

Operating Instructions for the use of safety devices as a measure to contain the spread of Covid-19 infection, and for the use of dedicated personal protective equipment (PPE)

IMPORTANCE OF HYGIENE AND SOCIAL SPACING MEASURES

Remember that the use of masks, protective screens, gloves and filtering facepieces must always be combined with other prevention, personal and respiratory hygiene actions. No measure alone can provide complete protection against the spread of infections, but only a combined set of actions.

In this regard, we remind you the recommended measures for reducing the spread of the infection:

- keep the **SOCIAL DISTANCE** of at least 1 meter from other people: **this measure is a priority**
- **WASH YOUR HANDS FREQUENTLY** with soap and water, or in the absence of these, with alcohol-based cleaning solutions; in the case of washing with soap and water, the hands must be rubbed for at least 15-20 seconds, while in the case of the use of alcohol-based detergents they must be rubbed until they are dry;
- cover nose and mouth with a tissue when coughing or sneezing;
- avoid touching eyes, nose and mouth with unwashed hands (many infections, and not only COVID-19, are transmitted in this way);
- stay at home, and minimize contact with other people, if the body temperature exceeds 37.5 ° C and notify your doctor

The following pages illustrate the methods of supply and the correct use of the safety devices, as a measure to contain the spread of Covid-19 infection, and for the use of dedicated personal protective equipment (PPE).

FACE MASKS

SPECIFICATIONS OF "SURGICAL" FACE MASKS

"Surgical type" face masks are in non-woven fabric and can be of different models, fixed with elastic bands behind the ears or with ribbons to be fastened behind the nape. Some models are equipped with a flexible underwire for better adhesion to the nasal saddle.



PURPOSES OF THE MASK

This type of mask constitutes a mechanical barrier to the penetration of droplets and, as such, in accordance with the guidelines of the World Health Organization, as well as on the basis of the scientific evidence currently available, it can be used as protective equipment in the health sector, relating to the specific risk factor from COVID-19.

The importance of their use is linked to their effectiveness as a **social protection device against the spread of the virus**, as it is now established that many subjects can be contagious even if asymptomatic, a situation that greatly increases the risk of unconsciously infecting other people nearby or surfaces, talking, coughing or sneezing. So, **by protecting others with the use of the mask, we indirectly protect ourselves**.

The masks must be used correctly: incorrect use can increase, rather than reduce, the risk of transmission of the infection.

RISKS IN WRONG USE OF MASKS

To be useful and above all to avoid major problems and a false sense of security, the use of masks must be accompanied by **scrupulous respect for the rule of social distance and the hygiene rules** listed above.

If it is not worn and used correctly, **the mask can itself be a virus transmission vehicle**.

PRACTICAL INSTRUCTIONS FOR THE USE OF THE MASKS

- The mask must be worn in all occasions of co-presence with other people (passage or parking in common spaces such as workplaces, public places, corridors, meeting rooms, refreshment areas, etc.).
- The mask must be worn correctly: you must wear it by taking it from the elastic or laces, avoiding touching them with dirty hands. To remove it, the same rule applies: take it from the elastic by folding it over itself and avoiding touching the front with your hands.
- In order to be effective, the mask must be worn so as to cover the nose and mouth.
- If you have the model with laces, the mask must be fixed with the upper laces tied behind the head and the lower laces behind the nape; the laces must not be crossed behind the head because this would deform the shape of the mask on the cheeks.
- If you use the model with the laces, the mask must be removed by first loosening the lower and then the upper one, to prevent the mask from falling on the neck or clothes and contaminating them;
- The mask can be removed if you are alone in your office, taking care not to rest it on the surfaces that other people could access and placing it with the potentially contaminated external part facing upwards. However, you must wash your hands before putting on the mask and after removing it.

Here are some examples of how to position the template when not in use:



can be placed on a portion of the desk dedicated for this purpose with the external part facing upwards



can be hung on the edge of the desk using a pen



can be hung on a blackboard using a magnet

- For laboratory activities, if the laboratory is frequented by several people, even at different times, the mask must be kept worn for the entire time spent in the laboratory;
- The mask is disposable: it must be replaced when it becomes wet, or if visibly dirty. If it is used only for short periods during the working day, because there are no occasions of contact with other people, it is possible to wear the same mask for several days, taking care to keep it according to the indications described above;
- The used mask must be disposed of using unsorted waste collection containers

HOW TO EQUIP WITH MASKS

The masks are distributed at the entrance of the buildings through the staff in charge of measuring body temperature.

