



UniSR

Università Vita-Salute
San Raffaele

Phase 3 Guidelines

Protocol regulating the measures for combating and containing the spread of the Covid-19 infection

Pursuant to art. 18 comma 1,
subsections h) and i) of Italian Legislative Decree 81/08 as amended.

Publication: 6 October 2020

The guidance in this document may change in response to evolutions in the emergency and to the issue of national or regional measures.



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1. Background

A new Coronavirus, the seventh member of the Coronaviridae family, named SARS-CoV-2, became widespread in the area of Wuhan in China at the end of December 2019 (Zhu N et al., 2020; Wang C et al., 2020).

On 11 March 2020, the World Health Organization (WHO) classified coronavirus SARS-CoV-2 infection as a pandemic.

In accordance with the regulatory measures issued to contain and manage the Covid-19 epidemic emergency, starting from 22 February Vita-Salute San Raffaele University (“UniSR”) adopted a series of provisions, in line with the updates to the regulations issued by the competent Authorities over time.

On 4 May 2020, the Ministry for the Universities and Research (MUR) issued a note to coordinate and guide Italian Universities during the gradual restart of operations, covering “The post “lockdown” period and the Phases 2 and 3 with regard to the higher education and research system”.

In line with the Authorities’ recommendations, UniSR has reorganised its activities, with an offering that now includes:

- a) a **“blended” teaching offering**, which can be delivered either face-to-face or remotely;
- b) a plan of **access to premises** (classrooms, labs, libraries, etc.) and of use of personal protective equipment;
- c) a plan to **expand digital infrastructures**;
- d) a plan to **dematerialise administrative procedures**;
- e) a **training plan for** technical and administrative **staff**, to support the previous points.



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2. Scope and Field of Application

This document intends to provide **operating guidelines** for the restart of activities with the guarantee of appropriate safety levels; the recommendations have been drawn up and updated on the basis of the provisions of the relevant national and regional regulatory framework.

This Protocol **must be adopted and applied to all UniSR locations, and to all UniSR activities, and is addressed to all workers** (as defined by Italian Legislative Decree 81/08 as amended), students and anyone who accesses the UniSR sites for any reason.

In particular, it is addressed to:

- Technical and administrative staff;
- Philosophy teaching staff;
- Staff who work **only in UniSR areas**;
- Any staff belonging to the University **not working under agreements** (staff working under agreements, on the other hand, must refer to the specific regulations of the host organisation);
- UniSR students.

For staff and students whose **activities are totally or partially based at the Ospedale San Raffaele**, reference should be made to the information provided in the specific Covid-19 areas of the Intranet site (Aris-CIO Area, Health Management Area) and to the updated communications sent to the entire facility by the moderated lists system.

The image shows a screenshot of the UniSR Intranet website. The main content area is titled 'Comitato Infezioni Ospedaliere' and features a 'MESSAGGIO DI BENVENUTO' (Welcome Message) from the committee. The message discusses the prevention of infections and mentions the 'COVID-19 coronavirus disease 2019'. To the right, there is a navigation menu with various sections like 'NUOVO SIO', 'SISTEMI DI SEGNALEZIONE', 'DIREZIONE SANITARIA', and 'CORPORATE GOVERNANCE'. The website has a clean, professional layout with a blue and white color scheme.

For staff and students **engaged on activities on the premises of other Organisations (other than OSR) under agreements in force with UniSR**, reference should be made to the specific procedures issued by the organisations concerned.



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3. Information and training

Through its communication channels, UniSR informs anyone wishing to access its facilities regarding the Authorities' provisions relating to the measures adopted to contain the Covid-19 emergency, and the general hygiene measures to be complied with.

A specific section of the University's website, where the UniSR regulations responding to the Covid-19 emergency are published and maintained, is available to simplify access to the relevant information.

This section can be accessed at: <https://www.unisr.it/en/ateneo/info-covid19>.

Detailed information is also provided on a number of rules of conduct to be complied with to contain the risk via the following channels:

- Posters affixed at the entrances to the most heavily used buildings and locations (e.g.: library, Halls of Residence);
- Video monitors in Italian and English;

The information concerns:

- the list of golden rules to be complied with;
- operating instructions for implementing social distancing and the correct use of face masks and single-use gloves;
- instructions for correct hand washing, both with soap and water and with hand sanitiser (dispensers);
- graphic instructions for "correct" hand washing (toilets).
- the specific measures to be adopted in communal areas.

The posters and guidance messages will be updated in the light of the containment measures adopted over time.

Training courses to be delivered via e-learning have been made available to provide all workers and students with specific training concerning Covid-19.



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4. Access to UniSR premises

In line with the measures issued by the Authorities, anyone accessing UniSR facilities for any reason (e.g. workers, suppliers, students, visitors) must comply with all the instructions issued and enforced by UniSR. Everyone is reminded that they are individually responsible for complying with the correct rules of conduct to contain the spread of Covid-19 and with the measures enforced by the Authorities and the Employer, especially with regard to social distancing, use of personal protective equipment and general hygiene measures.

No-one may access or remain on UniSR premises if, even after entry, **they are in any of the at-risk conditions** which the Authorities require them to report to their family doctor (e.g. 'flu-like' or respiratory symptoms, temperature over 37.5°C, close contact with people who have tested positive for the virus in the previous 14 days, etc.).

