, the host party must first certify the adoption of the aforementioned contrast and containment measures prescribed by the regulations.

- Third-party host organisations hosting students at the University in their own study or work activities (e.g. work placements and internships) are responsible for the application of measures to prevent possible infection with SARS-CoV-2. In this regard, the host must first certify the adoption of the contrast and containment measures prescribed by law.

- In cases where UCSC staff or students carry out activities at third parties (e.g. teaching and research projects), the competent internal structures (in particular the structure that manages the convention and, where necessary, the RSPP and the occupational doctor) are involved in advance in order to assess the adoption of specific measures to prevent the risk of contagion.

- Opportunities for University staff to travel to other UCSC offices or to third parties must, where possible, be reduced through the use of telematic tools. Staff members who travel must comply with the regulations and instructions issued with reference to the services they use (e.g. transport, catering and hotel services).

- The procedures for the assessment and authorisation of international mobility activities of students and staff of the University to foreign countries also pay particular attention to the requirements defined by the competent Authorities, both national and of the country of destination with reference to the SARS-CoV-2 pandemic.

### 4.8 Management of a symptomatic person

- The University has prepared and disseminated through its website a procedure governing the management of symptomatic cases, SARS-CoV-2 positives and their close contacts.

- The list of the main symptoms indicated by the Ministry of Health\(^\text{12}\), at the date of publication of this document is as follows:

\(^{12}\) Ministry of Health Circular of 08.01.21 "Update of COVID-19 case definition and testing strategies".
"...Presence of at least one of the following symptoms: cough, fever, dyspnoea (difficulty breathing), acute onset of anosmia (loss of the sense of smell), ageusia or dysgeusia (loss of taste or taste alteration). Less specific symptoms may include headache, myalgia (muscle pain), asthenia (state of weakness), vomiting and/or diarrhoea...".

This symptomatology may be updated over time by the competent authorities. It is recommended to the personnel and to each user to check for any changes and updates ordered by the aforementioned Authorities.

- 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 campuses in Brescia, and Piacenza-Cremona to their respective RSPPs) for the activation of the specific measures, and in any case responsibly to their own GP. 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.

- Any person that is inside 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. 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 face 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:
  - 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.
  - 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.
  - for students present at the University and other users, 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;

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

- Personnel who have tested positive for the SARS-CoV-2 swab or that, on the basis of the indications received from their attending physician, are subject to specific precautionary monitoring for the containment of COVID-19 must notify it the Occupational Health Doctor and the Human Resources Management office (for the campuses in Brescia, and Piacenza-Cremona to their respective RSPPs) 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 as a precautionary measure.

- The same procedure is followed if a person present at the University has been found positive for the SARS-CoV-2 swab. 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 as a precautionary measure.

4.9 Health Surveillance

- The structures in charge of the health surveillance of the personnel must plan all medical visits as specified in Art. 41 of the Legislative Decree 81/08, complying with preventive measures as set out by the Protocol. Health surveillance represents a 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 the training that the Occupational Health Doctor can provide to workers to prevent the spread of contagion. It can also provide indication to the employer as regards cases of people presenting symptoms or tested positive.

- The Occupational Health Doctors of the sites, also through the respective Coordinating Occupational Health Doctors identified for Brescia, Milan and Piacenza-Cremona campuses and for the Rome campus, 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 representatives).

- The Coordinating Occupational Health Doctor, with the support of the respective Occupational Health Doctors in charge, reports to the respective Employers situations of fragility and current or past pathologies, known to the personnel and dealt with in accordance with the provisions in force.

- The Occupational Health Doctor applies 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 swab as provided for and issued by the competent territorial prevention Department, carries out the medical examination prior to resumption of work, for admitted at hospital workers, 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.
4.10 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/she informs all those present to distance themselves from the person involved by at least three metres, while waiting for help, 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 face 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, in order to provide all the necessary information to external rescuers.
  - calls 112\(^{13}\) 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 must:
  - replaces his/her face mask and gloves (following the instructions of the Occupational doctor) and dispose of the PPE in the appropriate containers;
  - supervise the first aid area 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 present in each campus of the Athenaeum shall be informed and updated on the procedures to be implemented.

4.11 Suppliers

- The indications of this document are extended to suppliers who manage permanent and temporary sites and/or building sites within the University's sites and areas, including third parties who provide services within the same sites and areas (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 the respective suppliers of the contents of this document and of further reference documents and supervises, through the competent structures and according to established instructions for the management of suppliers and construction sites (where they are e.g. treated aspects such as the DUVRI\(^{14}\) for service contracts and PSC\(^{15}\) for construction sites), so that the workers of

\(^{13}\) For the Rome campus, also by contacting directly the First Aid Department of the Fondazione Policlinico Universitario Agostino Gemelli - IRCCS.

\(^{14}\) Interference Risk Assessment Document (DUVRI), defined in art. 26, Legislative Decree no. 81/2008.

\(^{15}\) Safety and coordination plan (PSC), defined in art. 100, Legislative Decree no. 81, 9 April 2008.
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 (e.g. masks, gloves and detergent liquid) may also be made available to employees of third party companies, who must have access to the University’s premises 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 premises).

- Access to employees of third-party companies is restricted and controlled (see §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 maintenance) are agreed by name.

- On the basis of the previous point, personnel of third-party companies must comply with all the rules established by the University, including those for access to the premises: the obligation of holding and displaying the Green Certification COVID-19 (see §4), and allowing the University staff to proceed with temperature measurement (see §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), 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.

- The University staff in charge of managing warehouses and receiving goods at the carrier’s arrival must wear disposable gloves in addition to the appropriate face mask to protect nose and mouth. 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 to ensure a distance of at least 1 metre between operators and the adoption of specific tools and PPE (defined by the relevant bodies).

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

- In the case of workers 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 swab, the supplier'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 procedures indicated above (see §4.2 and §4.8).

4.12 Inhibition of areas, buildings, premises and installations

- Areas, buildings, premises and systems that may be closed to users are specially marked.
- Preference should be given, where possible, to the use of stairs instead of lifts. The use of the lifts is allowed 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 proper face masks).

4.13 Waste management

- Disposable masks and gloves must be considered as waste assimilated to undifferentiated municipal waste but must be disposed of in dedicated containers. Containers should preferably be placed in rooms with adequate air exchange and in any case protected from weather conditions and in proximity of all environments with high and/or promiscuous attendance (e.g. classrooms, libraries, public services and laboratories).
- 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.