Personnel without it will be able to obtain masks at these checkpoints when entering the building, at the beginning of the working day.

With a view to a rational distribution of available resources, in this particular period of lack of devices throughout the national territory and consequent difficulty in finding the masks, each one must have one mask at a time, must use it and replace it when necessary according to the instructions listed above.

USE OF PERSONAL MASKS

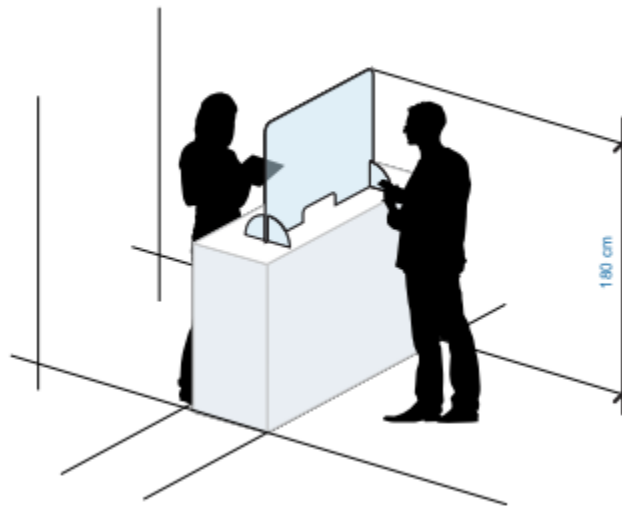
It is possible to independently equip masks, which are mandatory throughout the regional territory, and also use them within the University, with the same precautions described above.

Filtering half-masks (FFP1, FFP2 or FFP3) can be used as long as they do not have an exhalation valve. The valve does not allow to filter the exhaled air and therefore it is not protective against other people with whom the working spaces were shared.

PROTECTION SCREENS

WHERE PROTECTION SCREENS MUST BE POSITIONED

Some activities require the adoption of a specific protection measure for operators, since they provide for a frequent or, in some cases, continuous, frontal relationship with internal or external users (front-office). In these cases the workstations are equipped with protective screens, removable and adaptable according to the needs.



MEASURES IN THE USE OF PROTECTION SCREENS

- The presence of the screen must not make us forget the other hygiene measures listed above.
- If the workstation on which the screen will be placed is a desk, where the operator remains in a sitting position, a chair must be provided on which the user will be seated. This is not necessary if the screen is positioned on a counter and therefore user and operator are both standing at the same level.
- The screens must be kept clean with the use of suitable sanitizing detergents

GLOVES

USE OF DISPOSABLE GLOVES

The use of gloves protects the operator, but may involve a risk of transmission of the virus from one surface to another and, consequently, an additional risk for the community.

For this reason, unless specific high risk situations, **hand disinfection is always preferable to the use of gloves.**

- Gloves must be worn when there is or can be contact with the biological agent, through potentially infected surfaces. At the bottom of this Operating Instruction, a series of activities are listed for which the use of gloves is indicated.
- The use of gloves does not have to be continuous, but is connected to a specific activity: the glove is worn at the start of the activity and is removed and disposed of at the end of the activity.
- Gloves must be replaced after each use. Disposable gloves must never be washed and / or reused.
- **Wearing gloves does not replace the need to wash your hands**, since:
 - Gloves can have invisible defects or can tear during use;
 - Hands can become contaminated when removing gloves;
 - Gloves can become contaminated while wearing
- Do not touch your face, hair or adjust your glasses while wearing gloves.
- Gloves must not be worn with rings, as there is a risk of the glove breaking

RISKS OF WRONG USE OF GLOVES

Gloves are protective equipment used exclusively for certain activities for which hand disinfection is not possible.

It should be remembered, once again, that washing or disinfecting hands is always preferable to using gloves. When wearing gloves, it is necessary to pay attention to the objects that touch each other (handles, telephone, pens, etc.), as there is the risk of unconsciously contaminating these objects.

WHERE CAN I FIND GLOVES

The gloves are distributed to Area Managers / Heads of Department, who provide them with their own staff, based on the needs, due to the activities to be performed.

HOW TO REMOVE AND DISPOSE GLOVES AFTER USE

When removing gloves, care must be taken that the skin of the hands does not touch the external surface of the glove (potentially contaminated); it is necessary to follow the "dirty with dirty", "clean with clean" procedure as described below.