Therefore, **no-one** may access the premises unless:

- Their temperature measured on entrance or while on the premises is below 37.5°C;
- They have not experienced during the last few days, and/or are not currently experiencing, respiratory infection symptoms, fever (temperature over 37.5°C) and/or other 'flu-like' symptoms for which they are obliged to stay at home as required by the competent authorities;
- They are not subject to a compulsory quarantine or self-isolation obligation;
- They have not had close contacts, in the previous 14 days, with people who have tested positive for Covid-19;
- They have complied with the regulations in force after entering Italy from abroad, and have contacted the Preventive Medicine Service where this is required;

Before accessing the UniSR premises, workers or students who have already tested positive for Covid-19 infection must also submit a communication, sent to Preventive Medicine, containing medical certification that they have "tested negative" to a swab in accordance with the procedures established and issued by the relevant preventive medicine department.

In addition, in some cases a **self-certification** is required:

- **Employees:** on their first access to the University and in case of any changes to the conditions declared (presentation of paper self-certification);
- **Students:** at the start of the academic year (and in all cases before their first access to the University) and in case of any changes to the conditions declared, through compilation of the online form at <https://intranet.unisr.it/autocertificazione> (credentials required);



- **Contract teaching staff:** at the start of the academic year, before their first access to the University; in case of any changes to the conditions declared; on return to the University after an absence of 15 days or more. Specific guidelines have been issued for contract teaching staff, and should be referred to for further details of the measures to be complied with.
- **External visitors:** the UniSR contact who organises a meeting/appointment with external visitors must first obtain their fully compiled, signed general self-certification (Annex 1).

8.1 Body temperature measurement points

As required by Law, UniSR has created a network of temperature measurement points throughout its facilities.

The table below lists the temperature measurement stations for the various locations.

Address	Non UniSR measurement stations and entrances		UniSR measurement stations and entrances
Via Olgettina campus	<p>Since UniSR is within the Ospedale San Raffaele complex, there are two obligations to be complied with:</p> <p>a) transit through the health facility's measurement station</p> <p>AND</p> <p>b) further transit through the UniSR</p>	<p>Please refer to the attached ground plan for the locations; the list is as follows:</p> <ul style="list-style-type: none"> - PU5 Via Fratelli Cervi entrance _ Ground floor - PU3 Lotto Q Via Olgettina, 60 _ Ground floor - PU2 Dibit 1 Via Olgettina 58 _ Ground floor - PU1 DiMer via Olgettina 48 _ Ground floor - PU6 Multistorey Car Park _ Ground Floor - U6 Multistorey Car Park _ Basement Floor 1s - PU7 Light metropolitan railway shuttle drop-off point _ Basement Floor 1s 	<p>Dibit 1 reception San Gabriele building side _ Ground Floor</p> <p>Dibit 2 reception _ Ground Floor</p>



Address	Non UniSR measurement stations and entrances	UniSR measurement stations and entrances
	measurement station	
San Raffaele Turro (SRT) Campus	<p>Since UniSR is within the Ospedale San Raffaele complex, the obligation to be complied with is transit through the health facility's measurement stations</p>	<p>Access to the facility: SRT reception _ Ground Floor</p>
Milano 2 - Canova Borromini Campus	/	<p>Entrances to lifts of Canova building (1st, 2nd and 3rd floors) Entrance to the Borromini building _ Ground Floor</p>
Cesano Maderno Campus	/	<p>Entrance to the Palazzo Arese Borromeo facility.</p>
Halls of Residence¹	/	<p>Receptions</p>

¹ For the University Halls of Residence, please refer to the Specific UniSR Protocol



8.2 Contact Tracing

In accordance with the guidance of national and regional legislation, and in addition to the measures taken within UniSR, **students are urged to use the “Immuni”² and “AllertaLom” apps³** (available for download to their smartphones from App Store and Play Store) to enable the collection of data in anonymised form and provide the Crisis Unit and specialists with complete, structured information about the spread of the disease, as well as to facilitate tracing of the contacts of people who test positive for Covid-19.

Moreover, as required by Law, UniSR has established systems for recording attendances at its facilities, to enable the Health Authorities to perform contact tracing within the University if anyone should test positive for Covid-19.

- a. **Employees:** their presence on site each day is recorded through the clocking-in system;
- b. **Lecturers:** through the timetable of teaching activities;
- c. **Students:** every student must register their presence in the classroom and in the communal study areas (study rooms, IT rooms, library). They may register their presence as follows:
 - Using the weekly **“Register your presence”** (“Segnala la tua presenza”) registration system at <https://intranet.unisr.it/presenza>;
 - **In the classroom during lessons**, by swiping their badge to confirm their presence;
 - **In the communal areas**, by compiling the paper access register available in the room.
- d. **External visitors:** the UniSR contact who organises the face-to-face meeting with external visitors must keep a recorded of the meetings organised for at least 14 days.

² <https://www.immuni.italia.it/>

³ <https://www.regione.lombardia.it/wps/portal/istituzionale/HP/DettaglioRedazionale/servizi-e-informazioni/cittadini/salute-e-prevenzione/coronavirus/app-coronavirus>



5. Rules of conduct and health protection measures

The following are the general and specific rules to be followed on the Campus to protect the health and safety of all those present.

