



UNIVERSITÀ  
DI CAMERINO

**Security protocol to contain the spread of COVID-19 at the  
University of Camerino during Phase 3**

*September 2020*

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## OBJECTIVES

The objective of this protocol is to provide operational guidelines aimed at increasing the effectiveness of the precautionary containment measures adopted to counter the Covid-19 epidemic in UNICAM workplaces.

The anti-contagion security protocol, in compliance with the aforementioned regulations, is based on the following principles:

- information measures for workers and guests of the University;
- measures and procedures for the containment of contagion (measures and procedures to protect workers and personnel authorized to access the University, procedures for controlling entry into the University, use of masks, PPE, etc.)
- organizational measures aimed at ensuring the correct application of social distancing;
- sanitation measures.

## ENTERING THE UNIVERSITY

At the entrance of each facility there must be a notice stating that access to the University premises is forbidden for those who have even one of the following risk conditions:

- 1) temperature over 37.5 C;
- 2) respiratory infection symptoms or other symptoms such as, for example, dry cough or nasal congestion or sore throat or conjunctivitis or diarrhea or loss/decrease in smell or loss of taste;
- 3) coming from areas in lockdown in the 14 days before entering the University;
- 4) contact with people positive for the virus in the 14 days before entering the University.

Having read the above information, workers and authorized personnel, before accessing the University's workplaces, must:

- independently carry out body temperature control at home. In any case, infrared thermometers are made available in the University facilities. It will be therefore possible to check the body temperature during the working day. Near the thermometers, a container of disinfectant gel is available so that workers and authorized access personnel can clean their hands before and after using the thermometer.
- if they are not required to stamp, make sure that the concierge service clerk, or failing that, the data collection clerk identified by the Head of the facility reports Name, Surname, and time of entry in the appropriate daily attendance register, with the addition of a telephone number for people outside the university community. The preparation of the daily register must be ensured by the facility manager. This to guarantee, in the event of an outbreak, the early identification of access to the facilities.
- wear your surgical mask or a mask provided by the Administration and made available by the General Management;
- sanitize your hands through the use of hydroalcoholic gel made available at the entrances before entering the buildings, or wash your hands with soap and water immediately after entering, following the instructions on the necessary procedures.

Workers and authorized personnel, while staying in the University's teaching, scientific and service facilities, are required to comply with all the provisions of the Governmental Authorities and the University. In particular each one should:

- maintain interpersonal distance and wear the mask according to the prescriptions contained in this Protocol;
- observe the rules of hygiene, in particular hand cleaning;
- promptly and responsibly inform the designated staff of the University of the presence of any flu symptoms

## PERSONAL HYGIENIC PRECAUTIONS

The University, in all workplaces, provides the following cleaning means, in an appropriate measure and quantity for the number of people present and their planimetric distribution:

1. soap in the toilets to allow adequate cleaning of hands with water;
2. disposable paper towels to dry hands after washing and baskets for collection near the washbasins;
3. Alcohol-based hand sanitizer dispensers (alcohol concentration of at least 60%), in common areas (accesses, corridors, etc.) and at the entrance to classrooms and educational laboratories, to allow workers to sanitize hands in the absence of water;
4. personal kits for cleaning office tools and workstations (eg during exam tests, during normal working activities) and instructions on their use.

The facility managers/managers of the administrative and technical areas must check that the disposable soap and wipes referred to in points 1 and 2 of the previous list are always available in the toilets.

## MOVEMENTS WITHIN THE STRUCTURE AND MANAGEMENT OF COMMON SPACES

For all activities carried out "in person", the personnel involved are recommended, also through special signs and dissemination of information, to use any precaution to reduce unnecessary circulation within a structure and between different structures.

The use of lifts is not recommended, even with special signs; alternatively, they must be used by one person at a time. Through the adoption of information and procedures by the managers of the structure, access to the common areas, the coffee/snack areas, and the changing rooms are regulated and limited, with the provision, if possible, of frequent ventilation of the premises, a reduced parking time within these spaces (for example, only for the time necessary to obtain the

purchased product and avoiding consuming them in the same place) and with the maintenance of an interpersonal safety distance.

Hand sanitation products are available at the entrance to these areas. The user must clean their hands with the sanitizing products made available both before and after using the vending machines for snacks and drinks.

Periodic sanitization and daily cleaning of the keyboards of the drink and snack dispensers are guaranteed with special detergents.

