



FONDAZIONE  
ALMA MATER TICINENSIS

FONDAZIONE ALMA MATER TICINENSIS  
FOUNDATION ALMA MATER TICINENSIS  
Palazzo Vistarino guest house  
PAVIA - ITALY

**BIO Covid-19  
Security Protocols  
Measures to combat and contain  
the spread of the Covid-19 virus  
in Palazzo Vistarino guest house**

 <p>FONDAZIONE ALMA MATER TICINENSIS</p>	<b>SECURITY PROTOCOLS</b> <b>Measures to combat and contain the spread</b> <b>of the Covid-19 virus in Palazzo Vistarino</b> <b>guest house</b>	<b>BIO Covid-19</b>
		2020
		Version 09/14/2020

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## 1 INTRODUCTION

This document contains health and safety guidance protocols for measures which are designed to combat and contain the spread of the COVID-19 virus in Palazzo Vistarino, in accordance with Pavia University Colleges.

It is, above all, necessary to realise that Palazzo Vistarino, as well as residential Colleges, can only continue to operate if we are able to ensure that both staff and students are provided with adequate levels of protection.

It is a priority objective for FAMT to combine the continuation of accommodation services with guaranteed levels of health and safety within Palazzo Vistarino environments.

### 1.0 CORONAVIRUS

Coronaviruses are a large family of viruses that usually cause mild to moderate upper-respiratory tract illnesses, like the common cold, but some coronaviruses such as the “Middle East Respiratory Syndrome” (MERS) and “Severe Acute Respiratory Syndrome” (SARS) are responsible for more serious illnesses.

The coronavirus that is the cause of the current pandemic is called “Severe Acute Respiratory Syndrome Coronavirus 2” (SARS-CoV-2).

The condition caused by this new Coronavirus is called COVID-19 (where “CO” stands for corona, “VI” for virus, “D” for disease and “19” indicates the year in which this disease occurred). The most common symptoms include fever, a new continuous cough and breathing difficulties. In severe cases infection lead to pneumonia, severe acute respiratory syndrome,

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kidney failure and even death. Most people (approximately 80%) recover from the disease without the need for particular care or treatment but about 1 in 6 people (approximately 17%) with COVID-19 become seriously ill and can develop significant breathing difficulties and other potentially fatal conditions.

The groups of people most at risk of developing severe forms of COVID-19 are the elderly and those with pre-existing conditions such as high blood pressure, heart problems, diabetes, chronic respiratory diseases, cancer and immunocompromised patients (by congenital or acquired disease, transplant patients or under treatment with immunosuppressive drugs).

TRANSMISSION

The new Coronavirus is a respiratory virus that is spread, predominantly, through close contact with an infected person. The primary transmission route is via droplets in the breath of infected people, for example through:

- saliva, coughing and sneezing
- direct personal contact
- hands, including touching your mouth, nose or eyes with contaminated (i.e. unwashed) hands

Respiratory diseases are not normally transmitted by food stuffs, which in any case must be handled with a respect for good standards of hygiene and always avoiding contact between raw and cooked foods.

Studies are underway to better understand how the virus is transmitted.

The incubation period ranges from 2 to 12 days, with 14 days representing the maximum precautionary timeframe for incubation.

CLASSIFICATION

The International Committee on Taxonomy of Viruses (ICTV) has formally recognised COVID-19 as a “sister” of the SARS-CoV respiratory syndrome, belonging to the Coronaviridae family.

**2 RISK ASSESSMENT**

The objective of this protocol is to provide operational guidance to increase the effectiveness of precautionary and containment measures to counter the COVID-19 epidemic within Palazzo Vistarino environments.

COVID-19 presents a generic biological risk, for which equal measures must be taken for the entire population.

As a consequence, the guidance and measures indicated in this document follow the principle of precaution and seek to implement guidance and directives provided by the national Health Authority.

**3 HEALTH SECURITY PROTOCOLS**

3.0 GENERAL PRINCIPLES		
Requirement	Response	Measures to be adopted
Has FAMT/Palazzo Vistarino adopted anti-contagion security provisions and, where it is not possible to respect the interpersonal distance of one meter as the main containment measure, has Palazzo Vistarino mandated the use of personal protective equipment?	Yes	
Has FAMT/Palazzo Vistarino promoted sanitary workplace conditions and made use of appropriate social security support mechanisms?	Yes	

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### 3.1 INFORMATION

Requirement	Response	Measures to be adopted
Has FAMT/Palazzo Vistarino, making use of the most suitable and effective methods, informed all residents and staff and any other persons entering Palazzo Vistarino of guidance issued by the appropriate Authorities and have the appropriate information signs been posted at entrances and in the most visible places of FAMT/Palazzo Vistarino buildings?	Yes	Printed signs, provision of verbal information, guidance included on websites
Do information materials include the requirement for all persons experiencing fevers (over 37.5°) or other flu-like symptoms to stay at home and to contact a family doctor and the Health Authorities?	Yes	
Do information materials contain the strict stipulation that persons at risk of being infected (i.e. those with flu-like symptoms, high temperature or persons that have travelled from at risk areas or persons that have had contact with anyone who has tested positive for the virus in the previous 14 days, etc.) are not permitted to enter Palazzo Vistarino, or if resident to promptly report themselves, and are required to inform the Doctor and the Health Authorities and to self-isolate?	Yes	
Do information materials contain the requirement to comply with all guidance issued by the relevant Authorities and FAMT regarding access to Palazzo Vistarino spaces (in particular, keeping a safe distance, observing the rules on hand washing and maintaining correct hygiene levels)?	Yes	
Do information materials contain the requirement for all persons within Palazzo Vistarino to promptly inform the Direction of FAMT if they are experiencing any flu-like symptoms at work, always taking care to remain at an adequate distance from others present?	Yes	