5.1 The five rules for returning to UniSR

The rules provided below have been issued in accordance with the provisions of annex 18 of the Italian Prime Ministerial Decree dated 7 August 2020 “*Guidelines concerning the complete return of higher education institutions to normal activities for the 2020/2021 academic year*”, subsequently amended and prorogued by the Prime Ministerial Decree dated 7 September 2020.

1. On their own responsibility, students must **NOT access University premises if they have symptoms of an acute respiratory infection** (fever, cough, cold).
- 4 Always wear a face mask when in communal areas of the university (classrooms, laboratories, offices, etc.), ensuring that your nose and mouth are properly covered.
- 5 Follow and comply with the instructions provided by the general and specific signage.
- 6 In classrooms:
 - A) only sit on the permitted seats and do not move seats (signs are in place),
 - B) avoid gatherings (especially when entering and leaving),
 - C) avoid physical contact.
- 7 Wash your hands frequently or use the hand sanitiser dispensers provided to keep them clean; try not to touch your face and mask during the course of the day.

5.2 Health protection measures

In order to minimise the transmission of the virus, UniSR has taken action to enable the applicability of the rules of conduct set out below:

- **ALWAYS wear a face mask over your nose and mouth at all times on the UniSR premises, even when social distancing of 1m is complied with.** Masks are not compulsory in people's own offices, provided the workstation is not shared and no visitors are present, if social distancing of over one metre is maintained. Masks are designed to protect the community, so it is essential for everyone to wear them correctly, covering their nose and mouth, from the moment when they access the facility.
- **Wash hands frequently** with soap and water or hand sanitiser.
- **Avoid close contact** with people suffering from acute respiratory infections.
- **Hugs and handshakes are forbidden.**



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- **Maintain social distancing of at least 1 metre** during social contacts and when organising activities, if the specific activity allows. To enable this, UniSR provides additional screens if the parameter of one metre cannot be complied with.
- **Do not share** bottles and glasses.
- **Do not touch your eyes, nose and mouth** with your hands;
- **Cover your mouth and nose** if you sneeze or cough and use single-use tissues;
- **Do not take antiviral drugs or antibiotics** unless prescribed by your doctor.



6. Teaching activity

During the summer, in preparation for the start of the 2020/2021 Academic Year, UniSR has drawn up and implemented the measures required by the current regulatory framework, necessary to enable the safe return of students, teachers and UniSR staff.

Therefore, in agreement with the management functions directly involved in the process, the following have been decided:

- The review of the layout of the furnishings and seating in classrooms, to reduce their capacity;
- The procedures for access to the University and management of incoming and outgoing flows
- The procedures for the distribution of PPE and hand and surface sanitisers;
- The specific measures for safe access to communal study areas (library, study rooms, IT classrooms);
- The technological upgrading of the teaching classrooms to enable the continual expansion of the offering of remote activities;
- The most appropriate procedures to facilitate contact tracing by the Health Authorities if anyone tests positive.

6.1 Lectures, course examinations, final examinations

“For the **first semester of the 2020/2021 academic year**, lectures, course examinations and final examinations for the award of academic qualifications for all undergraduate and postgraduate Courses run by Vita-Salute San Raffaele University will return to face-to-face mode, in compliance with all the distancing and health protection measures envisaged by the current regulatory framework. However, students will also be able to follow these activities remotely, by the means specified by the University, in some cases via live streaming systems and in other cases via video-recordings, without live streaming. Written course examinations in the September session will still preferably take place remotely, except in the case of a specific request from the teacher concerned, which will be considered by the respective Dean of Faculty”.⁴

If course or final examinations or dissertation sessions are held in face-to-face mode, the presence of any external visitors must be regulated by specific guidelines provided by an in-house document “*Procedure for the face-to-face conduct of final examinations for the award of academic qualifications*”.

⁴ Rector’s Decree UNISR 6609/2020, available at <https://www.unisr.it/en/ateneo/info-covid19>



To prevent gatherings in communal areas, students' convocation times for oral examination sessions **must be staggered**, with sufficient time between appointments.

6.2 Front offices and educational services

To avoid gatherings, physical access to the educational services (Registrar's Office, Academic Offices, Grants Office, etc.) must be restricted: an appointment can be requested via the booking system or by email if an in-person meeting is required.

For any other requirements, the services can be contacted via email or telephone, and a meeting can be arranged via Microsoft Teams if necessary.

6.3 Internships and practical activities

Internships will take place in the normal way, and will be organised in accordance with the instructions issued by the Host Organisation, on the basis of a calendar agreed with the Deans.

Students are provided with guidance on the procedure to be followed for the start of internship activities by the Academic Offices and the Placements and Internships Office.

Practical activities for postgraduate medical students continue as normal.