## DIDACTIC ACTIVITIES IN PRESENCE

### CLASSROOM TEACHING ACTIVITIES

To allow the teaching activities to be carried out in the classroom, the following measures must be adopted to prevent/counter the infection:

Redefine the capacity of the classrooms, respecting the following criteria:

- in classrooms with free seating positions, the workstations must be placed at a minimum distance of 1 meter, both sideways and front and back;
- in classrooms with fixed workstations, the sessions must be alternated in a checkerboard pattern with a minimum spacing of 1 meter with a measurement margin of  $\pm 10\%$ .
- Indicate the usable stations with appropriate signs.
- Provide at least one hydroalcoholic gel dispenser for the hands in each classroom, near the entry point.
- In classrooms where electronic tools are used (eg computer rooms), make available disinfectant wipes for cleaning the equipment with which you come into contact.
- Provide each classroom with at least one basket for the storage of used wipes.

- Provide an organizational system (eg lesson times, use of the same QR code by a single user, dedicated computer application, etc.) that prevents the use of the same classroom seat by different students during the same day ;
- Provide a registration system to record attendance for each lesson (eg computerized booking systems or physical attendance detection by reading a barcode or QR code, nominal appeal in the classroom by the teacher with a specific register, paper or electronic, as indicated by the "Protocol for the management of confirmed and suspected cases of Covid-19 in university classrooms" of the CRUI, of 21/08/2020). The method of registering the place occupied by each student must allow the single School to uniquely track the position of each student on the map, while guaranteeing anonymity, thus usually also providing for the registration of a telephone number for a faster search.
  - . Maintain position record for at least 14 days.
- A monitoring of the accesses is activated by the teachers who immediately communicate the emerged data to the didactic managers and the managers of the teaching courses , who will be able to evaluate whether to eliminate any shifts in the event of actual frequencies lower than forecasts.
- Prevent the possibility of gatherings, both at the beginning and at the end of the lessons, as well as in the common areas, through the following measures:
  - identify distinct entry and exit routes and mark them with appropriate signs;
  - for each classroom, identify - where available - doors dedicated to the entrance and doors dedicated to the exit, to avoid the intersection of student flows, and mark them with appropriate signs;
  - where the above measures are not feasible, identify waiting for spaces to avoid the overlapping of incoming and outgoing flows;
  - establish capacity and methods of use of common areas and services;
  - if necessary, set up non-simultaneous start times for lessons to allow staggered student flows.

- When arranging the lesson timetable, especially for larger classrooms, take into account the longer time necessary to allow students to enter and exit the classroom in compliance with the anti-contagion provisions (to avoid crowds and maintain expected interpersonal distances).

## PROCEDURES FOR CONDUCTING THE LESSON, ENTRY, AND EXIT FROM THE CLASSROOM

During the lessons and in the access and exit phases, the following procedures must be observed:

- The teaching staff is invited to comply with the teaching times with particular reference to the opportunity to guarantee the "academic quarter of a hour" for the activities of entry, registration, and exit from the classroom.
- Students must enter the classroom only and exclusively from the doors identified as the entrance by special signs, avoiding gatherings, and maintaining the interpersonal spacing of at least 1 meter, wearing the surgical mask.
- When entering the classroom, students and teachers must carry out a thorough cleaning of their hands with the sanitizing gel located near the entrance doors to the classroom itself.
- Students must indicate their name and surname in the specially prepared attendance register (unless other different registration systems are implemented).
- The occupancy of the seats identified as usable by a specific signature and posted signs, must take place in an ordered manner, starting from the row furthest from the entrance door and with subsequent occupation of the rows.
- The teacher must ensure that the flow of students for the occupation of places takes place in an ordered manner, respecting the distance, possibly directing and orienting students.
- Students must wear a mask (community mask) for the entire time spent in the educational facilities.

- Teachers must use the surgical mask until they reach the desk position and for each movement from it. If the teacher is positioned at a distance greater than 2 m from any other person, he can carry out the lesson by lowering the mask. If this distance cannot be ensured, the teacher must wear the mask.
- In the classrooms, frequent air changes must be provided (for example, by opening the windows at each change of class and in any case not less than 2 times a day).
- In the classrooms and the spaces open to students, daily sanitation/cleaning procedures are applied, according to the indications of the ISS provided for in the Circular of the Ministry of Health prot. 17644 of 22/05/2020 "Indications for the implementation of containment measures of the contagion from SARS-CoV-2 through sanitation procedures of non-sanitary structures (surfaces, internal environments) and clothing".
- The devices and equipment available to teachers (microphones, keyboards, mice, etc.), if not for personal use, must be disinfected before starting use and then protected with a transparent film to be replaced by each user or disinfected between one user and the next with a 70% alcohol-based kit.