### 3.2 MODE OF ENTRY INTO PALAZZO VISTARINO

Requirement	Response	Measures to be adopted
Are procedures in place to ensure that students and staff, and all other persons entering palazzo Vistarino, undergo temperature checks prior to entering the structure to ensure that their body temperature is below 37.5 °?	Yes	Non-contact temperature assessment devices are required.
Have students and staff, and all other persons entering Palazzo Vistarino, been informed that access is not permitted for anyone who, in the last 14 days, has had contact with persons who have tested positive for COVID-19 or for anyone who has travelled from at risk geographical areas, as identified by the World Health Organisation (WHO)?	Yes	

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### 3.3 MODE OF ACCESS FOR EXTERNAL PROVIDERS, VISITORS AND TEMPORARY RESIDENTS

Requirement	Response	Measures to be adopted
Have entry, transit and exit procedures been identified to provide access to external suppliers, using methods which minimise opportunities for contact with staff in the relevant offices and allowing, if possible, for transport drivers to remain in their own vehicles?	Yes	
Are procedures in place to ensure that employees of third-party companies operating in Palazzo Vistarino (e.g. maintenance technicians, cleaning staff) who test positive for COVID-19 are aware that they are required to immediately inform FAMT and then to collaborate with the Health Authorities, providing information which may help to identifying any close contacts?	Yes	
Has visitor access been reduced as far as possible?	Yes	In exceptional cases and with the agreement of FAMT Direction the prohibition on visitor access may be waived, conditional on the evolving health situation, and permission may be requested for guests (including relatives, particularly in cases of an extended separation) to enter Palazzo Vistarino guest house during the opening hours of the Porter's office.
Have forms of control been planned for visitor access?	Yes	Inclusion of visitor names and identity information on the Guest Register with visitors signing the following documentation: (i) declaration; (ii) a declaration of their agreement to comply with all of the internal health and safety requirements of Palazzo Vistarino; (iii) a declaration exempting Palazzo Vistarino administration from any liability. The relevant forms are provided below. Body temperature check upon entry.

### 3.4 CLEANING AND SANITIZATION IN PALAZZO VISTARINO

Requirement	Response	Measures to be adopted
Are procedures in place to ensure that offices, rooms, common spaces and recreational areas (including gymnasias) in Palazzo Vistarino are regularly cleaned and sanitised?	Yes	<p>Among the many active materials which may be used as disinfectants some of the most effective are:</p> <ul style="list-style-type: none"> <li>- ALCOHOLS, especially ethanol, are capable of destroying most viruses. The optimal germicidal activity occurs at a concentration of 70% in water. If used for prolonged periods on materials such as rubber or plastic alcohols can cause a hardening of the surface which can compromise the success of subsequent disinfections due to the formation of surface micro-cracks in which microorganisms can grow.</li> <li>- CHLORINE COMPOUNDS, characterised by their rapid and broad spectrum action. In the case that cationic detergents have been used previously</li> </ul>

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		surfaces must be thoroughly rinsed as these detergents are chemically incompatible with compounds of chlorine. Chlorine should never be used on the same surface with acids, when combined these two substances release highly toxic, inhalable, gases. Prolonged use of chlorine compounds can cause corrosion of metals and damage to some plastic materials.
In the event of the presence of a person with COVID-19 inside Palazzo Vistarino have structures been cleaned and sanitised?	Yes	Palazzo Vistarino is required to prepare and store a cleaning and sanitising kit to be used in an emergency.
Have Palazzo Vistarino guest house members been advised not to share telephones, keyboards, or other work and/or study instruments or devices?	Yes	In any case, palazzo Vistarino should ensure that such devices are regularly sanitised by members.
Do palazzo Vistarino have procedures in place to ensure that keyboards, touch screens and similar computer peripherals are cleaned after use and periodically sanitised with suitable detergents, both in office areas and in study rooms?	Yes	

### 3.5 PERSONAL HYGIENE PRECAUTIONS

Requirement	Response	Measures to be adopted
Are all necessary hygiene measures in place, especially for hand washing, and available to persons in Palazzo Vistarino?	Yes	
Does Palazzo Vistarino provide suitable hand cleaning equipment?	Yes	In toilets and bathrooms, at building entrances and in other areas deemed appropriate.
Are all persons within Palazzo Vistarino advised to wash hands frequently with soap and water?	Yes	Sanitizing hand gel dispensers (hydro-alcohol gels with an alcohol concentration of at least 60-70%) should be placed in clearly visible and easily accessible areas. Palazzo Vistarino is responsible for ensuring that dispensers are regularly refilled and for ensuring that residents, staff and visitors have easy access. Palazzo Vistarino is also responsible for ensuring that disposable soap and paper towels are available for hand washing in toilets.
Are hand cleaning facilities accessible to everyone in Palazzo Vistarino, including specific dispensers placed in easily identifiable areas?	Yes	Hand-cleaning gel dispensers should be placed at all entrances so as to be easily identifiable and usable.