6.4 Internship/lab activities: general principles

When planning internship and lab activities, the following **general principles**⁵ must be complied with:

- Work in close association with the management of the training network of relevance to the Course of Study, the Medical Officer and the Health and Safety Service to update the risk profiles;
- Take coordinated action with the host facilities in order to ensure that the conditions for the start of internships are met, agreeing all additional requirements to be complied with by students before, during and after internships, and the availability/supply of personal protective equipment and any other necessary equipment;
- Do not assign interns to Covid-19 wards unless specifically authorised by the University Authorities and for the purpose of acquisition of skills required by the curriculum which cannot be gained by other means;

⁵ See: Articles 1 and 2 of Italian Ministry of the Universities and Research Decree no. 2 of 9/04/2020 containing regulations for the alternative procedures for the completion of internships for the qualification of doctors and health professionals, and the Guidelines for the restart of professional training activities approved by the Permanent Conference of Health Profession Degree Categories - 23 April 2020



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- Check that students are familiar with the supplementary safety instructions with which they must comply before starting internships (for example, following a Higher Institute of Health Distance Learning course, or other courses and procedures approved by the organisation).
- When performing the feasibility study, also consider the availability of tutorial resources to provide increased supervision;
- Ensure flexibility in the organisation of activities, to adapt to the specific needs of the context.
- Define procedures for students if they experience symptoms and have to suspend the internship;
- Balance the number of students for each training context to avoid overcrowding (this may be achieved by alternating on-site and remote activities);
- Take measures to prevent exposure to critical times of overcrowding (in changing-rooms, at handovers between shifts or lunch break), for example by postponing the start of the internship and bringing forward its end (e.g. during the summer months).
- Workstations must be cleaned by users on conclusion of activities.



7. Access and presence of external staff (contractors, suppliers, transporters)

Any access to UniSR facilities by external staff (e.g. contractors, suppliers, transporters) must be restricted, authorised and, if possible, arranged by appointment, to avoid the formation of clusters and to minimise contacts with those who work and study at UniSR. Specific times must be set and complied with for the provision of services by contractors.

Staff employed by companies which provide works, services or the supply of goods on UniSR premises must comply with the measures detailed in the "Information to Suppliers and Contractors - Covid-19" issued to supplement the documentation required by art. 26 of Italian Legislative Decree 81/08 as amended, with the aim of preventing and reducing the spread of Covid-19 infection.

Therefore, the access restrictions stated in *Section 4: Access to UniSR premises* apply to all staff who, although not defined as UniSR workers, access the facilities by reason of a relationship with UniSR.

Each worker must keep a record of meetings with external visitors, for use for any contact tracing activities.

7.1 Information on specific measures enforced for external staff

Before they access its premises, UniSR undertakes to make available to suppliers and contractors the Information to Suppliers and Contractors - Covid-19, which contains the procedures for entering and working at its facilities, and to distribute any updates to it.

The Employer within contractor or supplier organisations undertakes to guarantee compliance with UniSR's specific regulations, by the procedures set forth in the document, by returning the form signed to confirm that it has been read and agreed to.

When possible, the UniSR contract contact attempts to choose times when fewer staff are present (e.g. outside working hours, during shut-downs, etc.) when arranging the contractor/supplier's activities.

The information has been sent to the suppliers registered with the UniSR database; the UniSR contact will send a copy to any new suppliers. The information is also published on the University's website and is referred to in purchase orders.



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7.2 Specific measures for transporters and couriers used on an occasional basis

If **transporters and couriers** have to be used **on an occasional basis**, the UniSR staff requesting the services must ensure compliance with the instructions set out below, through agreement with the transporter or other internal UniSR services.

- as far as possible, deliveries must be managed to minimise the number of individual deliveries by arranging multiple deliveries by appointment;
- drivers must remain on board their vehicles and may not access the offices for any reason. Drivers must stand at least one metre away during the necessary preparations for the loading and unloading activities;
- if it is essential for them to get off the vehicle, transporters must put on a face mask and single-use gloves before leaving the cab;
- interaction between UniSR staff and external staff is forbidden, except as strictly necessary for coordination purposes, and in full compliance with social distancing, which must be of more than one metre for these operations;
- UniSR staff must not access the cabs of third-party vehicles.



8. Management of spaces and organisation of activities

Before going into details of the measures for individual working areas and activities, UniSR has defined **general principles** to be complied with when organising internal activities and flows, with the aim of reducing risks.

- Promote, encourage and verify the adoption of the anti-infection safety protocols;
- Minimise movements within the building, unless necessary for the activities to be performed, and above all minimise accesses to health care areas;
- Keep to one fixed workstation as far as possible;
- As far as possible, communication between colleagues or internal/external contacts should be by telephone or remote means;
- Use stairs to access upper floors whenever possible, and if lifts are used comply with the Covid-19 instructions provided inside;
- Reduce accesses to and time spent by the vending machines, with no more than 3 people at any one time, with appropriate social distancing;
- Ventilate rooms frequently where possible;
- When organising work, try to reduce the shared use of IT tools and instrumentation; if necessary, clean them thoroughly⁶ between users, in accordance with the instructions of the equipment's supplier (e.g. considering the delicacy of some devices. The critical points to be cleaned are keyboards, touch screens, mice, etc.). When using shared equipment single-use gloves should be worn and then removed when leaving the area; hands should be sanitised after the gloves are removed;
- When using shared telephones, use the hands-free option, or if this is not possible clean the handset immediately before and after use.
- Use single-use gloves only where required and for specific activities and dispose of them on completion of the activity concerned;
- Clear your workstation at the end of the day to allow and facilitate daily cleaning;
- Encourage the organisation of meetings by remote means, avoid the use of meeting-rooms or classroom.
- When using public transport, comply strictly with the regulations enforced by the competent authorities.

