



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Behaviour guidelines

Epidemiological Emergency Protocol for SARS-CoV-2

6th release, 01.05.2022

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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.

- starting February 1, 2022, and ending June 15, 2022, University staff are subject to compulsory vaccination for the prevention of SARS-CoV-2 infection;
- in indoor places of the campus, it is recommended to wear a proper face mask³;
- it is recommended to avoid gatherings and, in any case, reasonable interpersonal distance be maintained as practically possible;
- 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 sanitization activities are carried out where required, as indicated in paragraph (see §4.4);
- 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.

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 fever exceeding 37.5 degrees Celsius and other symptoms related to COVID-19, to communicate these symptoms promptly to one's attending physician and, if the

³ 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.

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);

- the awareness and acceptance of the fact that it is not possible to remain on campus and that you 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);
- undertaking to comply with all the provisions set out by the authorities and the University to access the premises (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;
- 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

- 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 in accordance with the provisions defined by the competent bodies, disseminated through institutional communication channels (e.g. website, intranet and e-mail channels), even through booking mechanisms and, where necessary, also remotely.
- 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;
- 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.
- 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.
- Entrance to the University premises must take place in an orderly manner.

- Access and exit from the classrooms must take place in an orderly manner, avoiding gathering in the classrooms or neighbouring spaces (e.g. corridors and courtyards).
- 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.
- Front-office services dedicated to the staff is provided in accordance with provisions defined by competent offices/departments.
- 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 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.

4.3 Premises Organization

- The way in which lessons are delivered in the classroom takes into account the structural and logistical conditions of the buildings.
- On a case-by-case basis, after evaluation by the Occupational Health Doctor and the Head of the Prevention and Protection Service (RSPP), are defined 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).
- 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.
- 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.

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.
- Regular 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).
- 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).
- 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 Athenaeum⁴, the following are recommended:
 - 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);
 - avoid close contact with people suffering from acute respiratory infections;
 - avoid hugs and handshakes;

⁴ 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_1.jsp?lingua=italiano&menu=notizie&p=null&id=4156

- maintain, in social contacts, an interpersonal distance of at least 1 meter;
- 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, glasses and other possible objects that require close contact or use with nose and mouth;
- 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 face 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 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.
- 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

- Meetings must be held in appropriate premises, chosen according to the characteristics of the spaces and the number of people present, ensuring adequate ventilation of the rooms before, during and at the end of the performance of the activities, as well as adopting the measures referred to in this document. Meetings may also be held, when necessary, remotely through the use of applications made available by the University.
- Conferences conventions, other events and ceremonies are held in compliance with the provisions of this document with specific regard to the recommendation on the use of masks in indoor venues, personal hygiene precautions and cleaning, sanitation, disinfection and ventilation activities. The maximum number of participants in the events is assessed according to the capacity of the identified spaces in order to be able to reduce the risk of gathering and where possible maintain the recommended interpersonal distance.
- 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 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.
- 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 Health⁵, at the date of publication of this document is as follows:
"...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).

⁵ Ministry of Health Circular of 08.01.21 "Update of COVID-19 case definition and testing strategies".

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.

- Any person present in the Campus who develops the symptoms described above must avoid to go to Emergency Room and/or site infirmaries and return to his or her home and contact his or her attending physician.
- 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.

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 issued in compliance with law, 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 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 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 DUVRI⁷ for service contracts and PSC⁸ 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).

⁶ For the Rome campus, also by contacting directly the First Aid Department of the Fondazione Policlinico Universitario Agostino Gemelli - IRCCS.

⁷ Interference Risk Assessment Document (DUVRI), defined in art. 26, Legislative Decree no. 81/2008.

⁸ Safety and coordination plan (PSC), defined in art. 100, Legislative Decree no. 81, 9 April 2008.

- 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.
- 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.

4.12 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.