### 3.6 PERSONAL PROTECTIVE EQUIPMENT

Requirement	Answer	Measure taken
Has Palazzo Vistarino assessed needs for personal protective equipment, including considerations of commercial availability?	Yes	A supply of materials is available to Palazzo Vistarino, purchased and stockpiled by FAMT
Has Palazzo Vistarino established processes to supply/prepare sanitizing liquid according to the WHO guidelines?	Yes	A supply of materials is available to Palazzo Vistarino, purchased and stockpiled by FAMT

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### 3.7 MANAGEMENT OF COMMON AREAS

Requirement	Answer	Measure taken
Is access to Palazzo Vistarino common spaces – including meeting and study rooms, etc. – dependent on the provision of adequate ventilation, reduced occupancy and the maintenance of the safe interpersonal distance of 1 meter?	Yes	Establish maximum space occupancy rules, periodically open windows, maintain a 1m distance, etc.; limit the number of people within the coffee/refreshment areas to a maximum 3 people; limit the number of people inside the offices (visitors, colleagues) to a maximum 3 people.
Does Palazzo Vistarino has procedures in place to ensure that keyboards in common rooms and beverage/snack dispensers are cleaned daily with special detergents and periodically sanitized?	Yes	Avoid exchanging phones, keyboards, or other work and/or study devices or instruments and in any case these items should be regularly sanitized.

### 3.8 PALAZZO VISTARINO ORGANISATION

Requirement	Answer	Measure taken
Has Palazzo Vistarino closed, limited to the period of the emergency due to COVID-19, certain common areas?	Yes	
Has Palazzo Vistarino suspended or cancelled all welcome events and parties, even if they have already been planned or announced?	Yes	
Has Palazzo Vistarino confirmed the network capacity, in order to better facilitate the provision of distance learning?	Yes	Upgrading of network capacity, with appropriate security systems, to improve the stability of connections; planned projects for further improvements are to be developed.

### 3.9 ENTRANCES AND EXITS IN COMMON AREAS AND ROOMS

Requirement	Answer	Measure taken
Has Palazzo Vistarino implemented staggered entry/exit times, so as to reduce numbers in the common areas as much as possible?	Yes	If necessary
Where possible, has Palazzo Vistarino designated one-way entry and exit points from common areas?	Not always applicable	
Are detergents stored in these areas marked by specific indications?	Yes	


### 3.10 INTERNAL MEETINGS AND EVENTS

Requirement	Answer	Measure taken
Have you been notified that, post lockdown, it is possible to organise meetings, in accordance with the established safety criteria (temperature checks, social distancing)?	Yes	
Have you been notified that, post lockdown, at Palazzo Vistarino all internal events and lecture room-based teaching activities are organized in accordance with the established safety criterias? And that they can be both in presence and online?	Yes	

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3.11 MANAGING SYMPTOMATIC PERSONS IN PALAZZO VISTARINO		
Requirement	Answer	Measure taken
Have staff, students and other persons present in Palazzo Vistarino been informed that if they develop fevers or respiratory infection symptoms such as coughing, they should report themselves immediately to the office of FAMT Direction?	Yes	
Has the FAMT Direction been informed of the procedures to be implemented in the event that a resident student exhibits symptoms, namely: isolation of the person, according to the provisions of the health authority, isolation of others present on the premises, immediate communication to the health authorities and to the emergency numbers for COVID-19 provided by the Region or the Ministry of Health?	Yes	<p>In the case Palazzo Vistarino residents exhibiting mild respiratory symptoms:</p> <ul style="list-style-type: none"> <li>- The resident must be advised not to leave the Palazzo;</li> <li>- The resident must be provided with a surgical mask, to be worn immediately, and advised to return to and remain in their room and contact the Doctor;</li> <li>- The FAMT is responsible for ensuring that the person exhibiting symptoms remains, as far as is possible, isolated from other persons within the Palazzo (students, staff and visitors).</li> </ul> <p>In the case of Palazzo Vistarino residents who develop a fever and exhibit respiratory symptoms (such as coughing and breathing difficulties):</p> <ul style="list-style-type: none"> <li>- Surgical masks must be worn both by the person exhibiting symptoms and by any others who are providing assistance, all other persons should be instructed to leave the premises and 112 should be contacted.</li> </ul> <p>If there are at the same time, or close afterwards (three days), more than three cases of Palazzo Vistarino residents exhibiting symptoms all persons present are to be instructed not to leave the Palazzo. The Palazzo guest house must be closed to external visitors and the relevant Health Authorities must be contacted in order to obtain appropriate instructions.</p>
Does the FAMT have procedures in place to ensure that they collaborate with Health Authorities to define any “close contacts” of a resident Palazzo Vistarino member who has tested positive for COVID-19, in order to allow the authorities to implement the necessary and appropriate quarantine measures?	Yes	<p>The FAMT Direction is responsible for contacting the Health Authorities.</p> <ul style="list-style-type: none"> <li>- It is the responsibility of the Health Authorities, in collaboration with the employer, to identify the “close contacts” of the person testing positive for COVID-19, placing any such persons under “quarantine”, with active surveillance, for fourteen days and/or implementing any other measures deemed necessary (e.g. testing, etc.) in accordance with the established protocols.</li> </ul>
Does Palazzo Vistarino have procedures in place to ensure that resident students placed in isolation are housed in a single room with a bathroom with appropriate levels of hygiene and support, including: daily waste collection, the provision of meals in the room and remote or distance provision of psychological assistance via the University counselling service?	Yes	



