



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Behavioural 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, or University), 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 security measures that must be taken by the organisational 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 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 in consideration of regulatory and organisational 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 (staff¹, students², suppliers and anyone who attends the University premises and more generally is part of the aforementioned 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 BEHAVIOURAL GUIDELINES

The containment measures consider the following assumptions and principles:

- 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 facial

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.

² For the purposes of the present document, other third subjects who for specific reasons must enter the University premises for students' activities (e.g. people helping disabled students) are subject to provisions and instructions – as applicable – similar to those applied to students.



mask³ 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) and providing for attendance quotas and interpersonal distance of at least 1 metre⁴. These measures also pay particular attention to staff with frailty (ref. §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 sanitisation activities are carried out where required, as indicated in § 4.3;
- movements within the sites are limited and circumscribed, and access to common areas is restricted, in particular where a risk of aggregation is likely to occur;
- 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, also taking into account the economic sustainability of the initiatives;
- 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, 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 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 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 University'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.

³ The term 'proper facial mask' refers to single-use surgical mask (also called facial mask for medical use) or any other filtering facial 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

⁴ Except what specifically foreseen at §4.3 with reference to classrooms. The above information shall be extended to the whole document.

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 the Occupational Health Doctor;
- 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 (i.e. symptoms related to COVID-19, coming from areas at risk identified by the competent authorities and subject to particular restrictions and contact with people who have been listed as positive to the virus in the previous 14 days) 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 wearing the proper facial 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 and respecting the access restrictions (e.g. seat reservation and student attendance rotation) and the mechanisms of attendance quotas and interpersonal distance of at least 1 metre (also respecting the signs, e.g. the so-called "place cards");
- 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.
- 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 People Flow Management

- The staff engage in in-person activities in accordance with the provisions defined by the competent bodies, disseminated through institutional communication channels (e.g. website, intranet and email 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, alternation between on-site and remote work, which will be agreed with the competent contact persons.

- Students' access to activities (e.g. lectures) and to academic and administrative services (e.g. library, student secretariats) takes place, in attendance, through rotation or 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 email).
- Specific access procedures, also upon booking and registration (of the same bookings), are also foreseen for other types of University users⁵ (e.g. visitors and guests)⁶.
- The access of personnel who have already tested positive for SARS-CoV-2 infection and have been cured must be preceded by a prior communication to be presented to the Human Resources Department and to the Occupational Health Doctor, 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, public services), differentiated entrances and exits are adopted in order to avoid as much as possible contact in common areas (e.g. entrances, changing rooms, corridors, cloisters and ambulatory 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 the sections of the institutional website for the campuses of Milan, Brescia, Piacenza-Cremona and Rome.
- Anyone who enters the premises must wear a facial mask (to wear in any working, study/research and service environment) and remain in the University for the time strictly related to the activities for which admission is permitted (and for additional needs).
- On request, the UCSC staff are provided with appropriate facial masks, strictly related to their presence on University premises (see also §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 and institutions, 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 1 metre, taking care also to pay particular attention to any indications given by the personnel in charge (e.g. those responsible for temperature measurement, also through thermo-scanners), 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.

⁵ The access of suppliers' personnel is specified more in depth in §4.11, without prejudice to the indications valid for the whole University community and for what related to body temperature measurement, as specified in this paragraph.

⁶ Data, if registered and filed, are treated according to the legislation in force.



- 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 and the staff of UCSC suppliers (who operate on University 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 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 facial 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. In addition, the staff concerned must also contact their attending physician.
 - 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;
 - the University 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.



- The programming of access flows to the buildings/campuses and to the different areas is carried out by minimising concentrations and simultaneous flows of people, possibly differentiating access and exit routes and times by type of frequent visitors. In particular, lessons in attendance, where possible, are programmed with non-simultaneous start times, to allow staggered flows of students and to prevent groups of students (even in common areas and exits).
- Access and exit from the classrooms must take place in an orderly manner, avoiding unnecessary stationing and gathering in the same 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.
- Also, in order to prevent the above-mentioned occurrences, students who have waiting periods in the University between scheduled activities (according to rotations and bookings), must use, if foreseen and specifically indicated, any spaces available in the building.
- If exam and graduation sessions were carried out in attendance, all the indications of the present document, with particular reference to the use of the mask, the respect of the interpersonal distancing, remain valid for the staff, the students and any other third parties who for specific reasons have to attend the University environments concerned (cf. §4.1), access and occupancy of the classrooms (cf. §4.3), personal hygiene precautions (cf. §4.5), cleaning of the rooms and the possible use of instruments for mixed use (cf. §4.4). Each examination session must be conducted in the presence of the teaching staff in charge. During the session, even during oral presentations, it is always necessary to use the mask and respect interpersonal distancing. All those who access the environments in which the examination takes place must be authorised in advance. The measures and behaviours set forth in this document must always be applied throughout the period of stay at the university, including when proclaiming degrees, during which composure is recommended, avoiding gatherings and any other conduct at risk.
- 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 the prescriptions on health surveillance, 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.
- The University staff in charge of controls may ask users to demonstrate the reason for their presence (e.g. email 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 facial 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), in any case to be used/done even before entering the University premises.



