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Procedure for the regulation of measures to combat and contain the spread of the Covid-19 virus

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1. PURPOSE OF THE PROCEDURE

This procedure is drawn up in order to organize the resumption of the academic activities of UniCamillus in presence and, at the same time, protect the health of all those who have access to the University headquarters by monitoring the possible sources of spread of Covid-19.

This document identifies the behaviors to be followed both in accessing and during the course of in presence lessons by the academic community and during the performance of the work by the technical administrative staff, teachers, research fellows, collaborators, trainees and all those who have access to the University facilities.

This document was drawn up by the Protection and Prevention Service Manager (PPSM) in collaboration with the Competent Doctor, integrated and approved by the Task Force Covid-19 and will be updated as a result of the changes that will occur after its issue.

All workers and equivalent people, external staff, students, teachers and visitors have the personal responsibility to apply the measures reported in this document, and to verify all the changes and additions that will intervene and that will be promptly published on the website www.unicamillus.org

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This document supplements the risk assessment document (DVR).

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The Covid Manager will have the task of supervising compliance with these provisions and reporting any breaches to the PPSM.

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2. OBLIGATIONS AND PROHIBITIONS FOR ACCESS TO THE HEADQUARTERS OF UNICAMILLUS

Accesso to UniCamillus is not allowed:

- to those who do not have the COVID-19 Green Certification;
- to those who have a fever above 37.5 °C or other symptoms (cough, cold, sore throat, burning eyes, breathing difficulties, recent disturbances of smell, diarrhea with more than 3 daily attacks, asthenia);
- to those who have had close contact with confirmed Covid-19 cases who have not completed the prescribed quarantine period and are not in possession of the certification issued by the Prevention Department or by the GP;
- to those who tested positive for Covid-19, in the absence of medical certification showing the "negativization" in the manner provided, issued by the competent territorial Prevention Department or other competent health authority.

The rules for access to UniCamillus that everyone must respect are the following:

- Access to the UniCamillus headquarters takes place through a dedicated path and a supervised access point where the staff will proceed to **measure the body temperature** of all the people at the entrance using non-contact facial temperature meters (thermal scanner).
- It is mandatory to show the Covid-19 green certification to the receptionist who will check its validity.
- It is mandatory to **sanitize your hands** before entering the University premises using the special dispensers available at the entrance of UniCamillus.
- It is mandatory to **wear a mask** before entering UniCamillus and for the entire time spent in its premises, including the external areas within the limits of the perimeter of the University (*).
- During access to the premises and throughout the stay, the maximum possible interpersonal distance must always be maintained and the minimum interpersonal distance (never less than 1 m) must be respected.
- Students, as well as their companions / visitors and teachers and all those who have access for the first time / after the summer break at the University must fill in,


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print and show at the entrance the self-certification prepared by the University and available on the website www.unicamillus.org/

3. OBLIGATIONS AND FULFILLMENTS DURING PRESENCE AT THE UNIVERSITY

The rules during the presence that everyone must respect at the UniCamillus headquarters are the following:

- It is mandatory to use masks, adequately covering the mouth and nose.
- It is mandatory to always respect the maximum possible interpersonal distance, in any case never less than 1 m.
- It is mandatory to sanitize your hands before accessing the University's teaching rooms / laboratories using the dedicated dispensers available at UniCamillus.
- It is not allowed to stop in the common areas, in order to transit or access the common areas it is necessary to properly sanitize your hands.
- It is forbidden to exchange personal items, such as bottles, glasses, etc.
- It is mandatory to wash your hands often, especially after blowing your nose, before and after eating or drinking, using the toilet, using a mask or touching your face.
- It is mandatory to sneeze or cough into a disposable handkerchief (or with the elbow flexed) and immediately throw the used handkerchiefs into the bin dedicated to unsorted collection; immediately afterwards you need to wash your hands with soap and water or using a detergent solution.
- It is mandatory to use the toilets closest to your position / location or to your classroom and to access the bathroom lockers one person at a time.
- The use of the lifts is allowed to only one person at a time.
- In the offices and staff rooms and preferably on an hourly basis, everyone must ensure the ventilation of their office for at least 5 minutes.
- During face-to-face business meetings, must be guaranteed both a social distance of at least 1 m and a recommended duration of less than 30 minutes, but never more than 60 minutes, beyond which adequate ventilation of the premises must be guaranteed for at least 5 minutes, possibly also with the people present on the premises.

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- It is mandatory to promptly inform the Covid Manager, the PPSM and the Competent Doctor of any prescriptions imposed by the health authorities (isolation, tampon request, etc.), even if the measure is adopted against a family member / cohabitant.