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### 3.12 HEALTH SURVEILLANCE / MEDICAL SENTINEL

Requirement	Answer	Measure taken
Are health surveillance measures in place, in accordance with the hygiene measures contained in the Ministry of Health guidance (the so-called <i>decalogo</i> )?	Yes	
Medical Sentinel?	Yes	To be defined in agreement with the University School of Specialisation in Medicine.
Is the Sentinel working closely with the FAMT Direction to implement all regulatory measures related to COVID-19?	Yes	
Does the Sentinel report to the FAMT Direction on particularly at-risk situations and on the current or previous illnesses of students?	Yes	

### 3.13 UPDATING OF REGULATORY PROTOCOLS







Requirement	Answer	Measure taken
The Board of Directors of FAMT, in collaboration with the Rectors and Bursars of EDiSU Colleges agree to monitor the implementation and application of the rules of the regulatory protocol	Yes	

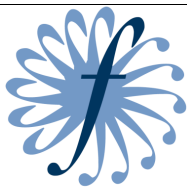
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#### 4 STUDENT RESPONSIBILITIES

- Complete the self-certification forms required for entry to the PALAZZO VISTARINO.
- Follow the guidance on coronavirus and sign up to this protocol.

##### *Attachment) Hygiene measures*

	Wash your hands often. The recommendation is that alcohol-based gels for hand washing are made available in all public buildings, gymnasiums, supermarkets, pharmacies and other places of aggregation.
	Avoid close contact with people suffering from acute respiratory infections.
	Do not touch your eyes, nose and mouth with your hands. Cover your mouth and nose if you sneeze or cough.
	Do not take antiviral drugs and antibiotics unless prescribed by your doctor.
	Clean surfaces with chlorine-based or alcohol-based disinfectants.
	Use masks only if you suspect you are unwell or are assisting unwell people.



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## SECURITY PROTOCOLS

### Measures to combat and contain the spread of the Covid-19 virus in Palazzo Vistarino guest house

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#### Annex) How to wash your hands

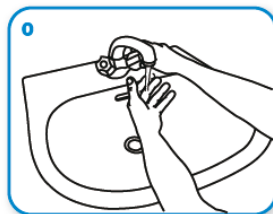
# How to handwash?

Design: mandelapila network

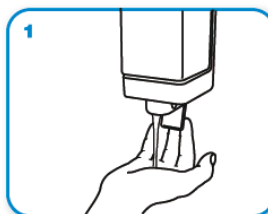
**WASH HANDS ONLY WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB!**



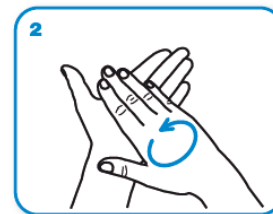
Duration of the entire procedure: **40-60 sec.**



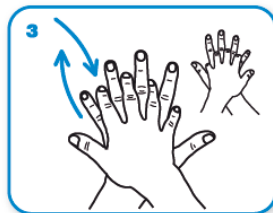
Wet hands with water



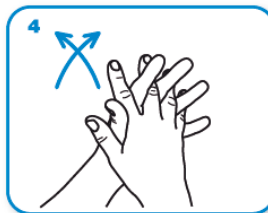
apply enough soap to cover all  
hand surfaces.



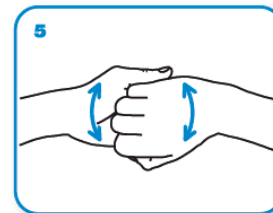
Rub hands palm to palm



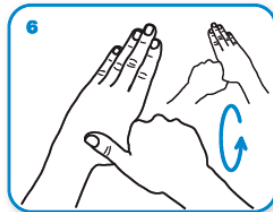
right palm over left dorsum  
with interlaced fingers  
and vice versa



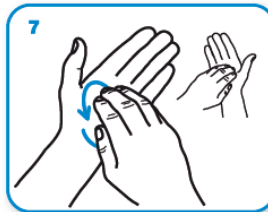
palm to palm with fingers  
interlaced



backs of fingers to opposing  
palms with fingers interlocked



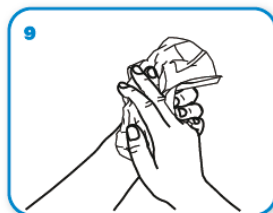
rotational rubbing of left thumb  
clasped in right palm  
and vice versa



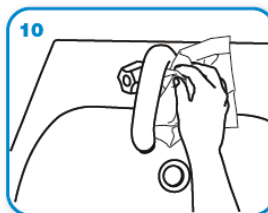
rotational rubbing, backwards  
and forwards with clasped  
fingers of right hand in left  
palm and vice versa.



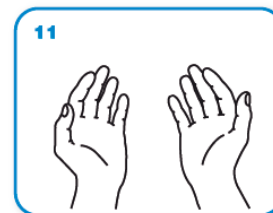
Rinse hands with water



dry thoroughly with a single  
use towel



use towel to turn off faucet



...and your hands are safe.



WHO acknowledges the Hôpitaux Universitaires de Genève (HUG),  
in particular the members of the Infection Control Programme, for their active participation in developing this material.



