PROTOCOLS
For the control and containment of the SARS-CoV-2 virus

All the information to deal with the COVID-19 emergency

May 5, 2020
Dear all,

On May 4, the provisions of the recent Decree of the President of the Council of Ministers will begin, initiating what is to be considered Phase 2. As such, it is time for our University to resume the institutional task of conducting research, limited to the activities that cannot be further postponed. We have come to this point, not only because the Presidential Decree allows for it, but because we want to resume research as the fundament base of academic community life while teaching activities continue online.

If we want to move forward, we must do it responsibly. Repopulating University Departments and Centres means that we must adhere to conditions that ensure maximum safety for teachers, researchers, collaborators, and for all the technical and administrative staff involved.

As such, the Rector’s Delegate for Safety, Prof. Borsari, along with a team of safety experts, have been entrusted with the task of developing guidelines that guarantee the safe restart of research activities. The guidelines of set protocols are defined as “Protocols for the control and containment of the SARS-CoV-2 virus.” The guideline was written through a carefully elaborated and constructive expansion of measure compared to that recommended by the Council of Department Directors, Managers, representatives for work safety, the RSU, and the trade union organizations.

On April 8 the resolution was implemented by the Board of Directors, as such the Protocol was issued with the Rector’s Decree and is hereby attached. This is a document that binds all of us to act with the utmost responsible individual behaviour. The managers of each building guarantee, through the targeted implementation of the indicated protocols, that the reimplementations of daily research activities are compatible with all security requirements. This means that managers for each building will regulate the access for teaching and research staff and will define the attendance needs of technical and administrative support to ensure the resumption of activities to be extended as deemed necessary, this is based on any further indications that may be added from the University.

Best Regards,

*The Rector*

Rosario Rizzuto
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## PROTOCOLS FOR THE CONTROL AND CONTAINMENT OF THE SARS-COV-2 VIRUS

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## AUTO-CERTIFICATIONS FOR ACCESS

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Attachment 2

PPE use for containing and managing the SARS-CoV-2 epidemiological emergency virus

Purpose and scope
References
Instruction for the use of PPE
Disposable mask
Disposable gloves

OPERATING PROCEDURE

Operating procedure: Redefining the measures to contain the spread of SARS-CoV-2 in the workplace and prevention strategies.

Examples that characterise risk

Purpose and scope
References
Redefining measures to contain the spread of SARS-CoV-2 in the workplace and prevention strategies
Offices and studios
Monitoring tools
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Registration and recording

Operating procedure for the management of the health emergency in case of staff who have contracted the virus
Protocols for the control and containment of the SARS-CoV-2 virus
approved by Rector’s decree rep. n° 1509/2020 on April 29, 2020

Introduction

The aim of this document is to indicate the basic procedures that must be followed to enter University buildings. These procedures are in place to preserve the health of employees and to contain the risk of becoming infected with SARS-CoV-2. All procedures are in compliance with precautionary principles that are proportionate and reasonable in ensuring the health and safety of the workplace and work methods.

It should be noted that considering the recent arrival of the virus and its spread, the University recognises that there are implications that hold relevant uncertainties. Please refer to the “Valutazione scientifica sugli interventi di prevenzione e mitigazione del contagio da SARS-CoV-2 da implementare alla ripartenza delle attività lavorative”, (Scientific evaluation on the prevention and mitigation of the SARS-CoV-2 contagion before resuming to work), which has been made available on the University website. All activities must be directed with caution and attentiveness, and rigorous compliance with current regulations and the provisions issued by the University, which this protocol refers to.

Note that the primary and most effective safety measure is the continuous and careful practice of responsible behaviour, as describe below:

• Proper personal hygiene practices and social distancing
• Correct use of personal protective equipment (PPE)
• Maintenance of a clean and hygienic working environment (including personal activities)

The basic procedures indicated in this Protocol are the result of considerations and methods specified by the National Institute for Insurance Against Workplace Accidents (INAIL) stated under the document, “Documento tecnico sulla possibile rimodulazione delle misure di contenimento del contagio da SARS-CoV-2 nei luoghi di lavoro e strategia di prevenzione.”(Possible remodulation techniques and prevention strategies for the containment of the SARS-CoV-2 contagion in the workplace.)

The basic procedures indicated in this Protocol will be disseminated to each University building, in the context of the ad hoc regulation that will be defined at greater detail and based on the applied methods of specific logistical and organizational characteristics of each building. The provisions contained in this Protocol apply to anyone who has access to University building, including employees of third parties whose workplace and/or activity is at the University. Personnel affiliated with the Regional Health Service, should follow the provisions established by the health area of each Department and the appropriate operational point of reference.
General Measures

Access to University facilities

University buildings will enforce a limited number of persons per entrance.

Entrances and exits must ensure social distancing of at least 1 meter per person as to avoid any form of bottlenecking or crowding. It is recommended to place visual indicators to ensure precise flow of entry and exit routes in large buildings.

All those entering University buildings must wear the required PPE and show a prefilled Auto Certification (see Attachment A).

Supplier may access University buildings (see Attachment B) by following the procedures declared on April 29 under protocol no. 200602. Those entering University buildings to conduct manual work and maintenance, must comply with the Prime Minister’s Decree (DPCM) of April 26, 2020, (see Attachment 7).

To minimize the number of persons frequenting the interior structure of a building and to ensure that essential activities can continue to be carried out by receptions services with the public, each building must provide direct access to said services from outside the building.

Please note the measures indicated in the Decree by the Italian Ministry of Health must be respected, see the following link www.unipd.it/nuovo-coronavirus:

• anyone with a fever (temperature over 37.5 °), a cough, having breathing difficulties or other symptoms such as muscle or body aches, loss of taste or smell must stay at home and immediately contact their general practitioner (or the Continuity Assistance Service) or, in case of serious symptoms call the medical emergency number 118

• those who have been in contact with someone that has tested positive for the SARS-CoV-2 Virus in the last 14 days are prohibited from entering University buildings

• the legal regulations, as well as all precautionary and preventive measures dictated by State Authorities, as well as that which has been prepared by the University must be fully observed

• any and all further measures and rules adopted by each individual building must be fully observed

• please contact the toll-free number 800 462 340 or the public access number 1500 for more information or questions related to the COVID-19 emergency.
**Information**

Through numerous and varied appropriate methods, the University has informed all employees, as well as those who have access to University buildings, about the provisions put into place by State Authorities by posting leaflets and visual guides on personal behavioural procedures at each entrance in the fight against Covid-19, see the following link [www.unipd.it/nuovo-coronavirus](http://www.unipd.it/nuovo-coronavirus)

**Inter-Office movement and meetings**

Movement within the University must be limited only to that which is necessary and must comply to all stated procedures and restricted measures.