⁶ Italian Health Ministry Circular no. 5443 of 22 February 2020 **Cleaning of non health-care locations**

The cleaning measures described below will be applied in rooms, public offices, vehicles, schools and other non health-care locations where confirmed Covid-19 cases have spent time prior to hospitalisation.

Since the virus may survive in the environment for some time, places and areas potentially contaminated with SARS-CoV-2 must be completely cleaned with water and an ordinary detergent prior to reuse. 0.1% sodium hypochlorite should be used after cleaning for decontamination. For surfaces which may be damaged by sodium hypochlorite, use 70% ethanol after cleaning with a neutral detergent.



The following are specific measures for various working activities and types of location. These measures are in addition to and not in replacement of those already described.

8.3 Staff travel

The suspension of travel, departures and missions by teaching staff and researchers, technical and administrative staff, associates and all those enrolled on all undergraduate and post-graduate courses at Vita-Salute San Raffaele University has been extended until 15 October 2020. An exception is made for travel, departures and missions considered essential or non-postponable by the University with regard to its institutional operations, in compliance with the provisions of the Authorities and with the Rector's prior authorisation.

When travel is authorised, on entering and leaving Italy reference must be made to the measures in place for international travel (see Foreign Ministry website), and the Preventive Medicine Service must also be informed.

8.4 Administration

As established by Rector's Decree no. 6609, the University's technical and administrative staff continue to work on-site.

In addition to the general measures in force within UniSR (ref. 5 *Rules of conduct and health protection measures*), special attention must also be paid to the following recommendations:

- If they have not already been installed, request guard screens between workstations if social distancing is not ensured;
- The use of **shared workstations** or the **use of other people's workstations**, including the occasional use of the relative devices (e.g. telephone, mouse, keyboard), should be avoided in all cases;
- At the end of the day, **clear your workstation as far as possible** to facilitate daily cleaning operations;
- If possible, **keep offices well ventilated** by opening the windows several times a day to refresh the air (although a supply of fresh air is ensured by the internal ventilation system);
- If you need to **meet people** at your workstation:
 - Only one visitor may enter each office at a time, and only with an appointment;
 - Social distancing of 1 m must be maintained;
 - Face masks must be worn at all times, even if social distancing is complied with.
- In offices with meeting tables, take care to maintain social distancing of 1 metre (as a general rule, leave one empty space between every two participants).



8.5 Front office and appointments with users

To avoid gatherings, physical access to the educational services (Registrar's Office, Academic Offices, Grants Office, etc.) must be restricted: an appointment can be requested via the booking system or by email if an in-person meeting is required.

For any other requirements, the services can be contacted via email or telephone, and a meeting can be arranged via Microsoft Teams if necessary.

If for the provision of a specific service it is necessary for a user to visit an office/desk in person, all measures in force within UniSR must be complied with, especially the following general principles:

- Organise appointments so that no more than one user is ever present in the same office at any given time;
- To **avoid gatherings** of users waiting their turn in communal areas, always leave enough time for the activities to be carried out between appointments;
- A mask must be worn over your nose and mouth throughout the appointment;
- Maintain social distancing of at least 1 metre, also between the user and anyone else not involved in the appointment;
- Take special care over health protection measures;
- Users must not use staff toilets;
- Shared materials are prohibited (e.g.: pen for users' use only);
- As far as possible, users should not attend wearing the uniforms and/or lab-coats worn in health facilities or laboratories;
- Sanitise horizontal surfaces (e.g. desk) after use;
- Keep a record (for at least 14 days) of appointments organised in your office to enable any contact tracing by the Health Authorities.

Moreover, if external users (i.e. who are not students or employees) attend offices, the UniSR contact who arranges the appointment must first obtain the general self-certification, compiled and signed by the user (Annex 1).

8.6 Communal areas

A. Meeting rooms

- 1) Restrict their use as far as possible (prefer web-conferences) and if face-to-face meetings have to be held, check the capacity of the room in advance;
- 2) When possible, use meeting rooms with natural ventilation (windows);
- 3) Comply with social distancing of at least 1 metre (as a general rule, leave one empty space between every two participants);



- 4) Comply with the maximum specified capacity of every room;
- 5) Masks must be worn even if social distancing is complied with;
- 6) Ventilate the room after use.

B. Internal rooms for common use (archives, printing rooms, storerooms)

- 1) Only one person must access rooms at a time;
- 2) Take special care over hygiene rules (wash hands before and after use);
- 3) A face mask and single-use gloves (the latter only where specifically required) must be worn at all times;
- 4) Ventilate the room.

C. Other rooms for communal use (changing-rooms and cloakroom)

- 1) Access to these rooms must be restricted and any specific recommendations for use must be complied with;
- 2) Maintain social distancing of at least 1 metre;
- 3) Wear a face mask, even when social distancing is complied with;
Take special care over general hygiene rules.