October 2006, version 1.

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**Annex) Coronavirus information leaflet, Ministry of Health**

nuovo coronavirus

  
*Ministero della Salute*

  
Istituto Superiore di Sanità

Ten Behaviours to Follow

- 1

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water
- 2

Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing
- 3

Avoid touching eyes, nose and mouth
- 4

Covering your mouth and nose with your flexed elbow or tissue when you cough or sneeze
- 5

If you have a fever, cough and difficulty breathing, seek medical attention and call in advance
- 6

Clean surfaces by using chlorine or alcohol-based
- 7

Wear a mask only if you are coughing or sneezing, or if you taking care of sick persons
- 8

«Made in China» products and packages from China are not dangerous
- 9

Pets at home do not spread the new coronavirus
- 10

In case of doubt do not go to the ER: call your family doctor

Testi rielaborati dalla Task Force Comunicazione ISS su fonti di: OMS, ECDC e ISS  
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Progetto grafico: Servizio Comunicazione Scientifica - Istituto Superiore di Sanità

Hanno aderito: Conferenza Permanente per i rapporti tra lo Stato, le Regioni e le Province Autonome di Trento e Bolzano, Fimmg, FNOMCeO, Amcli, Anipio, Anmdd, Assofarm, Card, Fadoi, FederFarma, Fnopi, Fnopo, Federazione Nazionale Ordini Tsrn Pstrp, Fnovi, Fofi, Simg, Sifo, Sim, Simit, Simpios, SIPMeL, Siti, SIBioC



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[SALUTE.GOV.IT/NUOVOCORONAVIRUS](https://salute.gov.it/nuovocoronavirus)



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### ***Annex) Personal Protective Equipment (PPE) for the respiratory tract***

There are various types of personal protective equipment (PPE) for the respiratory tract but their common function is to prevent or to limit the entry of potentially dangerous agents (fumes, dust, fibres or microorganisms) into the airways. Such devices have a filtering capacity and are able to trap airborne particles.

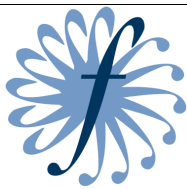
**The “surgical” or “hygiene” masks without a filter, regulated under the UNI EN 14683 standard, which are commonly used in healthcare and in the food industry are not classified as personal PPE but belong to a category of medical devices whose purpose is to protect not the wearer but the patient or food from possible contamination. The Scientific Technical Committee, art. 2 of the Civil Protection Ordinance No. 630 of 03/02/2020, states that such masks in “non-woven tissue”, to be used as medical devices, must have the following characteristics:**

- comply simultaneously with the UNI EN ISO 14683 and UNI EN ISO 10993 standards
- be produced by companies that have established quality assurance mechanisms

Disposable masks or face coverings should not be reused and should be discarded if damaged, dirty or contaminated with blood or other biological fluids. Reusable face coverings must be sanitized before they are re-worn.

The use of masks and other face coverings can help to limit the spread of the virus but only when combined with other measures, including hand hygiene. It is possible that the use of masks may even increase the risk of infection due to the fact that they may create a false sense of security for the wearer and, consequently, the potential for increased contact between hands, mouth and eyes.

Wearing multiple, overlapping, masks does not increase their effectiveness. The rational use of masks is important to avoid the unnecessary waste of valuable resources.



FONDAZIONE  
ALMA MATER TICINENSIS

**SECURITY PROTOCOLS**  
**Measures to combat and contain the spread**  
**of the Covid-19 virus in Palazzo Vistarino**  
**guest house**

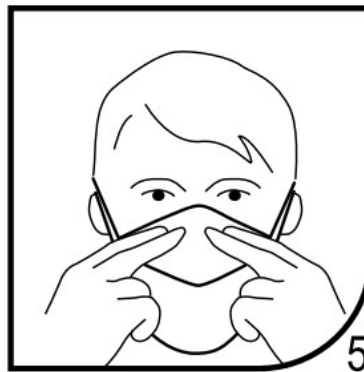
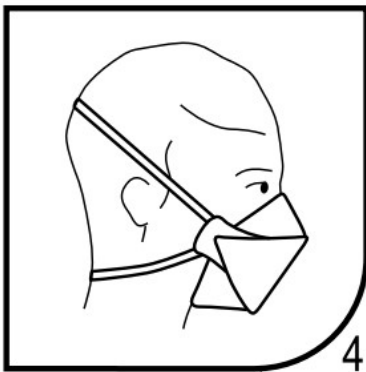
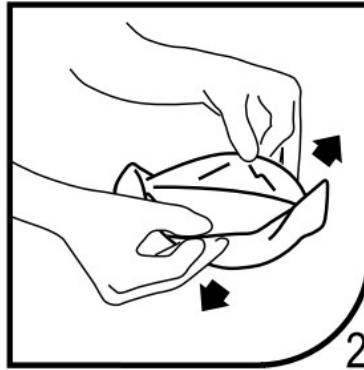
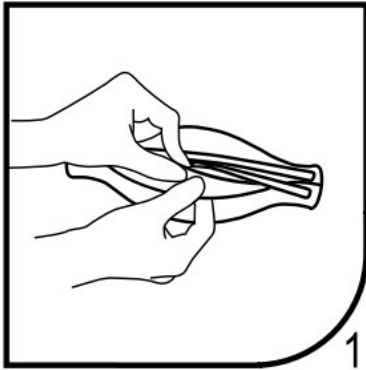
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***How to put on and wear a mask***



Make sure your face is clean and shaved. Masks should not be worn if the wearer has a beard, moustache or sideburns as these can prevent a good fit on the face.

