

Protocol for updating measures to combat and contain the spread of the SARS-CoV-2/COVID-19 virus in the workplace

1. RULES OF ACCESS TO THE BUILDINGS

The entrance and exit from the buildings must take place through separate gates, identified by specific signs

IT IS FORBIDDEN to access the facilities of the University of Milano-Bicocca in the case of:

- body temperature above 37.5°C and flu symptoms
- if the person concerned has been placed in quarantine or home isolation by the health authorities

If after having entered the buildings there are conditions such as **body temperature above 37.5°C** and the appearance of symptoms of respiratory infection or flu-like symptoms such as cough, the person concerned will be temporarily isolated in the isolation area of the building and equipped with an FFP filtering face mask, if he or she did not have one.

Symptomatic subjects, once they have left the building, should contact their doctor as soon as possible.

It is strongly recommended to wear respiratory protective equipment (masks) in all indoor places of the University; the same will have to be disposed of in the waste sorting.

For indoor activities that, due to their specificity, do not allow interpersonal distancing of one metre (e.g. Spazio B-inclusion), it is recommended to use FFP2 filtering face masks, made available by the University at the building concierge.

Suppliers and couriers are allowed to access the University offices.

2. HYGIENE AND BEHAVIOURAL RULES FOR THE CONTAINMENT OF THE SPREAD OF THE CONTAGION:

- **it is recommended to maintain an interpersonal distance of** at least 1 metre
- **wash hands frequently** with soap and water, drying them thoroughly, or with hand sanitiser
- sneeze and cough into a tissue, avoiding contact of the hands with respiratory secretions, then proceed with careful hand washing
- avoid touching eyes, nose and mouth with your hands, especially if gloved
- at the end of the service, each worker must independently sanitise his/her workstation, using the products for the sanitisation of surfaces made available by the University
- suitable and sufficient detergents and hand sanitisers are available, accessible to all workers also thanks to specific dispensers placed in easily accessible points

3. CLEANING AND SANITISATION, AIR EXCHANGE

Where present, keep doors and windows open as much as possible, in order to promote air exchange in indoor environments. Where this is not possible, the University ensures constant air exchange through controlled mechanical ventilation systems.

The Cleaning, sanitisation and disinfection service ensures daily cleaning and periodic sanitisation of the premises, of the environments and of common and leisure areas, in accordance with current legislation (*"circular of the Ministry of Health no. 17644 of 22 May 2020"* and *"ISSCOVID-19 Report, no. 12/2021- Interim recommendations on the sanitisation of non-health facilities in the current COVID-19 emergency: environments/surfaces. Update of the ISSCOVID-19 Report no. 25/2020. Version of 20 May 2021"*).

At the end of the service, each worker must independently sanitise his/her workstation, using the products for the sanitisation of surfaces made available by the University.

In the event of the presence of a person with COVID-19 within the University premises, it is necessary to ventilate the room, as well as proceed with extraordinary cleaning and sanitisation, in accordance with the provisions of the reference legislation (*"Circular of the Ministry of Health no. 5443 of 22 February 2020"*).

4. MANAGEMENT OF COMMON AREAS (CANTEEN, DRINK AND/OR SNACK VENDING MACHINES, ETC.)

It is important not to remain in the common areas, such as the University canteens and the refreshment areas, beyond the necessary time.

The Cleaning, sanitisation and disinfection service and the Catering service guarantee periodic sanitisation and daily cleaning, with special detergents, of the canteen premises and of the keyboards of the drink and snack vending machines.

5. SMART WORKING

University employees are given the possibility of performing the work in Smart-working mode, in accordance with the *Smart Working Regulations* of 15/12/2021 available at the link https://www.unimib.it/sites/default/files/Allegati/Nuovo_regolamento_in_materia_di_smart_working-1_2.pdf without prejudice to any future national regulations.

6. FRAGILE WORKERS

The employer shall, after consulting the competent doctor, establish specific preventive and organisational measures for fragile workers, taking into account the provisions of national legislation.

7. HEALTH SURVEILLANCE AND RETURN TO WORK OF POSITIVE CASES

The competent doctor collaborates with the employer, the Head of the Protection and Prevention Service and the Workers' Safety Representative in the identification and implementation of measures aimed at containing the risk of contagion from the SARS-CoV-2/COVID-19 virus.

The competent doctor implements exceptional health surveillance pursuant to Article 83 of Decree-Law no. 34 of 19 May 2020, for the protection of fragile workers according to the definitions and procedures set out in the joint circular of the Ministry of Health and the Ministry of Labour and Social Policies of 4 September 2020, while

respecting confidentiality.

For the progressive reintegration of workers already tested positive for the swab with hospitalisation, the competent doctor will carry out the medical examination provided for in Article 41, paragraph 2, letter e-ter of Legislative Decree. no. 81/2008 and subsequent amendments, in order to verify the suitability for the job – also to assess specific risk profiles – regardless of the duration of absence due to illness. The personnel who have been hospitalized following SARS-CoV2 infection must contact the competent doctor before returning to work, in order to schedule the aforementioned medical examination.

8. ADDITIONAL INDICATIONS FOR THE UNIVERSITY

Additional indications for offices and laboratories

- in offices, it is recommended that each worker has available an area of at least 3.14 m²
- in laboratories, it is recommended to maintain an interpersonal distance of at least 1 metre

Additional indications for Events and graduation sessions/proclamations

- events and graduation proclamations take place in presence, at 100% of the capacity of the classrooms
- access in an orderly manner must be guaranteed, in order to avoid gatherings of people
- it is strongly recommended to wear respiratory protective equipment (surgical masks or FFP2 masks)
- the devices and the equipment available to graduating students, speakers, moderators and listeners (e.g. microphones, keyboards, mouses, laser pointers, etc.) must be disinfected before use and at the end of the intervention
- hand sanitiser gel must be made available to participants
- the regular cleaning and disinfection of the rooms must be ensured, before and at the end of the event
- gatherings outside the classrooms must be avoided

Limited to Events:

- the use of digital technologies must be promoted, in order to automate organisational and participatory processes (e.g. booking system, ticket payment, filling in forms, printing of recognition systems, entry registration system, carrying out assessment and satisfaction tests, delivery of certificates of participation) and in order to avoid foreseeable gatherings
- in the poster areas, reorganise the spaces in order to encourage compliance with interpersonal distancing, assessing the quota of access, and promote the remote use of the material by the participants
- any information and scientific materials can preferably be made available in self-service displays (which the visitor accesses after hand sanitisation) or using digital systems.

(Data source - *Adoption of guidelines for the resumption of economic and social activities-01/04/2022*)

Additional indications for coffee breaks and buffets

- where possible, favour the use of outdoor spaces
- sanitise surfaces after a meal
- with regard to catering, it is specified that it is possible to organise a buffet mode, even self-service, recommending, for customers and personnel, the maintenance of the distance of 1 metre, with organisational methods that avoid gatherings

(Data source - *Adoption of guidelines for the resumption of economic and social activities-01/04/2022*)

Additional indications for external competitions

- for the completion of external competitions, please refer to the University Competitions Operational Plan

9. MANAGEMENT OF CONTRACTORS

In the case of workers employed by third-party companies operating permanently on the same site of the University and/or in its appurtenances (e.g. plant maintenance personnel, cleaners, security and concierge, etc.) who test positive for the COVID-19 swab, the contractor must immediately inform the client, through the competent doctor, where present.

The University, as client, must deliver to the contractor a complete informative report on the contents of this Company Protocol and must ensure that the workers of the same or of third-party companies operating in the university spaces in any capacity, fully comply with the provisions.

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