D. Study rooms and IT classrooms

Study rooms may be used in compliance with the specific measures enforced for each room, especially with regard to the maximum capacity displayed at the entrance.

To enable contact tracing by the Health Authorities, each student must enter their details in the paper access register at the entrance to the room. The following general measures must also be complied with:

- Students using the rooms must wear their normal street clothes (not uniforms and/or lab coats worn in health facilities and/or laboratories);
- If necessary, use the products provided to sanitise your hands (gel sanitiser) and to clean horizontal surfaces (e.g. tables);
- Only use the seats marked as available for use;
- Always wear a mask over your nose and mouth;
- When required, wear single-use gloves and dispose of them in the bins provided at the end of the activity;
- Always maintain social distancing of 1 metre, even when wearing a mask;
- Do not rearrange furniture (e.g. tables and chairs) in any way;
- Clean shared instrumentation at the end of the activity;
- Do not bring in and/or consume food or drinks.



E. Classrooms

The general and health protection measures in force within the University must always be complied with in classrooms.

In the interest of everyone's health and safety, during teaching activities the teacher/lecturer must exercise surveillance to ensure that all participants comply properly with the UniSR measures.

To avoid gatherings in communal areas, **breaks must be spent inside the classroom**, everyone in their own seat. Access to toilets and vending machines must therefore be restricted (use in small groups of 3 people).

The following additional specific measures must be complied with in classrooms:

- Do not rearrange furniture (e.g. tables, chairs) in any way;
- If necessary, use the products provided to sanitise your hands (gel sanitiser) and to clean horizontal surfaces (e.g. tables);
- If lecturers or teachers give lessons in succession, a product for cleaning horizontal surfaces (e.g. tables) is provided in each classroom;
- Always wear a mask over your nose and mouth;
- Do not share materials (e.g. pens, marker pens);
- Do not bring in and/or consume food or drinks.

Students/participants:

- Remain in the same seat from the start to the end of the lesson(s);
- Comply strictly with seating instructions (where not otherwise specified, seats must be occupied in alternation, unless already arranged for distancing);
- Always wear a mask over your nose and mouth;
- Students using the rooms must wear their normal street clothes (not uniforms and/or lab coats worn in health facilities and/or laboratories);
- Do not create gatherings during breaks and always maintain social distancing of 1 metre;
- Do not bring in and/or consume food and drinks.

Teachers/lecturers:

- Always wear a mask over your nose and mouth;
- Bear in mind that it is best to avoid using a microphone if possible, but if used they must have a disposable cover for each lecturer/teacher;
- If possible, wear normal street clothes (not uniforms and/or lab coats worn in health facilities and/or laboratories);
- If a microphone has to be used, take special care to sanitise your hands before and after use;



- If the teacher intends to involve “external lecturers” in lessons, the use of remote links is recommended; if the physical presence of external/guest lecturers is considered essential, the teacher concerned must:
 - notify the relevant academic office in advance.

The academic office will:

- inform the external lecture of the safety measures enforced by UniSR;
- request compilation of the general self-certification, which must be conserved for at least 14 days;
- keep a record of lessons during which the external lecturer has been present in the classroom for at least 14 days, to enable contract tracing.

8.7 Library

All services provided by the library, which will open from 9:00 to 19:00 hrs, have been restored.

The following are the measures to be complied with when using Library services:

- Comply with the specific measures detailed by the signs at the entrance to the Library, especially hand sanitisation;
- Only access the Library in normal street clothes (not uniforms and/or lab coats worn in health facilities and/or laboratories);
- Wear single-use gloves when handling paper texts and shared equipment (e.g. photocopier, PC workstations);
- Do not rearrange furniture (e.g. tables and chairs) in any way;
- Always wear a face mask and ensure that your nose and mouth are properly covered;
- Users are not permitted direct access to books from the shelves; ask library staff;
- Sanitisers are provided to enable users to sanitise horizontal surfaces (e.g. tables) before and after use;
- Library users may utilise the cloakroom. Sanitisers are provided for the sanitisation of lockers before and after use;

In addition to the General Measures, Library staff must comply with the following specific measures^[1]:

- Wear the single-use gloves provided when handling books or other materials consulted or returned from loan by users whose state of health cannot be verified, which must be put aside for 72 hours (3 days), preferably in a well ventilated place;

^[1] See also: AIB, *Covid-19 e tutela della salute in biblioteca*, <https://www.aib.it/attivita/2020/80687-covid-19-and-health-protection-in-libraries/>



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- The same measures must be adopted when handling recently purchased books and other materials, donated items and books returned from inter-library loans, and the relative packaging;
- Also instruct users:
 - o To clean and disinfect their hands before handling library books;
 - o Not to lick their fingers to turn pages;
 - o Not to cough or sneeze over books;
- If the archive on floor 2S of DIBITI has to be visited, wear an FFP2 mask and single-use gloves, and do not spend more than 15 minutes there.

8.8 Halls of Residence

To protect the health and safety of all University Hall of Residence guests and staff, UniSR has adopted specific measures regulating access to Halls of Residence, the use of communal areas, cleaning and sanitisation and the protocol for the management of cases with Covid-19 symptoms.