Ensure that hair is pulled back and that any jewellery does not interfere with the sealing edge of the mask.

1. With the back of the mask facing upwards, with the help of the tab, separate the upper and lower flaps to create a shell shape. Slightly bend the centre of the nose clip.
2. Ensure that there are no folds inside each flap.
3. Hold the mask in one hand, with the open side facing your face. Grasp both rubber bands with the other hand. Place the mask under the chin with the nose clip facing up and pull the rubber bands over the head.
4. Place the upper elastic on the top of the head and the lower one under the ears. The rubber bands must not be twisted. Adjust the top and bottom flaps until the mask is sealed tightly.
5. Using both hands, shape the nose clip making it fit closely against your nose and cheeks.
6. Carry out a leak test by covering the respirator with both hands, taking care not to change the tightness, and if using a valve-less respirator, exhale sharply or if using a mask with a valve, inhale sharply. If air leaks around the nose, adjust the nose clip. If air leaks along the edges of the mask, reposition the rubber bands and repeat the tightness test.

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***Annex) Personal Protective Equipment (PPE) for hands 16***



Gloves classified as Category III personal protective equipment (PPE, in compliance with EN 374) protect the user from pathogens which can be transmitted by contact. They are considered suitable for general protection from biological agents when accompanied by standard precautions.

Disposable gloves which are classified as Category III PPE equipment carry the marking "resistance to microorganisms" with an indication of the performance level classification (AQL) which cannot be lower than 1.5 (Level 2).

It may be advisable to use a second pair of gloves to be worn over the first.



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### ***Annex) REGIONAL TOLL-FREE EMERGENCY NUMBERS***

- **Basilicata:** 800 99 66 88
- **Calabria:** 800 76 76 76
- **Campania:** 800 90 96 99
- **Emilia-Romagna:** 800 033 033
- **Friuli Venezia Giulia:** 800 500 300
- **Lazio:** 800 11 88 00
- **Lombardia:** 800 89 45 45
- **Marche:** 800 93 66 77
- **Piemonte:** 800 333 444
- **Provincia autonoma di Trento:** 800 86 73 88
- **Puglia:** 800 713 931
- **Sicilia:** 800 45 87 87
- **Toscana:** 800 55 60 60
- **Trentino Alto Adige:** 800 751 751
- **Umbria:** 800 63 63 63
- **Val d'Aosta:** 800 122 121
- **Veneto:** 800 46 23 40

#### **Other useful emergency numbers**

##### **Abruzzo**

The following health emergency numbers are available in the region of Abruzzo:

- ASL n. 1 L'Aquila: **118**
- ASL n. 2 Chieti-Lanciano-Vasto: **800 860 146**
- ASL n. 3 Pescara: **118**
- ASL n. 4 Teramo: **800 090 147**

##### **Liguria**

- In the Liguria region the coronavirus emergency number is **112**

##### **Molise**

- In the Molise region the coronavirus emergency numbers are: **0874 313000** e **0874 409000**

##### **Sardegna**

- In the Sardegna region the coronavirus emergency number is **333 61 44 123**

##### **Piacenza**

- In the city of Piacenza the number for information is **0523 317979**: available Monday to Friday from 08:00-18:00 and 08:00-13:00 on Saturday

#### **Central emergency number**

Contact 112 or 118, these are not general information numbers and are to be used only in cases of necessity.

#### **Family Doctors**

In case of cough, cold, fever, do not go to the emergency room. Call your doctor who will tell you what to do and possibly make an appointment for a hospital visit.

#### **1500**

The 1500 number of the Ministry of Health is also available.

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***Annex) INFORMATION FOR STUDENTS***

We request your collaboration and that you take personal responsibility for your actions in order to protect your health and the health of your colleagues and fellow Palazzo Vistarino members.

We therefore ask you **NOT TO ENTER** the Palazzo Vistarino if:

- You have entered Italy from areas of epidemiological risk, as identified by the World Health Organisation in the previous 15 days (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports>). We also remind you that you are obliged to communicate this information to the Health Authorities and your Doctor.
- You have been in contact in the previous 15 days with persons who have been placed in quarantine or who have tested positive for the virus, in which case you should also contact your Doctor.
- You are suffering from symptoms of respiratory infection and fever (with a temperature greater than 37.5 ° C), in which case you should also call 112 or 1500.

In addition:

1. Keep a general eye on your health and in particular on your body temperature every day, right from your home, and do not go to your workplace if your temperature exceeds 37.5 ° C.
2. At the reception non-contact thermometers are available to Palazzo Vistarino residents and visitors to measure the body temperature.
3. Hand washing gel sanitisers are available.
4. Stay up to date by consulting websites of the Health Authorities and follow official guidance and any additional guidance issues by FAMT Direction and University of Pavia Authorities.
5. Ensure that you follow all of the measures specified in the Protocol.