Meetings of Collegiate Bodies are forbidden to take place.

Ideally, all meetings should be held remotely. If a meeting must be taken in person all parties must adhere to the social distancing of 1 meter per person along with the use of disposable masks.

All internal events and classroom training activities, including mandatory training that cannot be conducted remotely are to be cancelled, suspended or postponed.

It is recommended that “First Aid and Fire Emergency Officers” remain on duty.

**Cleaning**

The University ensures the daily cleaning of all premises, areas, workplaces, and common spaces in accordance with the provisions of the “Operating instructions for the protection of health in non-health related workplaces” – as per version 10 of April 11, 2020 of the Veneto Region.

In the event that a person who has tested positive for COVID-19 and who has been on University premises, we will proceed to the provisions according to circular no. 5443 of February 22, 2020 set by the Italian Ministry of Health.

Such interventions must be requested by the Building Manager to the Office of Goods and Services Management via mail at gestionebeniservizi@unipd.it, or by requesting a ticket voucher, or by calling 049 827 3751 / 3985.

The cleanliness of all rooms and the maintenance of all facilities is ensured by the central or structural offices that manage their respective contracts. Periodic natural ventilation of open widows, is recommended, even when air conditioning or cooling systems are being used.
**Personal hygiene measures**

Strict compliance with the prescribed personal hygiene precautions is mandatory.

Frequent hand washing with soap and water or alcohol-based hand sanitizing solutions/gels is highly recommended.

The University guarantees access to premises that host sinks equipped with running water, soap, and drying methods, ensuring compliance with the personal hygiene measures established by the Degree set by the Ministry of Health and the Higher Institute of Health.

Procedures for proper hand washing and drying can be found through the following link www.unipd.it/nuovo-coronavirus and must be visibly posted inside every workplace and inside every restroom.

Alcohol-based hand sanitizers (equal to at least 70%) must be available to all employees and can be requested by the Office of Goods and Services Management.

Hand soap must be accessible to everyone through specific, visible and recognizable dispensers.

**Social distancing**

Except for specific and reasonable circumstance, maintaining a physical distance of at least 1 meter per person must be guaranteed and observed as is stated in the Prime Ministerial Decree (DPCM) of April 26, 2020. As a precaution, maintaining a physical distance 1.5 meters is recommended, until each structure has completed the evaluation and detailed regulation indicated in the introduction.

Any situation where the accumulation, gathering, and crowding of persons within the workplace and relevant common areas is prohibited.

The organization and articulation of work must be redefined with respect to the physical distancing of each individual. This can be accomplished by reducing the number of persons simultaneous present in the workplace and through flexibility of schedules, to limit the number of persons congregating at entrances and exits at any one time.

To ensure social distancing, organizational measures for the remodelling or retrofitting of office space and workstations must be put into place.

The use of the lifts/elevators is not recommended.

**Personal Protective Equipment (PPE)**

Workplace location that involve the presence of people in the same room and in common areas, regardless of interpersonal distances, wearing surgical masks is mandatory and will be made available by the University. It is also compulsory to wear disposable gloves for activities that deem it necessary and that specify it as so in advance. Those who are responsible for or those who supervise teaching and research in laboratories, will provide the necessary support that verify the compliance of all hygiene and behaviour rules to the site specific workers.
Management of common spaces and private areas

Access to common areas, snack bars, vending machines, water dispensers and changing rooms must impose a limited number of persons within each area that ensures the social distancing of 1 meter per person and must provide frequent ventilation of each premises. Those servicing such areas must wear a surgical mask and gloves (if a common surface is touched).

Before and after the use of vending machines, the use of hand sanitizers, and the cleaning of the area with an appropriate solution is mandatory. Selection menus on vending machines, door handles, handrails, and access doors to buildings is guaranteed to be cleaned daily with the use of special detergents.

Private spaces within each restroom, including when using a bathroom stall, the distance of 1 meter must be adhered to and surgical masks must be worn.

First aid and the management of symptomatic persons

In the event that a person on University property is in need help, first aid workers must apply PPE immediately, and place a surgical mask over the person in need of assistance. A call must then be placed to 118 and all other persons on site are to be notified and removed from the premises. Immediately following such an occurrence, the Preventive Medical Service must be contacted.

The University has provided first aid workers with PPE kits, which include FFP2 masks, protective glasses, and disposable gloves. First aid interventions that include the possibility of biological contamination must follow the procedure instructing for the correct use Personal Protective Equipment – PPE (Istruzione Operativa: DPI per Addetti al Primo Soccorso) through the following link www.unipd.it/nuovo-coronavirus.

The University will follow the procedures for the containment of the epidemic should a case of a person testing positive for COVID-19 be found within its facilities.

The University has prepared an “Procedura operativa per la gestione dell’emergenza sanitaria in caso di personale che abbia contratto il contagio” (Operating procedure for the management of the health emergency in case of personnel has contracted the infection), see the link www.unipd.it/circolari-coronavirus

The Preventive Medicine Service and the Facility in which the person who has tested positive for COVID-19 must collaborate with the Health Authorities to define with whom they have been in “close contact” with. During the period of carrying out this investigation, the University may ask close contacts to leave the building as a precaution as indicated by the Health Authority.
Respecting the measurements

The managers, supervisors, and those responsible for laboratories are entrusted with the task of ensuring compliance with the requirements in accordance with the provisions of the safety legislation.

It should be noted that the employee’s failure to comply with the health security measures constitutes a disciplinary offense in the same way as the provisions of the employee code of conduct.