With specific reference to the activities in the laboratories, which are by definition characterized by the common use of products, materials, devices and various instruments, it is mandatory to observe careful hand hygiene and periodic cleaning of the equipment according to the following procedure:

- a) entry into the laboratory;
- b) hand washing;
- c) use of gloves where required by the specific laboratory activity;
- d) hand washing at each change of gloves;
- e) before leaving the laboratory, gloves removal and hand washing again.


4. ACCESS TO THE STUDENT SECRETARIAT

The Registrar's Office is primarily available remotely (e-mail and telephone) however the services are also carried out in presence, **by appointment**, (*within the limits of the Covid capacity provided for the premises*) on Mondays and Wednesdays from 13.30 to 17.30 unless motivated and insuperable organizational needs.

5. MANAGEMENT OF EDUCATIONAL ACTIVITIES

In order to facilitate the performance of UniCamillus educational activities:

- prepare the stations with hand sanitizing solution for each classroom;
- establish the maximum "Covid capacity" for each classroom and the disposition of the usable seats that the students must comply with, for this purpose explanatory maps will be prepared for each classroom;
- prepare the self-certifications that students must download from the website at the section https://www.unicamillus.org/mod_54_autocertificazione-covid-19/, fill in and deliver to the reception;
- assigns classrooms to courses according to the expected number of students attending; in general, students must remain in the same classroom and the teachers will move;
- define the timetable of lessons so that the start of lessons is not simultaneous to allow for staggered student flows;
- provide for a group rotation system for those lessons whose classrooms are

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unable to contain 100% of the students;

- provides that the verification of the Qr Code of the Green Pass takes place through the use of procedures suitable for respecting privacy.

Directions for students


Each student has the personal responsibility of respecting all the indications contained in this document.

UniCamillus reserves the right to expel students who do not comply with the aforementioned indications.

UniCamillus reserves the right to inhibit, as a precaution, the possibility of accessing educational activities in the presence of those students who repeat behaviors such as to put their own and others' health at risk.

During the teaching activities, students are obliged to:

- provide for the sanitation of hands using the special dispensers in each classroom;
- always wear a mask;
- fill in and bring printed and signed the online self-certification form which can be downloaded from the webpage https://www.unicamillus.org/mod_54_autocertificazione-covid-19/;
- attend in presence only the courses provided for in their study plan;
- use the services of the Registrar's Office primarily remotely or by reservation, according to the hourly availability provided by the University;
- always maintain a distance of at least 1 meter even when entering the classroom, occupy only the usable seats and maintain a correct posture while maintaining the prescribed interpersonal distances even during the entire stay in the classroom;
- respect the entry and exit paths indicated and reported in the plans;
- do not use the lifts except in cases of actual necessity linked to impaired mobility;
- comply with the procedures for containing the spread of Covid published and present on the University website www.unicamillus.org;
- use, where possible, the Immuni app.

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During teaching activities, teachers are obliged to:

- keep a distance of at least 2 m from the students during the lesson, if this is not possible, the teacher must also wear a mask;
- check that students wear masks and keep their distance even during the lesson;
- report the students' non-compliance with the procedures to the Covid Manager.

In order to facilitate the tracking and identification of contacts where cases of Covid-19 occur, students, teachers and technical administrative staff of the universities are strongly encouraged to equip themselves with the Immuni app, keeping it active during the periods of presence in the spaces of the University.

6. ACCESS TO EXTERNAL SUPPLIERS


All third parties who access occasionally, before accessing the facilities, must identify themselves as well as fill in, print and show upon request the self-certification prepared by the University with an online form, available at https://www.unicamillus.org/mod_54_autocertificazione-covid-19/ and, for any eventuality, available at the University reception.

Suppliers are strictly forbidden to go to areas not covered by the work to be performed. The drivers of the means of transport must remain on board their own vehicles.

For the necessary loading and unloading activities, the transporter must comply with the strict minimum distance of 1 m; in the event that this is not possible, in addition to the surgical mask, the use of disposable gloves is essential, also for any exchange of documentation.

UniCamillus staff who, due to their functions, come into contact with third-party suppliers must comply with the following obligations:

- Wear the surgical masks while carrying out the operations in contact with third party staff with whom to maintain the minimum distance of 1 m; in the event that this is not possible, in addition to the surgical mask, the use of disposable gloves is essential, also for any exchange of documentation.
- Check that the entry of external personnel is always authorized by the Security Service.
- Inform third parties about the prohibitions to be respected.
- Check that suppliers and external parties are already equipped with a mask and gloves provided by the company to which they belong.
- Do not use the elevators, except in the case of suppliers who have personal illnesses that prevent the use of stairs, or in the case of transporting heavy or bulky material and in any case always only one person at a time.

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- Wash their hands thoroughly after coming into contact with external staff of the University.

7. CLEANING AND SANITIZATION

Cleaning and sanitation is arranged daily, in the event of a class change for the degree course, sanitation must be carried out at each change.