## HEALTH SURVEILLANCE

The University collaborates with the health authorities for the definition of any "close contacts" of a person present at work who has been found positive for the Covid-19 swab. This is to allow the authorities to apply the necessary and appropriate quarantine measures. During the investigation period, the University may ask any possible close contacts to leave the workplace as a precaution, according to the indications of the Health Authority.

The return of workers who have already tested positive for Covid-19 infection must be preceded by timely communication from the worker, at the same time, to the Employer and the Occupational Medicine (Competent) Doctor by presenting appropriate certification to the University Coordinator.

For the reintegration of the above workers, the Competent Doctor, upon presentation of the certification of negativization issued, according to the procedures provided, by the competent territorial prevention Department, carries out the medical examination referred to in art. 41, paragraph 2, left. ether) of Legislative Decree 81/08 and subsequent amendments, to verify fitting for duty, including assessment of specific friality profiles:

- for absence from work due to illness lasting more than 60 continuous days
- or for absence from work due to illness, lasting even less than 60 days, if there was a hospitalization.

Even in cases of absence from work of less than 60 days, not characterized by hospitalization, the Competent Doctor suggests to the worker the opportunity of a visit according to art. 41 paragraph 2 lett. c, Legislative Decree 81/08 ("visit on request").

The University guarantees and finances for all employees, as a rule, 3 serological analyzes which will be planned in an agreement between the general management and the University contact with the support of the Security Office which will be strengthened for the purpose.

## HEALTH PROTOCOL

The Compaetent Doctor, in consideration of his role in risk assessment and health surveillance, may suggest the adoption of any additional diagnostic means if deemed useful to contain the spread of the virus and the health of workers. Besides, the Competent Doctor will make himself available to apply any indications provided by the Health Authorities in terms of health surveillance. The Competent Doctor, until the end of the emergency period, follows health protocols that may include:

- a) shortening of the periodicity of health checks, concerning particular individual health conditions at greater risk of contagion or serious effects from Covid-19

b) reduction to the minimum necessity of the use of instrumental monitoring tests potentially associated with an increase in the risk of transmission between workers or between them and health personnel.

## CLEANING AND SANITIZATION

The sanitation of the rooms is guaranteed at least once a day and is recorded on special paper records by the cleaning company. Assessment of this fulfillment is carried out by the person identified according to art. 26 of Legislative Decree. 81/08. In any case, each worker or personnel authorized to access is required to disinfect their workstation at the beginning of the activity, using personal kits, or products based on ethanol, as better specified below. This should be particularly observed, depending on the work shifts, in the case of shared spaces (offices, laboratories) by several workers.

Daily cleaning is carried out by associating normal cleaning procedures with the disinfection of surfaces and objects using disinfectant products with proven virucidal activity classified as Medical-Surgical Devices or Biocides, or ethanol at concentrations equal to 70% or chlorine-based products at a concentration of 0.1% and 0.5% active chlorine (bleach), focusing in particular on the surfaces that are touched most frequently (e.g. doors, handles, tables, toilets, etc.).

Daily cleaning of rooms/areas concerns the surfaces most frequently touched (e.g. doors, handles, windows, glass, tables, light switches, toilets, taps, sinks, desks, chairs, passenger handles, keys, keyboards, remote controls, printers). Microfibre cloths are used, different for each type of object/surface, moistened with soap and water.

Workers are provided with personal kits for cleaning workstations and office or commonly used tools and the related instructions for their use.

If there has been the presence of suspected cases of people with Covid-19 inside the building, the environment will be sanitized, understood as an activity that concerns the set of procedures and operations designed to make a particular healthier environment utilizing the cleaning and subsequent disinfection. In this context, it should be remembered that coronaviruses, such as the

SARS virus, and that of MERS and SARS-CoV-2 itself, can persist on inanimate surfaces for up to 9 days depending on the matrix/material, concentration, temperature, and humidity, even if it is not known to persist in vital form. The sanitization of the room/area must be carried out according to the provisions of circular no. 5443 of 22 February 2020 of the Ministry of Health.

## EFFECTIVENESS AND PUBLICITY OF THE PROTOCOL

This Protocol and its updates are adopted by Rector's Decree and it is compulsory to comply with them for all staff, employees, or contractors, for all students, scholarship holders, and all collaborators of the University.

The Protocol and its updates are published and made available on the University website.