Attachments

• Auto-Certification for Access to University Buildings (Attachment A)
  In the SIT section of the University's website, an on-line procedure to fill the Auto-Certification for access to University Buildings is available to all staff members. It is recommended to use this procedure as it allows the director of the facility to monitor the number of access requests. The use of the on-line procedure also allows to make the declaration only once. Upon access to the buildings it may be required to produce the declaration. It is therefore recommended to save or print the pdf file produced at the end of the procedure and take it with you.

• Supplier Auto-Certification for Access to University Buildings (Attachment B)

• Protective Hygienic Measures against the spread of coronavirus (Attachment 1)

• How to handwash? (Attachment 1)

• How to handrub? (Attachment 1)
Specific Measures

Libraries

The reopening of libraries aims at allowing research activities to be carried out by teachers, researchers, scholarship holders, PhD students, postgraduates, research fellows, contractors, and undergraduates. The reopening of the libraries includes the following services: loan and book returns, document delivery, interlibrary loans, quick consultation, and permanent consultation.

The University Centre for Libraries has prepared a library reopening plan according to the anticipated attendance and documented needs and is divided by scientific and disciplinary areas.

In order to guarantee social distancing, access to and remaining on the premises for study and consultation of the texts can only take place through the electronic reservation of a specific location identified by the library. In order to avoid gatherings, there will be a limited number of reserved spaces available.

The request and return of books without the need to physically access the premises will continue to take place electronically.

The University will provide PPE and other needs specific to the activities of each library. This includes, disposable gloves, which must be worn throughout the duration in which one stays inside library spaces, the installation of protective barriers for counters as is needed and with sufficient ventilation. Books that have been returned are stored in special and separated areas for a period of 48 hours before being made available again.

Offices and studios

Social distancing of at least 1 meter per person must always be guaranteed and observed, disposable masks must always be worn when more than one person is present in an office. All forms of assembly are to be avoided.

Maintain good hand hygiene with soap and water or sanitizing gel before and after using shared equipment (printers, shared workstations, paper or shared stationery material) is highly recommended.

Access to other offices must be reduced to essential workers and communication via telephone or through other form of electronic communication is preferred.

The reception services of the public and front office activities (where necessary) must be carried out as much as possible through online booking. Organizing and limited number of appointments on each premises must allow for easy access from the outside and provide, where possible, the installation of dividing barriers.
On-site inspections

Inspections may be needed for construction site verification, contract service verification and IT assistance. All physical spacing must be observed, disposable mask and gloves must be used (where necessary), unless the use of PPE is specified for particular activities.

Laboratories and workshops

Social distancing of at least 1 meter per person must always be guaranteed and observed, disposable masks must be worn, and all forms of assembly is to be avoided.

The reopening of laboratories aims at allowing research activities to be carried out by teachers, researchers, scholarship holders, PhD students, postdoctors, postgraduates, contractors, and undergraduates.

Frequent acts of ventilation of the premises is required.

At the end of the working day, all surfaces of counters and desks must be cleaned and disinfected with a solution of 70% ethanol. All paper or similar items that may cover a space must be removed from the work surface.

Disinfections with a solution of 70% ethanol must be used on surfaces subject to repeated and continuous contacts such as handles of doors, windows, refrigerators, incubators, external glass of the hoods, eyepieces of the microscopes, instrument keyboards, computer keyboards and computer mice. The use of COVID-19 “anti-contagion” devices can substituted by the use of additional PPE for specific activities.

Access to the changing rooms is contingent upon the continuous ventilation of the premises while maintaining required social distances of 1 meter per person.

Agronomic Activities Agricultural Agency, the Agripolis Campus and Botanical Garden

Access to the changing rooms is contingent upon the continuous ventilation of the premises while maintaining required social distances of 1 meter per person and the limiting of persons allowed inside at the same time.

The organization of the spaces and the sanitation of the changing rooms must be provided in order for the storage of work clothes of cleaning staff, guaranteeing them suitable hygienic conditions.

The use of masks and gloves are mandatory during all activities that does not offer sufficient spacing.

Cleaning and disinfecting with a solution of 70% ethanol is required of all equipment and items that are subject to repeated and regular contact.
Animal facilities and shelters

Facilities using animals for scientific purposes (pursuant to Legislative Decree 26/2014) as well as animal shelters for zootechnical purposes, must adhere to the same procedural indications of laboratories.

Direct contact with animals by multiple operators, researchers, animal care workers, veterinary doctors must be limited as much as possible and in compliance with respect for animal welfare.

Veterinary Teaching Hospital (OVUD), and Veterinary Anatomical Pathology and General Pathology

Access to OVUD by guests and patients may only be conducted by a limited number of reservations that ensure a minimize the number of persons in the waiting room in compliance with social distancing measures.

If it is not possible to keep the required distances in the waiting room, guests and patients must be welcomed and registered outside the building. The medical, diagnostic and disposable procedures will be conducted by veterinarians and veterinary technical assistants in compliance with the same spacing procedures and with use of PPE. Repeated ventilation of the premises at the end of each procedure and the disinfection of contacted elements by veterinary technical assistants and supervisors must be applied.

The clinical management of animals suspected to test positive for COVID-19 must comply with the provisions issued by the ISS in the document (ISS Report - COVID-19: Companion Animals and SARS-CoV-2 updated on April 19, 2020), which will be made available to all staff by the Health Department via e-mail.

The same procedures outlined above also apply to the emergency and night emergency building and to the premises of the Equine Fertilization Centre.

For the Sector Rooms and the adjacent rooms of Veterinary Anatomical Pathology and General Pathology, the same procedures apply as for laboratories; in the case of a corpse of a suspect positive COVID animal, it is mandatory to comply with the provisions issued by the ISS in the document above.
In the SIT section of the University's website, an on-line procedure to fill the Auto-Certification for access to University Buildings is available to all staff members. It is recommended to use this procedure as it allows the director of the facility to monitor the number of access requests. The use of the on-line procedure also allows to make the declaration only once. Upon access to the buildings it may be required to produce the declaration. It is therefore recommended to save or print the pdf file produced at the end of the procedure and take it with you.