Sanitation is always carried out after each use of the room, for this purpose a special form must be affixed to each access door to the work environments so that the use of the environment and the dates of the sanitation are recorded.

More precise information on the procedures is given in the attachments to this procedure.

8 . MANAGEMENT OF A SYMPTOMATIC PERSON

According to the provisions of the Protocol for the management of confirmed and suspected Covid-19 cases (Annex 22 DPCM 7 September 2020)

In the event that a **suspected case** is identified in the University (i.e. a subject with body temperature above 37.5 °C, or symptomatology compatible with Covid-19), this must be immediately equipped with an FFP2 mask and adequately isolated from other people (in a dedicated room or in an isolation area), except for those strictly necessary for his assistance and who in any case must always wear surgical masks and try, within the limits allowed by the situation, to stay at a distance of at least 1 m.


It is necessary to ensure that the suspected case can return to their home as soon as possible, inviting them to contact their general practitioner or, in his absence, the Public Prevention Department for the necessary clinical evaluation and any diagnostic test prescription.

The isolation area and the area frequented by the person with the symptoms must be sanitized in an extraordinary way.

In this case, the suspension of the teaching activity in presence, which obviously will be arranged in case of confirmation of the suspected case, is not foreseen. If the symptomatic case is confirmed, the procedure described in the next point will be triggered.

If, during the presence at the University, a subject develops symptoms of flu, respiratory infection (cough, cold, sore throat, burning eyes, difficulty in breathing), disturbance of smell, diarrhea with more than 3 daily attacks, asthenia and / or fever, must immediately notify the Covid Manager and the University Management.

The subject who presents one or more of the following symptoms: fever above 37.5 °C, persistent cough, breathlessness, loss of smell, may return to the University only upon

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presentation of a medical certificate certifying the non-contagiousness, regardless of the duration of the symptoms.

In all other cases (e.g. joint pain, cold, sore throat) the medical certificate of non-contagiousness will be necessary only if the absence will last more than 3 days, it being understood that it will be possible to return to the University only in case of total disappearance of the symptom.

9 . COVID-19 CONFIRMED CASE MANAGEMENT

According to the Protocol for the management of confirmed and suspected COVID-19 cases (Annex 22 DPCM 7 September 2020)


In the event that the University becomes aware through the Competent Health Authority or otherwise of a **confirmed case of Covid-19 referring to an employee / collaborator / consultant**, it closes the premises that have been frequented by that person and immediately establish the extraordinary ventilation and sanitation.

In the event that the University becomes aware through the Competence Health Authority or otherwise of a **confirmed case of Covid-19 referring to a student or a teacher** present in the classroom or to the administrative and technical staff in charge of teaching support activities on a given day, through the Safety Offices, collaborates with the competent Health Authority (Public Prevention Department) in adopting the necessary measures.

In particular, always in conjunction with the Public Prevention Department, the classroom closes and its disinfection and sanitization is arranged according to the procedures provided for by the protocols in force; the contact tracing activity will be supported by simultaneously transmitting to the Competent Health Authority the list of teachers, technical administrative staff and students enrolled in the teaching and / or shift with the case confirmed in the period between the two days preceding the onset of symptoms or swab and the date of initiation of isolation.

In addition, the Security offices contact these students, teachers and technical administrative staff, always in agreement with the Public Prevention Department, recommending, as a precaution, to isolate themselves in their home, requesting passive surveillance of the symptoms and inviting them to strictly follow the provisions provided by the Competent Health Authority.

In fact, it is the responsibility of the Competent Health Authority to carry out the epidemiological investigation and to identify any measures to be implemented (e.g. quarantine, isolation, active surveillance, etc.).

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The resumption of teaching activities in the presence is subject to the outcome of the epidemiological investigation and the recommendations of the Public Prevention Department.

In any case, without prejudice to different communications and provisions from the Competent Health Authority, it is recommended that students, teachers and technical-administrative staff in support of teaching should resume activity in presence only at the end for a period of fifteen days, also in consideration of the possibility of carrying it out online. The same procedure is activated for exams and other curricular activities.

The return to the University of subjects after quarantine or hospitalization due to Covid-19 positivity can only take place after the acquisition of the resignation letter from the health facility certifying the healing by double negative swab.

The return to the University of subjects remained in quarantine for contact with suspected or ascertained COVID-19 cases can only take place after the acquisition of the certification of the Competent Health Authority or of the GP who certifies the negativity of swabs (if performed) or the termination of the quarantine period.

The health documentation described above must be sent to the University which transmits it to the Competent Doctor and to the PPSM.

For more information, please refer in full to the **Circular of the Ministry of Health of 11 August 2021, updating the quarantine and isolation measures.**

ATTACHMENTS

- Self-certification
- Correct use of PPE and hand washing
- Copies of floor plans with Covid capacities and transit routes
- Guidelines and protocol for cleaning and sanitizing the premises