All the measures adopted by UniSR can be viewed in the “UniSR Halls of Residence Guidelines”, available on the University website and drawn up in compliance with the current legal framework and the guidance contained in the “MANAGEMENT OF THE SARS-CoV-2 (CoViD-19) CORONAVIRUS BIOLOGICAL AGENT EMERGENCY, Guidelines for health protection in university halls of residence” issued by the Conference of Regions and Autonomous Provinces and the National Association of Organizations for Right to Study (ANDISU).



9. Cleaning and sanitisation

During the lockdown, all Vita-Salute San Raffaele University premises (classrooms, offices, toilets, meeting rooms, etc.) have been sanitised ⁷with suitable products containing sodium hypochlorite and then locked, or have only been accessible further to advance notice and have been cleaned after use. The toilets in unused areas have been dealt with in the same way.

For the areas which have continued to be available (e.g. toilets) and the offices still in operation, daily cleaning has continued with suitable products, taking particular care to clean high-risk surfaces such as handles, control panels, keyboards, etc.

In general, daily cleaning of rooms and communal areas, including the most critical points, and of toilets, has been and will be gradually increased in line with occupancy of the campus (daily cleaning with inclusion of critical points: door handles, switches, control panels, telephones, etc.) in accordance with legal guidelines. Sanitising products have been made available in communal areas and shared spaces

When suspected or confirmed cases have occurred, UniSR has performed thorough sanitisation of rooms before they have been reoccupied.

In general, UniSR, in line with the provisions of the Italian Prime Ministerial Decree of 26 March 2020, has maintained cleaning and sanitisation procedures, providing and ensuring:

- At least daily cleaning of rooms and workstations, and of communal and leisure areas;
- That daily "end of shift" cleaning includes the most critical points (handles, control panels, horizontal surfaces, telephones, switches, badge readers, tap fittings, etc);
- That cleaning is carried out in accordance with the provisions of the Italian Ministry of Health circular of 22 February 2020 and any supplements, including the Higher Institute of Health recommendations;
- Natural refreshment of the air, by opening the windows if possible, between activities or during the day.

Since coronaviruses such as SARS-CoV-2 may survive for several days on inanimate surfaces depending on the substrate/material, concentration, temperature and humidity, even if it has not been proven that they survive there in a viable form, if a person on or who has spent time on the University's premises is suspected or confirmed to have Covid-19, the following measures will be adopted immediately:

- no entry will be granted to the room(s) concerned, even to any occupants;

⁷ Italian Higher Institute of Health (ISS) Covid-19 Document no. 5 "Interim guidelines for the prevention and management of indoor environments with regard to the transmission of SARS-CoV-2 virus infection".



- the room's fan coil will be switched off and the filter ordered to be cleaned if appropriate;
- extraordinary sanitisation of the rooms will be planned, including the ventilation system inlets/outlets, through cleaning followed by disinfection in accordance with the provisions of Italian Ministry of Health circular no. 5443 of 22 February 2020.

Moreover, regular sanitisation of all rooms is also scheduled at least every six months, coinciding with reopening/closure in summer and at Christmas.

9.1 Ventilation and air-conditioning system

The ventilation and air-conditioning systems of the UniSR facilities are maintained under specific contracts intended to keep the system in good condition.

The servicing and cleaning protocols used by the contractors/operators have been verified and the operators have been asked to provide specific information concerning the type of systems installed and the possibility of modulating them to prevent the recirculation of air.

The general guidelines for good air quality are:

- Ensure a good level of refreshment with natural air by opening windows;
- In rooms without windows which have fans/extractors, these must be kept in operation for as long as the room is occupied;
- Maintain a suitable micro-climate (avoid excessively dry air, for example);
- Service and clean systems frequently (filters, ventilation grilles, etc.);
- In buildings with mechanical ventilation systems, ensure that they are in operation round the clock. To increase the level of protection during this emergency period, as far as compatible with the maintenance of a satisfactory micro-climate, consideration will be given to **eliminating the recirculation function** (with priority to basements);
- Any locally regulated fan coils in enclosed workplaces should be kept switched off, provided this does not have serious adverse effects in terms of a lack of control of temperature.

9.2 Waste management

All single-use material (gloves, masks, etc.) used for risk reduction in accordance with the procedures described in this document must be disposed of in the bins with lids provided in strategic points (e.g. entrance to areas in general use such as the library and IT classrooms), which are lined with a bag which can be sealed on removal.



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10. Management of symptomatic persons at UniSR and Health Monitoring

In accordance with legal guidelines, UniSR offers its staff access to blood tests to identify those who have already come into contact with the SARS-CoV2 virus. The Preventive Medicine Service will provide the necessary information for performance of the test.

10.1 Symptomatic person

At present **any symptomatic worker or student**, not only those with temperature over 37.5°C, but anyone who has any of the typical symptoms of the disease (rhinitis / loss of sense of taste and smell / shortness of breath / cough / abnormally high temperature even below 37.5°C / sickness and diarrhoea) is urged to make contact as soon as possible with Preventive Medicine (medicina.preventiva@univr.it) and the HR department (hr@univr.it) in the case of workers, and the relevant Academic Office in the case of students, for implementation of the appropriate measures.

The return to UniSR of symptomatic workers and students:

- with unknown Covid-19 status (swab test not performed);
- who have tested positive for Covid-19;
- who are close contacts;

requires a preliminary health check at Preventative Medicine.