Auto-Certification for Access to University Buildings

I, the undersigned, ___________________________________

Personal fiscal code (Codice Fiscale):___________________________________

Born on____ /___ /________ (day/month/year)

Place of birth ___________________________________________________________ (city, country)

Local residence ____________________________ (____) via ________________________________ no.___

UNIPD employ no. __________________________________ Building work location and address _______

___________________________________________________________________

□ external guest and name of agency

____________________________________________________________________________________________

CF: _________________________________________P.IVA___________________________________________

□ Other (please specify) ________________________________________________________________

I declare:
1. that by accessing University property on ___/___/_____ (day/month/year) or from ___/___/_____ until ___/___/_____;
2. that I am aware of the measures to contain the spread of COVID-19 currently in force, as well as the related criminal sanctions, including those for false declarations;
3. I am aware of the obligation to stay at home in the presence of flu symptoms such as a fever higher than 37.5 °, informing my doctor and the health authority;;
4. I am aware that access to University spaces is forbidden to those who, in the last 14 days, have had contacts with subjects who have tested positive for COVID-19;
5. I am aware of the obligation to promptly declare where, even after access to university spaces, there are conditions of potential danger (flu symptoms such as fever greater than 37.5 °, coming from areas at risk or contact with people positive to the virus in the previous 14 days, etc.), taking care to remain at an adequate distance from the people present;
6. I am aware that access to university spaces for workers who have already tested positive for COVID-19 infection must be preceded by prior notification concerning the medical certification which proves to have undergone the swab and to have had a negative result, according to the procedures provided for and issued by the competent territorial prevention department;;
7. I have read and undertake to comply with all the provisions contained in the University’s SARS-CoV-2 virus control and containment protocol and its following attachments present at the link www.unipd.it/circolari-coronavirus or combined with the here I’m:

ATTACHMENTS 1 - Hygiene measures and behaviour to be followed

ATTACHMENTS 2 - PPE use for containing and managing the SARS-CoV-2 epidemiological emergency virus

Document or company badge with photo is attached.

Date ________________________   Signature _____________________________
Supplier Auto-Certification for Access to University Buildings

I, the undersigned, _________________________________________________________________________

personal fiscal code (Code Fiscale): __________________________________________________________

date of birth____ /___ /____ (day/month/year) place of birth (city, country) _______________________

_______________________ local residence ______________________________________________________

□ name of supply company __________________________________________________________________

company address ___________________________________________________________________________

company fiscal code (Code Fiscale): __________________________________________________________

VAT number _________________________________________________________________________________

□ other (please specify) _____________________________________________________________________

I declare:

that by accessing University property on ___/___/_____ (day/month/year) or from ___/___/_____ until ___/ ___/_____

and to be informed:

• that transport drivers must “limit the exiting of vehicles” only when absolutely necessary

• that for during all loading and unloading activities, the transporter must comply with the strict distancing of at least 1 meter from others and to wear PPE (personal protective equipment) including a surgical mask or respiratory protective device and gloves

• that suppliers/ drivers/ or other external personnel are prohibited from using lavatories (WC) located on University property

• must immediately inform the University (structure or client area) of any known positive COVID-19 cases to among those who, by virtue of this letter, have had access or, in any case, have come into contact with University staff / workplace. In this case, all subjects involved must collaborate with the Italian Health Authority by providing information requested in identifying close contacts

• of the provisions of the Italian Government, the Italian Ministry of Health and ISS (Italian National Institute of Health) regarding the hygienic measures and appropriate behaviour to be followed (attachment 2), please see the following link https:/ /www.unipd.it/nuovo-coronavirus;

• of the provisions of the "SARS-CoV-2 virus control and containment protocol" of the University of Padua is available at the link https:/ /www.unipd.it/news/coronavirus

• that you must stay home if you have a fever (over 37.5°), a cough or other flu like symptoms and promptly contact your General Practitioner (or the Continuity Assistance Service) or, in the case of serious symptoms, call the direct emergency 118 number

• that you are forbidden to enter or remain on University property if any flu like symptoms occur during work performance, and to remain at an adequate distance from others and promptly announcing your current state of health

• that it is forbidden to access University property for any who has had contact with someone who has tested positive for COVID-19 within the last 14 days.

• that you must comply with all the provisions of the Italian Authorities and the University in accessing the University (in particular, maintain the safety distance of at least 1 meter, observe the rules of hand hygiene and maintain correct hygiene behaviours)

• that you may contact the toll-free number 800 462 340 or the public utility number 1500 as it has been made available to request any information related to the COVID-19 emergency

• that you must respect any other specified precautionary and preventive measures of specific University property to which you must access.

• that a copy of a valid identification document is attached

Date ________________________ signature ____________________________
Protective Hygienic Measures Against the Spread of CORONAVIRUS

- Wear a face mask and disposable gloves
- Avoid touching your eyes, nose, and mouth with your hands
- Cover nose and mouth with a tissue when you sneeze or cough
- Social distancing, maintain at least 1-meter distance between others
- It is not advised to use elevators
- Avoid shaking hands or hugging
- Wash surfaces with alcohol or chlorine-based disinfectant
- Avoid sharing cups or bottles
- Do not take antiviral or antibiotic medicines if not prescribed by your doctor

Avoid close contact with people who suffer from acute respiratory infections. Stay home if you have any flu-like symptoms, do not go to the emergency room, rather contact your doctor or call the toll-free Veneto Region medical emergency number 800 462 340, or the public number 1500.
HOW TO HANDWASH?

Wash hands when visibly soiled! Otherwise, use handrub

**Duration of the entire procedure:**

40-60 seconds

**0. Wet hands with water**

**1. Apply enough soap to cover all hand surfaces**

**2. Rub hands palm to palm**

**3. Right palm over left dorsum with interlaced fingers and vice versa**

**4. Palm to palm with fingers interlaced**

**5. Backs of fingers to opposing palms with fingers interlocked**

**6. Rotational rubbing of left thumb clasped in right palm and vice versa**

**7. Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa**

**8. Rinse hands with water**

**9. Dry hands thoroughly with a single use towel**

**10. Use towel to turn off faucet**

**11. Your hands are now safe**

Source: World Health Organization
HOW TO HAND RUB?

Rub hands for hand hygiene!
Wash hands when visibly soiled!