4.3 Capacity and Space Management

- For each environment destined to the University activities, a maximum capacity of simultaneous presences is determined, identified primarily 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 the 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.
In particular, in the classrooms with fixed workstations, occupancy is organised "chequered", in compliance with the minimum distance of 1 metre, with a measuring margin of 10%.
- In order to organise quotas and distance, vertical and/or horizontal signs (e.g. spacer strips on the floor) are provided in rooms with a high influx of people (e.g. classrooms, libraries, rooms used for public services) 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 with greater protection) may be defined on a case-by-case basis, after evaluation by the Occupational Health Doctor and the Prevention and Protection Service Manager (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.
- With reference to 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.
- The 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 sanitisation 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, sanitisation and disinfection operations, as well as sanitisation 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 Prevention and Protection Service Manager of the reference campus).

- Each Campus provides for specific and/or extraordinary cleaning, disinfection and/or sanitisation interventions according to the methods deemed most appropriate to the case, also taking into account specific needs.
- The University, 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 sanitisation 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 sanitisation 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 sanitisation operations after each use, in addition to the ordinary procedures of cleaning, sanitisation 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 sanitised (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 sanitisation 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 sanitisation 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 Campus 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 University, 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) 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.
 - maintain, in social contacts, an interpersonal distance of at least 1 meter and containment, in compliance with the legislation in force.
 - 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 facial 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. 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 University believes that the use of proper facial masks is a necessary requirement 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 Occupational doctors and the Responsible of the Health and Safety Service (RSPP) 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 Health 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 University must reduce to a minimum any 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 tapes and horizontal signs on the pavement to facilitate the most correct behaviour and to avoid gatherings.
- In outdoor areas avoid staying on benches, tables, green areas, courtyards and open spaces if not strictly necessary.
- 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.
- Students are received remotely (in any case upon appointment).
- The University's events and manifestations are organised remotely, mixed or in presence form, in compliance with the provisions of this document.



- The University staff participate in professional training courses in "distance learning" mode, unless it is obligatory to attend them in-person. 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 Health 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 remote 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 on site

- The list of the main symptoms indicated by the Ministry of Health⁷, at the date of publication of this document is as follows:

"...The most common symptoms of COVID-19 are fever, $\geq 37.5^{\circ}\text{C}$ and chills; recently developed dry cough; breathing difficulties sudden loss of sense of smell (anosmia) or decreased sense of smell (hyposmia), loss of taste (ageusia) or altered taste (dysgeusia); colds or runny nose; sore throat; diarrhoea (especially in children). In the most serious cases, the infection can cause pneumonia and severe acute respiratory syndrome.

This symptomatology may be updated over time by the competent authorities. It is recommended 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 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

⁷ <http://www.salute.gov.it>



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 University 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 facial 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 University 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 COVID-19 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 Department 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 of the Health Authority.



- The same procedure is followed if a person present at the University has been found positive for the COVID-19 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 cautiously, according to the precautionary indications of the Health Authority.

4.9 Health Surveillance

- The structures in charge of the health surveillance of the personnel must operate with a planning that privileges, during the emergency period, preventive visits, visits in request and visits upon return from illness. 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 Campus, also through the respective Coordinating Occupational Health Doctors identified for Brescia, Milan, Piacenza-Cremona and Rome campuses, 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 fragility and current or past pathologies, known to the personnel.
- Health surveillance also pays attention to fragile subjects, identified on the basis of the information available to Occupational Health Doctors, 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 subjects over fifty-five years old and in the presence of co-morbidity. The Scientific Associations consider some chronic diseases for the subsistence of the state of fragility including, for example: conditions of immunodepression and/or primary or secondary immunodeficiency to other diseases, oncological diseases (active in the last 5 years), heart diseases and chronic bronchopulmonary diseases. Pregnancy is also considered a condition of "fragility". For staff who have the above conditions, the Occupational doctors in the campuses, with the support of the Human Resources Department, identify any additional protective measure.
- 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 swab as provided for and issued by the competent territorial prevention department, carries out the medical examination prior to resumption of work, for workers who have been hospitalised to treat SARS-CoV-2, 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 a new facial 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 112⁸ 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 facial 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 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

⁸ For the Rome Campus, also by contacting directly the First Aid Department of the Fondazione Policlinico Universitario Agostino Gemelli - IRCCS.



instructions for the management of suppliers and construction sites (where they are e.g. treated aspects such as the DUVRI⁹ for service contracts and PSC¹⁰ 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,.) 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 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 (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), 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.
- University 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 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

⁹ Interference Risk Assessment Document (DUVRI), defined in art. 26, Legislative Decree no. 81/2008.

¹⁰ Safety and coordination plan (PSC), defined in art. 100, Legislative Decree no. 81, 9 April 2008.



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 emergency procedures indicated above.

4.12 Access restrictions to 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 facial 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 and clearly identified 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.