After removing the gloves, dispose of them in the containers for the collection of unsorted waste and wash your hands with soap and water or with the use of hydroalcoholic solution, as already described above.

ACTIVITIES OF UNIMIB STAFF WITH POSSIBLE USE OF GLOVES:

- all front office activities involving the passage of objects, material (including paper);
- protocol office workers handling paper documents;
- reception, parcel delivery;
- maintenance work on equipment used by other people;
- assistance from IT technical staff on devices used by staff;
- temperature measurement to incoming staff and mask delivery.

FILTERING HALF MASKS

WHEN YOU NEED TO WEAR THE FILTERING HALF MASK

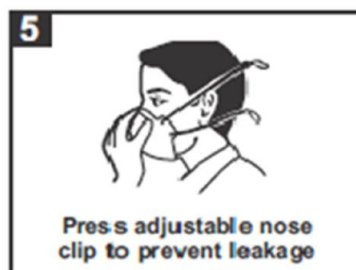
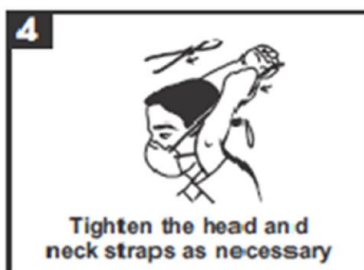
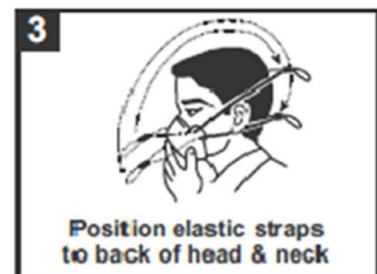
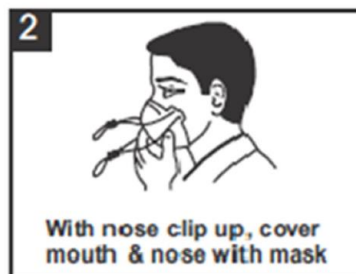
Filtering half masks are respiratory protective equipments that are especially used, in relation to the COVID-19 emergency, by healthcare professionals in activities with high risk of droplet and aerosol generation. In non-sanitary field, as in our university environments, the use of filtering half masks in relation to some specific activities and some categories of workers, as indicated below, is envisaged as a more precautionary purpose. If filtering half masks are not available, these activities can still be carried out safely with the use of the “surgical” face mask.

WHERE CAN I FIND THE FILTERING HALF MASK

The filtering half masks are distributed to the Area Managers / Head of Department, who provide their staff, based on the needs, due to the activities to be carried out

HOW TO WEAR THE FILTERING HALF MASK

The typical sequence for wearing a filtering mask is shown below



*6. To check fit, place both hands completely over the mask and inhale. If air leaks around nose, readjust the nose clip. If air leaks at the mask edges, work the straps back along the sides of your head. Repeat the procedure until respirator is sealed properly.

PRECAUTIONS FOR THE USE OF FILTERING HALF MASKS

- the operator's face must be well shaved (no beard or sideburns) at the points of contact between the filtering half mask and the half mask skin
- the mask must cover the nose and mouth well
- adapt the metal nose clip to the shape of the nose
- to check the adhesion of the mask to the face, it is possible to perform a tightness test, exhaling the mask firmly. If you perceive air leaks around the nose, tighten the nose clip until they are eliminated, if you perceive air leaks along the sealing edge, readjust the elastics to eliminate them.
- during use the mask must not be touched with the hands

HOW THE FILTERING HALF MASK SHOULD BE REMOVED AND DISPOSED AFTER USE

- the half mask must be removed by taking it from the elastics behind the head and not from the front of the mask, which could be contaminated
- after use it must be placed in the containers for unsorted collection
- after removing the half mask it is necessary to wash your hands thoroughly, or use the hydroalcoholic solution.

Note: Filtering half masks with an exhalation valve are NOT indicated in the presence of other people in the same work environment

ACTIVITIES OR CIRCUMSTANCES OF UNIMIB STAFF WITH POSSIBLE USE OF FILTERING HALF MASKS

- all front office activities where there is no protection screen (if the screen is present, the surgical template is sufficient)
- maintenance interventions involving external personnel and where it is not possible to maintain interpersonal distance
- temperature measurement to incoming staff and mask delivery
- laboratory research in which it was already used or in the case of study on potentially infected samples