DURATION OF THE ENTIRE PROCEDURE: 20-30 SECONDS

1a. Apply a palmful of the product in a cupped hand, covering all surfaces.
1b. Rub hands palm to palm.
2. Right palm over left dorsum with interlaced fingers and vice versa.
3. Palm to palm with fingers interlaced.
4. Backs of fingers to opposing palms with fingers interlocked.
5. Rotational rubbing of left thumb clasped in right palm and vice versa.
6. Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.
7. Once dry, your hands are safe.

Source: World Health Organization

Auto-certifications for access - Attachment 1
PPE use for containing and managing the SARS-CoV-2 epidemiological emergency virus

Purpose and scope

The following procedures are aimed at providing instructions for the use of Personal Protection Equipment (PPE) made available to University employees to prevent the spread of the SARS-CoV-2 epidemiological emergency virus. In particular, the use of disposable mask and disposable gloves is described.

References

The Law Decree of March 17, 2020 no.18, Art. 16 - Further protective measures for workers and the community, paragraph 1.

President of the Council of Ministers Decree of April 26, 2020, “further implements the provisions of the Law Decree of February 23, 2020, no. 6, includes the urgent measures on the matter for the containment and management of the COVID-19 epidemiological emergency as it is applicable to the entire national territory, “Attachment no. 6” Shared protocols regulating the measures to combat and contain the spread of the COVID-19 virus in the workplace between the Government and the social partners “of April 24, 2020, point 6 - Personal Protective Equipment (PPE).

Instruction for the use of PPE

The available PPE kits, in relation to what is indicated for the management of the COVID-19 epidemiological emergency from, is composed of:

- disposable mask
- disposable gloves

PPE must be applied in the following sequence:

1. disposable mask  2. disposable gloves

PPE must be removed in the following sequence:

1. disposable gloves  2. disposable mask
Disposable mask

Disposable medical grade surgical masks constitute a useful protective barrier in diffusing pathogens that are transmittable by air.

The steps to properly apply and remove the disposable mask are listed below.

Wearing of a face mask

**Wash your hands.** Before applying a new face mask, wash your hands thoroughly with soap and water.

**Check your mask.** Check that the mask has no defects (holes or tears) in the material. If the mask is defective, replace it.

**Position the mask correctly.** Make sure that the metal nose bridge is facing upwards before applying the mask.

Make sure that the correct side of the mask is facing outwards. The inner side is usually white, while the external side is usually a different colour. Before applying the mask, make sure that the white side is facing inward towards your mouth and nose.

**Placing the mask on your face.** There are many types of masks, each with different application methods:

- **Ear loops** - some masks have two loops, one on each side. Take the mask by the loops, put one around one ear and then put the second one on the other ear.

- **Laces** - some masks have laces (upper and lower) that are meant to be tied behind the head. Take the mask from the laces on the top, bring them behind the head and tie them together in a bow.

- **Elastic bands** - some masks have two elastic bands that are applied around the head and the neck. Hold the mask in front of your face, pull the upper band and put it around the top of the head. Then pull the lower band over the head and place it at the base of the neck.

**Adjusting the nose bridge.** Once placed on the head and face, use the index and thumb to tighten the flexible nose bridge of the mask.
Knot the lower part of the mask (if required).
For masks with the laces that tie above and below the head, tie the lower laces around the nape of the neck. If they were already tied before, you may need to tie them more securely.

Place the mask on the face and under the chin.
Once applied, adjust the mask to make sure it covers your face, mouth, and neck are below your chin.

The mask is intended for single use only, therefore it must be discarded immediately after use.

Removing the mask

Wash your hands. Before removing the mask, wash your hands or, if you are wearing protective gloves, remove the gloves first, wash your hands and then finally remove the mask.

Remove the mask carefully. Remove the mask by only touching the edges of the mask, the laces, or the ear loops. Avoid touching the front of the mask, as it may be contaminated.

Ear loops - use your hands to hold the loops and remove them from each ear;
Laces - first untie the lower laces and then the upper laces. Remove the mask by holding the laces on the upper side;
Elastic bands - use your hands to bring the lower band over your head, then do the same with the upper elastic band. Remove the mask from the face while holding the elastic band of the upper side.

Discard the mask by respecting the safety rules. The removal of masks should be discarded in a medical or laboratory setting. It is likely that there is a specific container for this type of waste located in different environments, such as administrative offices. Used gloves and masks can be thrown into the unsorted dry waste containers and for additional caution, it is advisable to collect the removed devices in a dedicated bag and once closed, have it disposed of in the waste bin.

Wash your hands again. Once the mask has been disposed of according to the safety regulations, wash your hands once more to make sure they are clean and that they are not contaminated by the dirty mask.
Disposable gloves

Non-sterile disposable gloves are devices used in the workplace to protect the worker from possible contact with biological material. The use of disposable gloves reduces the incidence of hand contamination and offer an effective barrier to the risk of the transmission of infections. In order to achieve maximum protection certain rules of applying, use of and removal of gloves must be observed.

Before putting on gloves:
• Remove rings, bracelets and wristwatches
• Make sure your hands are completely dry
• Check that the gloves are the correct size (neither too loose nor too tight)

During and after use:
• do not touch the face, hair, or glasses as they may have made contact with the dirty mask

Removing gloves:
• starting from the wrist remove the first glove by turning it inside out and hold onto it with the hand that is still wearing the other glove;
• remove the second glove by grasping it from the inside of the wrist area and turning it inside out so that the previously removed glove remains inside the other;
• **DO NOT** reuse disposable gloves: after use, gloves must always be thrown away;
• dispose of the gloves in the unsorted waste, for additional precaution, it is advisable to collect the removed PPE in a dedicated bag and once closed, throw it in the unsorted waste bin;
• wash your hands thoroughly as indicated in the attachment “How to handwash?”. 

Auto-certifications for access - Attachment 2
Operating procedure: Redefining the measures to contain the spread of SARS-CoV-2 in the workplace work and prevention strategies.

Examples that characterise risk

circular protocol n°203697 of May 5, 2020

Purpose and scope

The purpose of this procedure is to provide examples that characterize risk in the context of the University workplace. The management of the re-opening phase of specific University activities, carried out by individual buildings, must adopt the provisions designed to ensure the health of employees and to contain the risk of spreading SARS-CoV-2. The primary reference for the operationally activities of all the University buildings are indicated in the “Protocol for the Control and Containment of the SARS-CoV-2 Virus.”