*Place and Date*

Student Signature

\_\_\_\_\_

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**Annex) FORMS AND DOCUMENTATION REGARDING ENTRY INTO PALAZZO VISTARINO**

Access to Palazzo Vistarino is not permitted if you have a body temperature greater than 37.5 ° C or if you have had contact with persons who have tested positive for COVID19 or if you have experienced a combination of at least three of the symptoms listed in the attached self-declaration form.

In order to enter Palazzo Vistarino, students are required to submit the declaration form electronically or to hand in a signed self-declaration on entering Palazzo Vistarino relating to their health situation as specified in the template below. It is your responsibility to update this self-declaration form in the event that there have been changes to what was previously declared.

**SELF-DECLARATION, pursuant to Art. 46 and Art. 47 D.P.R. N. 445/2000**

I, the undersigned, \_\_\_\_\_

A student entering Palazzo Vistarino

- for study purposes
- other \_\_\_\_\_

**Declare truthfully,**  
*pursuant to current regional and state legislation regarding the Covid-19 epidemic,*

Questions referring to the previous 15 days		
You are not permitted to enter Palazzo Vistarino and University of Pavia if you answer yes to any of these questions	Yes	No
I have or have had a body temperature of 37.5 degrees Celsius		
I have or have had contact with persons testing positive for COVID-19		
You are not permitted to enter Palazzo Vistarino and University of Pavia if you answer yes to three or more of these questions		
I have or have had a sore throat		
I have or have had a cough and/or breathing difficulties		
I have or have had a nasal obstruction		
I have or have had fatigue/muscle aches		
I have or have had diarrhoea and/or vomiting		
I have or have had loss or changes to my sense of smell or taste		
Questions relating to co-habitants in the last 15 days		
You are not permitted to enter Palazzo Vistarino and University of Pavia if you answer yes to any of these questions	Yes	No
They have or have had a body temperature of 37.5 degrees Celsius		
They have or have had contact with persons testing positive for COVID-19		
Combinations of at least 3 symptoms in the absence of the first two, which preclude entry to Palazzo Vistarino and to University of Pavia		
They have or have had a sore throat		
They have or have had a cough and/or breathing difficulties		
They have or have had a nasal obstruction		
They have or have had fatigue/muscle aches		
They have or have had diarrhoea and/or vomiting		
They have or have had loss or changes to their sense of smell or taste		

- That I am aware that the personal data listed above are required by current provisions for the purposes of the activity for which this declaration is provided
- That I undertake to promptly renew this declaration following changes in the data communicated above

Yours sincerely .....

Date.....

 FONDAZIONE ALMA MATER TICIPENSIS	<b>SECURITY PROTOCOLS</b> <b>Measures to combat and contain the spread</b> <b>of the Covid-19 virus in Palazzo Vistarino</b> <b>guest house</b>	<b>BIO Covid-19</b>
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The purpose of this self-declaration is exclusively the prevention of the spread of COVID-19 infection.

The extended information on Coronavirus provided by Foundation Alma Mater Ticinensis and the Data Controller, regarding the use of personal data collected through the declarations is available at the following link:  
<https://www.almamaterticinensis.eu/index.php/privacy-policy-2/>

 FONDAZIONE ALMA MATER TICIPENSIS	<b>SECURITY PROTOCOLS</b> <b>Measures to combat and contain the spread</b> <b>of the Covid-19 virus in Palazzo Vistarino</b> <b>guest house</b>	<b>BIO Covid-19</b>
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**Form to request access to Colleges for non-residents**

To the President of the Foundation Alma Mater Ticinensis

REQUEST FOR TEMPORARY ENTRY FOR PALAZZO VISTARINO VISIT

I, the undersigned, ....., Palazzo Vistarino resident student (Room No.\_\_\_\_), request permission from the President of FAMT and the FAMT Direction for a visitor to Palazzo Vistarino (maximum 1 person) on the following date \_\_\_\_\_ for the following reason:

- visit from a family member/relative/spouse or partner
- visit for study purposes

I, the undersigned, declare that

- I am aware that guests or visitors to Palazzo Vistarino are only permitted on an exceptional basis and only with a clear justification to waive the prohibitions in force due to the current health emergency situation
- I am aware of the obligation to comply with the security measures taken by FAMT at Palazzo Vistarino, in accordance with relevant legislation;
- I am aware that FAMT Accident Policy only operates in case of accidents and does not include illness and that, for insurance purposes, viral infections are considered an illness and as such are not covered by the Accident Policy;
- I agree to exempt FAMT and the University of Pavia from any civil and/or criminal liability arising from the attendance of visitors on College premises, including any accidents relating to any activities undertaken and/or any facilities or equipment used, including accidents and accidents arising from the action of other persons;
- I agree to waive any claim for damages or compensation against Foundation Alma Mater Ticinensis and the University of Pavia in relation to any damages arising from Covid-19.

The undersigned agrees to:

- ensure that any visitors respect and follow the security measures implemented by FAMT at Palazzo Vistarino;
- ensure that any visitors leave Palazzo Vistarino prior to the closing time of the porter service (reception).

Pavia (date) .....

Visitor signature .....

The President, having considered the request made by the palazzo Vistarino resident student \_\_\_\_\_ authorises, through the FAMT Direction, the entry of the following guest \_\_\_\_\_ on the following date \_\_\_\_\_

Pavia (date) .....

Signature of FAMT Direction .....

