

COVID-19: Preventive measures against the spread of the infection Safety instructions for offices

Let's adopt some simple precautions in the awareness that "**Everyone protects everyone**":

- **1 person at a time** is allowed to stay in the same office
- Before entering the office, you must **report your presence** to the Area Manager / Head of Department
- It is not allowed to enter the laboratory in the presence of fever above 37.5 ° or in the presence of other flu symptoms.
- **Face mask must always be worn in public spaces** outside the office (corridors, bathrooms, classrooms, meeting rooms, etc.)
- During all the time of stay in the office it is necessary to wear the face mask only if in the presence of other people; if you are alone in the office, the mask can be removed taking care to position it on a surface that cannot be reached by other people, with the potentially contaminated part facing upwards
- For office activities that do not involve the relationship with the public or the exchange of materials, the use of **gloves is not indicated**. Gloves can instead be used in front office activities and in activities that involve frequent handling of material from outside (e.g. library, protocol, warehouse), however favoring frequent hand washing
- For access to the building and internal movements, use the **marked routes**.
- It is essential to comply with the hygiene rules prescribed for the containment of the spread of the infection:
 - **wash your hands frequently** with soap and water, drying them thoroughly, or with hydroalcoholic solution, in particular before entering the laboratory, and at the end of the activities;
 - where possible, **maintain the social distancing of at least one meter** from other colleagues present in the laboratory, coordinating the activities and using all the available spaces;
 - ensure strict compliance with respiratory health rules (sneeze and / or cough in a disposable tissue and throw it immediately after use then wash your hands);
 - **avoid touching** the eyes, nose and mouth with your hands, especially if gloved;
 - properly dispose of gloves and masks in unsorted waste;
 - sanitize the relevant work surfaces: for the cleaning of surfaces and equipment, surface disinfectant is made available at the building porters (the cleaning company cleans the floors and tables, which must be clear from material);
 - ventilate the premises where possible.

For practical indications on the use of face masks and gloves, refer to the specific Operating Instructions, published on the University's web space.