A copy of the “Risk characterization” prepared by each University building must be officially sent to the University Environment and Safety Office, which as a result, may make observations and regulation in this regard.

Please note that if the indications elaborated by any particular building prove to be in contrast with the guidelines established by the “SARS-CoV-2 virus control and containment protocol,” that said building maybe considered as unauthorized to continue its activities by the University.

For the purposes of the provisions set forth by the University Security Management System, the failure to submit a “Risk characterization” by University buildings will be considered ineffective.
Introduction

The indications contained in the University’s “SARS-CoV-2 virus control and containment protocol” are based on the consideration, as well as the methodology, of the INAIL published document entitled “Technical document on the possible remodulation of the measures to contain the spread of SARS-CoV-2 in the workplace and prevention strategies.”

These indications will be disseminated to each University building, in the context of the actions provided for by the Protocol itself, and through ad hoc regulation that will define in greater detail within the application in relation to the specific logistical and organizational characteristics of said building.

The methodology of characterizing risk

The technical document that INAIL classifies as risks for the spread of SARS-CoV-2 during work are defined under three variables:

• **Exposure**: the probability of coming into contact with sources of the contagion during the performance of specific work activities (i.e. health sector *, management of special waste, research laboratories, etc.);

*It should be noted that for health care activities, staff must follow the indications and procedures of the Hospital or Body in which the activity takes place.*

• **Proximity**: the intrinsic characteristics of carrying out work that does not allow for sufficient social distancing (i.e. specific tasks done along an assembly lines) during partial and or entire working periods;

• **Aggregation of others**: the type of work that involves contact with other subjects in addition to colleagues (i.e. catering, retail, entertainment, hotels, education, etc.).
The following values are assigned to each variable:

**Exposure:**
- 0 = low probability (i.e. agricultural worker)
- 1 = medium-low probability
- 2 = average probability
- 3 = medium-high probability
- 4 = high probability (i.e. health worker)

**Proximity:**
- 0 = work mostly done alone
- 1 = work done with others but not in close proximity (i.e. private office)
- 2 = work done with others in shared spaces but with adequate spacing (i.e. shared office)
- 3 = work involving shared tasks in close proximity to others for a non-predominant part of the time (i.e. assembly line)
- 4 = work carried out in close proximity to others for most of the time (i.e. dental practice)

The result from the above combined score is adjusted with factors of the following third factor:

**Aggregation of others:**
- 1.00 = limited or zero presence of third parties (i.e. manufacturing sector, industry, offices not open to the public)
- 1.15 (+15%) = intrinsic presence of third parties under organisational control (i.e. retail trade, personal services, offices open to the public, bars, restaurants)
- 1.30 (+30%) = gatherings that are controllable with set procedures (i.e. health, schools, prisons, armed forces, public transport)
- 1.50 (+50%) = gathering that are controlled with a limited set of procedures (i.e. entertainment, mass events)
The final result determines the level of risk and is indicated in colour within the following diagram (scale 0-24):

This method has allowed INAIL to identify the risk classification for numerous activities that are identified with the ATECO Codes, which can also be used to classify the activities carried out in the University in relation to the specific complexities that may emerge when analysed together.

*The risk class assessment takes into account the methods of carrying out work activity. The identified risk classification must be consistent within INAIL’s macro classification, as are relative to similar activities.*

*Once the risk class assessment has been identified, specific preventative and protective measures against SARS-CoV-2 will be defined appropriately by applying the protection measures provided for in the Protocol adopted by the University as is according to the logistical and organizational characteristics of each buildings. Risk classification defined as medium-high or high will be given further prevention and protection measures.*

*It is advisable to carry out the risk analysis again after identifying the prevention and protection measures.*

*Note: taking into account that the University Protocol mandatorily requires the use of a disposable mask, the exposure level is set by default at 1 (regardless to activities that by their very nature require the use of additional levels of PPE).*
Examples that characterise risk classification

The INAIL document lists the risk classification of work activities according to the ATECO classification code. The risk classification of activities most similar to those carried out by the University are shown in the INAIL document:

<table>
<thead>
<tr>
<th>ATECO code</th>
<th>Description</th>
<th>Classification of risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-01</td>
<td>Agricultural cultivations and production of animal products</td>
<td>LOW</td>
</tr>
<tr>
<td>M-69</td>
<td>Legal and accounting activities</td>
<td>LOW</td>
</tr>
<tr>
<td>M-70</td>
<td>Business management and management consultancy activities</td>
<td>LOW</td>
</tr>
<tr>
<td>M-71</td>
<td>Architecture and engineering studies, technical testing and analysis</td>
<td>LOW</td>
</tr>
<tr>
<td>M-72</td>
<td>Scientific research and development</td>
<td>LOW</td>
</tr>
<tr>
<td>M-73</td>
<td>Advertising and market research</td>
<td>LOW</td>
</tr>
<tr>
<td>M-74</td>
<td>Other professional, scientific and technical activities</td>
<td>LOW</td>
</tr>
<tr>
<td>O</td>
<td>Public Administration</td>
<td>LOW</td>
</tr>
<tr>
<td>P-85</td>
<td>Classroom Education</td>
<td>MEDIUM-LOW</td>
</tr>
<tr>
<td>Q-86</td>
<td>Health care</td>
<td>HIGH</td>
</tr>
<tr>
<td>R-91</td>
<td>Libraries, museums, cultural activities</td>
<td>LOW</td>
</tr>
</tbody>
</table>

The Prime Minister's Decree of April 26, 2020 provides that universities adopt organizational prevention and protective measures, relative to higher education and research sectors, and in regards to the specific needs of people with disabilities, referred to in the “Technical document on the possible remodulation of the containment of SARS-CoV-2 infection in the workplace and prevention strategies” published by INAIL. These measures were adopted with the Rector's Decree no. 1509 of April 29, 2020, which ensures that these basic guidelines will be disseminated to each University building and department, as part of the actions provided for in this Protocol. The application of the ad hoc regulations will be defined in greater detail in relation to the specific logistical and organizational characteristics of each building and department.