 FONDAZIONE ALMA MATER TICIPENSIS	<b>SECURITY PROTOCOLS</b> <b>Measures to combat and contain the spread</b> <b>of the Covid-19 virus in Palazzo Vistarino</b> <b>guest house</b>	<b>BIO Covid-19</b>
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**Self-Declaration and assumption of responsibility for Palazzo Vistarino Visitors**

To the President of the Foundation Alma Mater Ticinensis

PERMISSION REQUEST FOR TEMPORARY PALAZZO VISTARINO ENTRY

I, the undersigned, .....(Date of Birth) ..... (Place of Birth).....

Resident in..... Domiciled in .....

(Street) ..... (No.) ..... (Telephone) ..... (e-mail) .....

Request authorisation to enter ..... Palazzo Vistarino for the following reason:

- visit from a family member/relative/spouse or partner
- visit for study purposes

I, the undersigned, declare that

- I am aware that the entry of outside persons to Palazzo Vistarino is only permitted exceptionally and only with a justified exception to the limitations imposed in the current Covid 19 health emergency situation;
- I am aware of my obligation to comply with the security measures taken by Palazzo Vistarino, in accordance with relevant regional and national guidance;
- I am aware that Foundation Alma Mater Ticinensis Accident Policy only operates in case of accidents and does not include illness and that, for insurance purposes, viral infections are considered an illness and as such are not covered by the Accident Policy;
- I agree to exempt Foundation Alma Mater Ticinensis and the University of Pavia from any civil and/or criminal liability arising from the attendance of visitors on Palazzo Vistarino premises, including any accidents relating to any activities undertaken and/or any facilities or equipment used, including accidents and accidents arising from the action of other persons;
- I agree to waive any claim for damages or compensation against Foundation Alma Mater Ticinensis and the University of Pavia in relation to any damages arising from Covid-19.

In addition, the undersigned declares, under art. 46 of the D.P.R. 445/2000 and subsequent changes and additions, awareness of the criminal sanctions in the case of false statements, recalled by art. 76 of the D.P.R. 455 of 28.12.2000, and that the information provided in this document is true.

Finally, the undersigned is aware and agrees, under and for the effects of GDPR 2016/679, that personal data collected and transmitted to other entities, also in electronic form, will be used exclusively as a part of the process for which this declaration is made. The full policy is available on Foundation Alma Mater Ticinensis website at the following link <https://www.almamaterticinensis.eu/index.php/privacy-policy-2/>

..... (day/date) .....

Guest signature .....

 <p>FONDAZIONE ALMA MATER TICINENSIS</p>	<p><b>SECURITY PROTOCOLS</b>  <b>Measures to combat and contain the spread</b>  <b>of the Covid-19 virus in Palazzo Vistarino</b>  <b>guest house</b></p>	<b>BIO Covid-19</b>
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***Annex) RETURN TO PALAZZO VISTARINOS IN SEPTEMBER 2020***

During the course of the next academic year health care services will be opened at each Palazzo Vistarino resident guest, thanks to the collaboration of Medical Doctors and those persons following programmes at the University School of Specialisation in Medicine.

A psychological counselling service is available at the University

During the course of the next semester a smartphone application will be available for booking catering services in the canteens managed by EDISU.

 <p>FONDAZIONE ALMA MATER TICINENSIS</p>	<b>SECURITY PROTOCOLS</b> <b>Measures to combat and contain the spread</b> <b>of the Covid-19 virus in Palazzo Vistarino</b> <b>guest house</b>	<b>BIO Covid-19</b>
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***Annex) INFORMATION ON PERSONAL DATA PROCESSING***

**Purpose of Data Collection:** Personal data (name, surname, body temperature, any attestations that you have not travelled to or from areas at epidemiological risk and that you have not had contact with persons testing positive for COVID-19 in the last 14 days) will be processed by the Data Controller, Managers and by any other authorised persons (in accordance with the legislative provisions of the privacy legislation and the confidentiality obligations set forth therein) for the purpose of preventing the spread of COVID-19.

**Legal Basis:** data processing is carried out in order to implement anti-contagion security protocols pursuant to art. 1, no. 7, lett. d) of the Prime Ministerial Decree of 11 March 2020.

**Method of Data Use:** we will proceed with the identification of the interested party and the recording of body temperatures only if this is above 37.5 ° C. This is to document the reasons for either exclusion from Palazzo Vistarino or quarantine isolation. The data will be processed with the use of paper and electronic tools, ensuring the confidentiality, availability and integrity of the data.

**Potential Recipients (categories of recipients) of Your Personal Data:** Your personal data may be accessed by authorised personnel and by staff reporting to the Data Controller who carry out activities necessary for the management of Health and Safety. Your personal data will not be disclosed or communicated to third parties outside those specified in regulatory provisions or legislation (e.g. in the event of a request by the Health Authority for anyone who had “close” contact with someone who tested positive for COVID-19 for the purpose of tracking and tracing infections). The data may be processed by medical personnel, with the aim of carrying out health surveillance.

**Rights:** your rights are specified in GDPR legislation (Articles 15-22) and interested parties may at any time exercise their rights by contacting the following address: [presidency@edisu.pv.it](mailto:presidency@edisu.pv.it)

For any questions or requests for information relating to the use of your personal data, or to exercise your rights, contact us at the email address [fondazione@unipv.it](mailto:fondazione@unipv.it) or at the certified email address [fondazioneamt@certunipv.it](mailto:fondazioneamt@certunipv.it).