



UniSR

Università Vita-Salute
San Raffaele

UniSR Student 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.

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. Preambles

In order to manage the health emergency, it is fundamental for **everyone** to adopt correct, responsible behaviours to contain the spread of COVID-19 infection.

This document contains the **main guidance and rules** to be followed to reduce the risk of spreading the infection.

2. COVID-19

SARS-CoV-2 is a new strain of the coronavirus family, first identified in man in Wuhan, China, at the end of 2019. The consequent highly infectious respiratory disease is known as COVID-19.

Current evidence appears to indicate that the SARS-CoV-2 virus spreads from person to person:

- directly;
- indirectly (via contaminated objects or surfaces);
- through close contact with infected people, via oral and nasal secretions (saliva, respiratory secretions or droplets).

The symptoms of COVID-19 vary depending on the severity of the disease, from the absence of symptoms (asymptomatic carriers) to more serious symptoms, including:

- fever ≥ 37.5 °C and shivering;
- sudden loss of sense of smell (anosmia) or reduced sense of smell (hyposmia);
- loss of sense of taste (ageusia) or modified sense of taste (dysgeusia);
- new cough;
- breathing difficulties;
- cold or runny nose;
- sore throat;
- diarrhoea (especially in children).



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3. Information and communication

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, has been created to simplify access to the relevant information.

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

Detailed information is also provided, in Italian and English, 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, study rooms, Halls of Residence);
- Video monitors;

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).
- instructions for correct use of face masks and gloves;



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4. Access to UniSR facilities

4.1 Temperature measurement

Implementing the COVID-19 prevention measures enforced by the Authorities, **before accessing the University everyone must:**


- **fill in** the self-certification. The self-certification must be filled in before the first access to the University at the start of the academic year and further to every change in the self-declared status.

Each student may fill in and sign the document at <https://intranet.unisr.it/autocertificazione>;

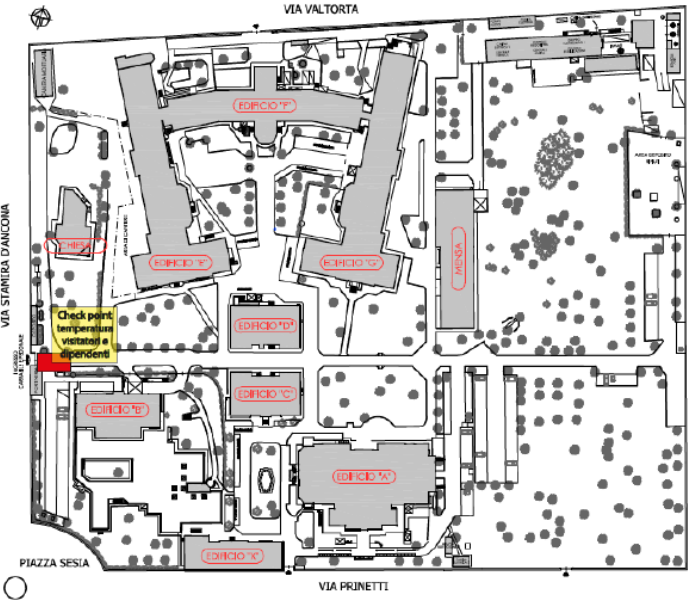
- **have their body temperature measured** at one of the points provided at the various premises. **Access to UniSR facilities is only permitted with body temperature below 37.5° C**, so temperature measurement stations have been created at the entrances to the University's various premises. Therefore, access to UniSR is **only possible through one of the entrances where a temperature measurement station is provided.**

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



Location	Non UniSR measurement stations and entrances	UniSR measurement stations and entrances
<p>Via Olgettina campus</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>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 measurement station</p>	<p>Dibit 1 reception San Gabriele building side _ Ground Floor</p> <p>Dibit 2 reception _ Ground Floor</p> 



Location	Non UniSR measurement stations and entrances		UniSR measurement stations and entrances
<p>San Raffaele Turro (SRT) Campus</p>	<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> 	<p>/</p>
<p>Milano 2 - Canova Borromini Campus</p>	<p>/</p>	<p>/</p>	<p>Entrances to lifts of Canova building (1st, 2nd and 3rd floors) Entrance to the Borromini building _ Ground Floor</p>
<p>Cesano Maderno Campus</p>	<p>/</p>	<p>/</p>	<p>Entrance to the Palazzo Arese Borromeo facility.</p>
<p>Halls of Residence¹</p>	<p>/</p>	<p>/</p>	<p>Receptions</p>

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



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4.2 Contact Tracing

Every student must register their presence in the classroom and in the communal study areas (study rooms, IT rooms, library) to enable contact tracing in the event that a positive case emerges within the University.