By way of example, some cases relative to the University are suggested by defining the methodology to be applied in the preparation of the ad hoc regulations for each building and department.
Offices and studios

Shared offices and private offices not open to the public

The following scores take into account the following variables:

<table>
<thead>
<tr>
<th>Variable</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure: medium-low probability</td>
<td>1</td>
</tr>
<tr>
<td>Proximity: shared work environments with adequate spacing (i.e. shared office)</td>
<td>2</td>
</tr>
<tr>
<td>Aggregation of others: limited or with no third-party presence (i.e. offices not open to the public)</td>
<td>1</td>
</tr>
</tbody>
</table>

The risk value is as follows: \(1 \times 2 \times 1 = 2\), corresponding to low risk

Consistent with the ATECO code “O”, “M 69-70-71”: “LOW”

Additional prevention strategies such as information and training of personnel, the adoption of hygiene measures and sanitization of environments, the use of masks and personal protective equipment (PPE) for both staff and visitor, the spacing of the workstations and the ventilation of the premises will be adopted.

Shared offices and offices open to the public

The following scores take into account the following variables:

<table>
<thead>
<tr>
<th>Variable</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure: medium-low probability</td>
<td>1</td>
</tr>
<tr>
<td>Proximity: shared work environments with adequate spacing (i.e. shared office)</td>
<td>2</td>
</tr>
<tr>
<td>Aggregation of others: presence of third parties but organizationally controllable (offices open to the public)</td>
<td>1.15 (+15%)</td>
</tr>
</tbody>
</table>

The risk value is as follows: \(1 \times 2 \times 1.15 = 2.30\), corresponding to a medium-low risk

Consistent with the ATECO code “O”, “M 69-70-71”: “LOW”

Additional prevention strategies such as training of staff and visitors, the adoption of hygienic measures and sanitization of the environments, the use of personal protective equipment (PPE) for both staff and visitor, and specific rules are defined as follows:

- access by reservation only
- where needed, clear spacing systems in waiting area are to be created through restrictive or adequate indication of space, it is recommended to opt for open spaces that are adequately protected or specially identified and that all spaces are well ventilated
• social distancing from the staff during the access to the office, by restricting or adequate indication of space
• all space must be well ventilated

Additional office space examples

In the management of offices may require modification to ensuring adequate social distances between staff that are compatible with the nature of the work carried out.

The reorganization of workstations is suggested using the following solutions:

• repositioning office personnel
• repositioning of 2 (or more) people for each office with at least 1 meter between each person

Noted that during this emergency phase, in the case of workers who do not require special tools and/or work equipment and/or who can make use of portable/transportable tools/equipment, the same could, for the transitional period, be positioned in spaces obtained for example from unused offices, unused classrooms, meeting rooms, etc.
Chemical research laboratories

The following scores take into account the following variables:

<table>
<thead>
<tr>
<th>Variable</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure: medium-low probability</td>
<td>1</td>
</tr>
<tr>
<td>Proximity:</td>
<td></td>
</tr>
<tr>
<td>a) shared spaces with adequate spacing</td>
<td>2</td>
</tr>
<tr>
<td>b) workspace with shared tasks close to others that is not full time</td>
<td>3</td>
</tr>
<tr>
<td>Aggregation with others: controllable with procedures</td>
<td>1.30 (+30%)</td>
</tr>
</tbody>
</table>

Hypothesis A - the risk value obtained is as follows: 
\[1 \times 2 \times 1.30 = 2.6\], corresponding to a medium-low risk

Consistent with the ATECO code “O”, “M 72”: “LOW”

Additional prevention strategies such as information and training of staff and users, the adoption of hygienic measures and sanitization of the environments, the use of personal protective equipment (PPE) and specific rules are defined as follows:

- room ventilation
- limited access to changing rooms that are dedicated to laboratory activity (if applicable)
- preparation of specific measures for cleaning and sanitizing equipment/machines/equipment, after evaluation of the Manager/RDRL

Hypothesis B - the risk value obtained is as follows: 
\[1 \times 3 \times 1.30 = 3.9\], corresponding to a medium-low risk

Consistent with the ATECO code “O”, “M 72”: “LOW”

Additional prevention strategies such as information and training of personnel, the adoption of hygienic measures and sanitization of the environments, the use of personal protective equipment (PPE) and specific rules are defined as follows:

- repositioning of adequately spaced workstations
- room ventilation
- use of machines/equipment/laboratory instruments are used in shifts as well as a reduction in the time spent inside the laboratory with adequate spacing
- reduction and limited access to changing rooms that are dedicated to laboratory activity (if applicable)
- preparation of specific measures for cleaning and sanitizing equipment/machines/equipment, after evaluation of the Manager/RDRL
Library with large consultation room

The following scores take into account the following variables:

<table>
<thead>
<tr>
<th>Variable</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure: medium-low probability</td>
<td>1</td>
</tr>
<tr>
<td>Proximity: work that involves shared tasks in close proximity to others for a non-predominant part of time</td>
<td>3</td>
</tr>
<tr>
<td>Aggregation with others: controllable with procedures</td>
<td>1,30 (+30%)</td>
</tr>
</tbody>
</table>

the risk value obtained is as follows:

\[1 \times 3 \times 1.30 = 3.9\), corresponding to a **medium-low risk**

Consistent with the ATECO code “O”, “M 72”; “LOW”

Additional prevention strategies such as information and training of personnel, the adoption of hygienic measures and sanitization of the environments, the use of personal protective equipment (PPE) and specific rules are defined as follows:

- limited access to the premises with reservation in order to avoid gatherings
- permanent reserved workstation specifically identified in order to guarantee social distancing
- management of delivery and book return
- supply of additional devices related to specific library activities, such as disposable gloves for visitors and protective counter barriers
- room ventilation

Examples for library spacing

![Diagram showing examples of library spacing: one configuration is correct (+), the other is incorrect (NO)]
Monitoring tools

Indicating the capacity of a premise

After implementing the reorganization of a premise and assessing its maximum capacity in order to ensure spacing, especially during the reopening phase, it may be useful to indicate outside the premise and to prepare and/or display a table with a summary specifying: correct identification of the premises (plan, Geotec code, name of the venue), capacity limitation, any change of destination occurred during the emergency phase, any ban on access, as well as the name of the Head of the facility for safety purposes (Manager, Laboratory Manager - RDRL, Manager).