UniSR has issued a specific "UniSR Protocol for the management of confirmed and suspected cases of COVID-19", which should be referred to for details of the actions individual players are required to take.

For UniSR staff and students who perform clinical or research activities at the Ospedale San Raffaele under the agreement between the Hospital and UniSR, the relevant document is "Management of health care workers".



10.2 Health monitoring

The health monitoring of UniSR staff and students continues in accordance with the health measures contained in the Italian Ministry of Health Guidelines, with planning which, in this period, gives priority to preventive medical checks, checks on request and checks for return to work after sick leave. In fact, health monitoring is an additional general preventive measure against the spread of the virus, both because it may detect possible cases and symptoms which may point to infection, and because of the information and education the Medical Officer may provide to workers in order to prevent the spread of infection.

The Medical Officer will apply the Health Authorities' recommendations, and in view of his role in risk assessment and health monitoring, he may suggest the use of diagnostic methods if considered useful to contain the spread of the virus and protect workers' health.

For the gradual return to work and study of workers and students who have been infected with SARS-CoV-2, after submission of certification that they have tested negative in accordance with the procedures envisaged, issued by the competent preventive medicine department, the Medical Officer performs the medical check prior to return to work or study at the UniSR locations, in accordance with the relevant legal requirements (Italian Legislative Decree 81/08 as amended, art. 41, comma 2, subsection e-3).

Specific cases such as returns to Halls of Residence or returns of students and workers from abroad may require prior authorisation involving the medical officer.

10.3 Vulnerable Persons

Health monitoring also focuses on vulnerable persons, and persons with particular disabilities which make it difficult for them to comply with the containment measures (e.g. difficulty in



wearing PPE), identified on the basis of any information available to the Medical Officer, also through the Disabilities Office, or acquired for this purpose from the staff and students concerned, **who will have been informed that they must report medical conditions which it is believed may heighten their risk of infection.**

The Medical Officer is involved in the identification of individuals with particular vulnerabilities and current or previous medical conditions, in order to report the need to adopt additional risk containment measures. Similarly, individuals may contact the Preventive Medicine Service to report personal situations which may render them more vulnerable to infection, after which the measures envisaged by law will be taken if appropriate.

The following is a purely guideline list of chronic diseases and congenital or acquired immunodepressive syndromes which may lead to an increased risk of infection.

- chronic respiratory diseases (including severe asthma, bronchopulmonary dysplasia, cystic fibrosis and chronic obstructive pulmonary disease-COPD);
- cardiocirculatory diseases, including high blood pressure and congenital and acquired heart conditions;
- diabetes mellitus and other metabolic diseases (including obesity with BMI >30);
- chronic kidney/adrenal gland failure;
- haematopoietic system diseases and haemoglobin diseases;
- cancers;
- congenital or acquired diseases which cause a reduction in antibody production, drug-induced or HIV-related immunosuppression;
- chronic inflammatory diseases and poor intestinal absorption syndromes;
- diseases associated with an increased risk of aspiration of respiratory secretions (e.g. neuromuscular diseases);
- chronic liver diseases;
- diseases for which major surgery is planned.

10.4 Management of pregnancies

In order to adopt all measures necessary for the evaluation for pregnant workers and students in view of the current emergency (Covid-19), considering that pregnancies have been regulated for some time by the relevant specific risk assessment document, the following is required:

- all workers/students who have informed the organisation that they are pregnant under the current procedures (not including at-risk pregnancies);
- who, in the light of their risk exposure profile, have been able to continue working or studying as before;



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- and who DO NOT perform activities currently reorganised as smart working / online teaching (meaning that they are not required to attend on-site);
- are requested to contact the Preventive Medicine Service for a precautionary assessment of the adoption of further measures in response to the current emergency.

10.5 Counselling

UniSR has established a virtual Counselling Service (via Skype, FaceTime or WhatsApp Video) for UniSR staff.

The service is one of the projects intended to promote workers' wellbeing, and at this particular time it provides important support for dealing with the emergency and its emotional impacts.

Appointments can be requested via email to counselling.dipendenti@univr.it

11. Management of reports

Any specific reports of safety shortcomings relating to the implementation of the protocol can be submitted to the Health and Safety Service (spp@univr.it) or the Preventive Medicine Service via specific email addresses (medicina.preventiva@univr.it).

12. Reference documents

The following are the documents which UniSR has issued and updated for the regulation of measures for combating and containing the spread of the COVID-19 infection, to ensure that they are available to all staff, also through publication on the University website (<https://www.univr.it/en/ateneo/info-covid19>):

- UniSR Protocol for the management of confirmed and suspected cases of COVID-19;
- UniSR Student Guidelines;
- Contract Teaching Staff Guidelines;
- UniSR Halls of Residence Guidelines;
- Covid-19 Information for suppliers and contractors (<https://www.univr.it/en/servizi/servizio-prevenzione-protezione/appalti-forniture>)



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13. Annexes

Annex 1: General Self-Certification

Annex 2: Smart Working information

Milan, 6 October, 2020

UniSR/CD/354/AFDAE/

The Managing Director

Anna Flavia d'Amelio Einaudi