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.

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.

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>



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5. Rules of conduct and general 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).
2. 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.
3. Follow and comply with the instructions provided by the general and specific signage.
4. 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.
5. 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.




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5.2 General health and hygiene measures


The general measures described below are also summarised by the infographics affixed inside the facility.



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PREVENZIONE COVID-19

Misure igienico sanitarie



1. **Lavare frequentemente le mani** con acqua e sapone, o, in alternativa, l'utilizzo di gel igienizzante
2. **Evitare il contatto ravvicinato** con persone che soffrono di infezioni respiratorie acute
3. **Evitare abbracci e strette di mano**
4. **Mantenere nei contatti sociali una distanza interpersonale di almeno un metro**
5. **Praticare l'igiene respiratoria:** starnutire e/o tossire in un fazzoletto evitando il contatto delle mani con le secrezioni respiratorie
6. **Evitare l'uso promiscuo** di bottiglie e di bicchieri
7. **Non toccarsi occhi, naso, bocca con le mani**
8. **Coprirsi bocca e naso se si starnutisce o tossisce**
9. **Non assumere farmaci antivirali e antibiotici**, a meno che non siano prescritti dal medico
10. **Pulire le superfici** con disinfettanti a base di cloro o alcol
11. **Usare la mascherina avendo cura di coprire naso e bocca**



5.3 Additional specific measures

- Use the tools provided for booking appointments;
- Uniforms and/or lab coats must not be worn in classrooms and communal areas;
- Everyone is responsible for registering their presence at the University by the procedures specified in point 4.2;
- Avoid all situations where there is the risk of gatherings (e.g. when leaving classrooms, by vending machines) by complying with the instructions for the maximum number of people in communal areas;
- Do not rearrange furniture (e.g. tables, chairs, benches);
- Comply with the specific instructions affixed at the entrances to UniSR premises (e.g.: study rooms, classrooms, library, offices), ref. Annex 2;
- Comply with the instructions regulating flows entering and leaving rooms and premises;
- Use stairs to access upper floors whenever possible, and if lifts are used comply with the COVID-19 instructions provided inside;
- Only eat and drink in the specifically allocated areas (canteen and external premises);
- Do not share instrumentation, unless specifically instructed and with the use of specific protective equipment (e.g. in IT classrooms);
- If instrumentation is shared, clean before and after use or wear specific equipment to reduce the risk of transmission.



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6. Organisation of teaching activity

6.1 Lectures, course examinations, final examinations

For teaching activities, reference should be made to the instructions provided in the Rectors' Decrees and by the Registrar's Office as issued and published.

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

Internships take place in accordance with the regulations in force and in close cooperation with the Host Organisations.

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.



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7. What to do if you have symptoms

UniSR has issued a specific document for the management of cases: “*Protocol for the management of confirmed and suspected cases of COVID-19*”, relevant parts of which are summarised below.

Any symptomatic 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), must make contact as soon as possible with:

- the Preventive Medicine Service (medicina.preventiva@univr.it),
- the Health and Safety Service (spp@univr.it),
- the relevant Academic Offices,

for the implementation of the necessary measures.

During opening hours (7:30- 16:30 hrs), the Preventive Medicine Service can be contacted by phone (to make arrangements for going to the Service in person); when it is not open, students should go home and contact their General Practitioner or the Lombardy Region Help Line (if they have not been assigned a General Practitioner), and make sure they inform the entities listed above as soon as possible.

Depending on the situation, the competent physician may contact both the person concerned and their contacts directly, to gather information of use for management of the situation

The main useful phone numbers are:

- UniSR Preventive Medicine: (+39) 02 2643 4405
- UniSR Health and Safety Service: (+39) 02 2643 4500 _ 02 2643 3859
- Lombardy Region Help Line: 800 89 45 45
- Ministry of Health help line: 1500
- Emergency services: 112



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8. 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).

9. Annexes

Annex 1: Self-certification to be compiled digitally

Annex 2: Instruction chart affixed in communal study areas

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UniSR/CD/321/AFDAE/

The Managing Director

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