An example of a table is as follows.

<table>
<thead>
<tr>
<th>Building name:</th>
<th>Geotec building code:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor</td>
<td>Geotec room code</td>
<td>Indicated room code</td>
</tr>
<tr>
<td>Basement</td>
<td></td>
<td>Biol. laboratory Vegetable</td>
</tr>
<tr>
<td>-1</td>
<td>001</td>
<td>002 Doctoral student room</td>
</tr>
<tr>
<td>003</td>
<td>Ex. Dark room</td>
<td>interdicted</td>
</tr>
<tr>
<td>Ground floor</td>
<td>004</td>
<td>Chemical laboratory</td>
</tr>
<tr>
<td>005</td>
<td>Classroom</td>
<td>interdicted</td>
</tr>
<tr>
<td>006</td>
<td>Meeting room</td>
<td>2 Office</td>
</tr>
</tbody>
</table>

(*) Manager, assumed person in charge, laboratory manager

Mode for controlled access

In some cases, it may be appropriate to identify and/or differentiate access between employees and external visitors. In this case, it is recommended to communicate to the staff by way of displaying indicative signs, examples are given below.

<table>
<thead>
<tr>
<th>Access identification</th>
<th>Entrance location</th>
<th>Access only to</th>
<th>Supervised by</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance 1</td>
<td>Via Rossi</td>
<td>Employees</td>
<td>UniPD staff</td>
<td></td>
</tr>
<tr>
<td>Entrance 2</td>
<td>Via Verdi</td>
<td>External suppliers</td>
<td>Concierge service / surveillance</td>
<td></td>
</tr>
<tr>
<td>Entrance 3</td>
<td>Courtyard</td>
<td>CLOSED</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PPE distribution method

To ensure the constant availability of masks, gloves and disinfectant gel to the staff, each structure must identify those making the requests, those distributing PPE and those responsible for checking stocked supplies. Please note that the delivery by the Central Administration is intended for the Departments/Secretariats of the Department, Centres or other University buildings.

<table>
<thead>
<tr>
<th>Building</th>
<th>PPE delivery location</th>
<th>Day and time of delivery</th>
<th>Distributor</th>
<th>Responsible for checking supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

Summary of responsibilities

With the document “Risk characterization”, the basic indications provided by the “Protocols for the control and containment of the SARS-CoV-2 virus” must be disseminated to each University structure, as part of the actions provided for by the Protocol itself. The ad hoc regulation are defined in more detail the application method, in relation to the specific logistical and organizational characteristics of each building and department. If the indications developed prove to be in contrast with the guidelines established by the “Protocols for the control and containment of the SARS-CoV-2 virus”, they will be considered unauthorized by the University.

A copy of the “Risk characterization” document prepared by University buildings and departments must be sent officially, on behalf of the Structure Manager, to the University Environment and Safety Office where observations and recommendations on the matter will be assessed, failure to submit a “Risk characterization” by University buildings will be considered ineffective by the University Security Management System.

Please note that, until the “Risk Characterization” document of the Structure is made operational, all University building and departments are obliged to take the precautionary measure of maintaining a safety distance (social distancing) equal to 1,5 m instead of 1 m.
**Registration and recording**

The “Risk Characterization” document sent by University structures must contain the following details:

- name of the facility
- signature of the director of the facility
- signing of the RLS (for confirmation)
- implementation date of the document
- date of submission to the Environment and Safety Office.

Example:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Building</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Director’s signature</th>
<th>RLS signature (for confirmation)</th>
<th>Implementation date</th>
<th>Submission date to Environment and Safety Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
For the University staff (teaching, technical and administrative staff, post-doctoral students, PhD students and collaborators, scholarship holders and research fellows and staff admitted to university structures even if not affiliated with the University), the Preventive Medicine service is available in collaboration with l’Azienda Ospedaliera di Padova.

For healthcare personnel in agreement with the AOUP or with other SSR entities, the procedures provided by the latter are as follows.

In the event of symptoms1 that may raise suspicion of having contracted the COVID-19, or in the event of close contact2 (within the workplace) with an affected colleague from COVID-19 or those resulting from a positive test result, the staff must contact the university workers’ preventive medicine service by calling the following numbers:

049 8271653 or 049 8218176
or email them at serv.medicinapreventiva@unipd.it from 8.00 to 16.00 Monday through Friday.

Following the report, the Preventive Medicine service will perform an emergency procedure

Two situations may occur:

a. The patient is considered not at risk: consequently, they can continue normal activities

b. The patient is considered at risk: the service prescribes the activation of the procedures provided by the health protocols

---

1 Prime Ministerial Decree of March 8, 2020 Art. 3, paragraph 1 letter d): subjects with symptoms of respiratory infection and fever (greater than 37.5 °C) are strongly recommended to stay home and to limit social contacts as much as possible and contact your doctor.

2 As per attachment 2 of the press release of the Ministry of Health of 02/22/2020, or as defined by ECDC of 02/25/2020 in point 1, distance less than 2 meters for more than 15 minutes.
In the event of the situation referred to in point b)

1. **The Preventive Medicine service** communicates to the University:
   - the successful quarantining of the person who contracted the virus
   - other University staff who have had close contact and any precautionary measures that must be activated

Communication to the University takes place by the Human Resources Manager and sent to following email address: dirigente.risorseumane@unipd.it

2. **The Human Resources Area Manager:**
   - communicates to the person in charge of each facility where the infected personnel works, indicating the names of the persons to be placed in quarantine or fiduciary isolation
   - communicates to the APAL (Legacy, Procurement and Logistics Area) the need to activate the sanitization procedures of the structures involved, according to the procedures set out in the circular of the Ministry of Health of February 22, 2020.
   - communicates to SISP (Hygiene and Public Health Sector) the names of the people placed in fiduciary isolation

3. **The manager of a structure** where COVID-19 cases of infection have occurred:
   - check that quarantined person does not enter the workplace
   - verifies that persons placed in fiduciary isolation do not enter the workplace
   - collaborates with APAL in order to organize the sanitation of the affected areas by agreeing on the dates and methods of agreed execution