




FONDAZIONE
ALMA MATER TICINENSIS


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FOUNDATION ALMA MATER TICINENSIS
PAVIA - ITALY

BIO Covid-19
Security Guidelines

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1. INTRODUCTION


These **Security Guidelines** have been drawn up on the basis of the Covid-19 Security Protocol adopted by Foundation Alma Mater Ticinensis FAMT, in accordance with EDiSU (Pavia public University Colleges) and with reference to other, useful and similar, documents and guides produced by the CCUM (*Conferenza dei Collegi Universitari di Merito*) and ANDISU (*Associazione Nazionale degli Organismi per il Diritto allo Studio Universitario*) groups. The Guidelines are in some ways a summary of the points made in the Security Protocol and aim to provide answers to the most frequently asked questions from students and FAMT staff. This document does not replace the Security Protocol nor, obviously and *a fortiori*, the range of various measures adopted to contain and combat the Covid-19 emergency. As a result, all Palazzo Vistarino resident students and staff should be aware of the necessity as it is updated, a process in which FAMT will collaborate with EDiSU and the Pavia Colleges.

It is our firm belief that the stable continuation of Palazzo Vistarino life depends on the **conscious and responsible adherence** of all Resident members, students and staff, to those behaviours and precautions that will ensure adequate levels of protection.

2. WHAT ARE THE REQUIRED PERSONAL HYGIENE AND HEALTH PRECAUTIONS?

The principle rules of conduct, for all Palazzo Vistarino members, are summarised below:

1. **Check your body temperature every day:** if the temperature is $\geq 37.5^\circ$ C. students are required to stay in their room and to notify the FAMT Direction as well as their doctor.
2. Wash/sanitise your hands frequently.
3. Avoid touching your eyes, nose or mouth with your hands.
4. **Use respiratory tract protection devices (masks)** in common places and on all occasions when it is not possible to continuously guarantee the maintenance of an interpersonal distance of at least one meter.
5. **Maintain an interpersonal distance of at least one meter.**
6. Do not gather in groups (such assemblies are forbidden).
7. Avoid close contact with persons suffering from acute respiratory infections.
8. Avoid hugs and handshakes.
9. Practice respiratory hygiene (i.e. sneeze and/or cough into a handkerchief and avoid hand contact with respiratory droplets).
10. Avoid the use of shared bottles, glasses and dishes, especially in using common spaces.
11. **Avoid the use of shared/do not share keyboards, tablets, mobile phones or other digital devices.**
12. Frequently clean the surfaces of tables and other furniture and furnishings with chlorine or alcohol-based disinfectants
13. Do not take antiviral drugs and antibiotics, unless prescribed by your doctor.

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3. WHAT HYGIENE AND SANITARY PRECAUTIONS ARE RESIDENT STUDENTS REQUIRED TO ADOPT?


The principle rules of conduct, for all Palazzo Vistarino members, are summarised below:

1. **Maintain an interpersonal distance of at least one meter from other persons in all transit areas** (e.g. hallways, corridors) **and in common areas** (e.g. study rooms, the library, lecture rooms used for teaching, the area with snack and drinks dispensers, kitchen areas, laundry rooms).
2. Use the lift only if necessary and, in any case only one person at a time.
3. Avoid hugs and handshakes.
4. **Avoid the use of shared bottles, glasses and dishes**, especially in common or shared kitchens.
5. Avoid the use of shared/do not share keyboards, tablets, mobile phones or other digital devices.
6. Clean the surfaces of tables and other furniture with chlorine or alcohol-based disinfectants after use.
7. Ensure the cleanliness of common toilets and bathroom areas and do not leave personal effects (such as, for e.g., towels, razors, toothpastes, soaps, creams) in these spaces.
8. **Ventilate rooms frequently**, opening windows to change the air.
9. **Ventilate** all enclosed common spaces (e.g. areas for drinks dispensers, study rooms, classrooms used for training activities, gyms, toilets) after use.

4. WHAT PRECAUTIONS IS FAMT REQUIRED TO TAKE AT PALAZZO VISTARINO ?

The precautionary activities, under the supervision of the FAMT Direction, to be undertaken by Palazzo Vistarino are summarised below:

1. **Body temperature must be checked daily on entry to and exit from Palazzo Vistarino:** if the temperature is $\geq 37.5^{\circ}$ C. students are required to stay in their room and to notify the FAMT Direction as well as their tutor and doctor.
2. If a student presents **symptoms which are compatible with Coronavirus** it is necessary to ensure that they **remain in their room**, provided with sufficient support, and that their doctor is notified. The Health Authority must also be notified, and it is necessary to follow, scrupulously, their instructions guidance on how to proceed (e.g. self-isolation, quarantine measures): **refer to the Security Protocol**.
3. In the event of students who exhibit symptoms and/or who have had contact with persons who have tested positive for the virus, scrupulous attention must be paid to the **self-isolation and quarantine measures** of the student.
4. **On admission to Palazzo Vistarino at the beginning of the academic program** and on **each occasion that a student returns to Palazzo Vistarino** (i.e. after the weekend or after a holiday period) they are required to complete a self-declaration concerning symptoms, quarantine periods, risks and contacts with any persons, presumed or confirmed, to be infected with Covid-19 (**see forms attached to the Security Protocol**).
5. Students who have previously tested positive for Covid-19 must present medical certification indicating that they are now "negative", issued by the competent territorial prevention department, upon entering Palazzo Vistarino.

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5. WHAT SHOULD FAMT DO IF A STUDENT OR A GUEST IS SYMPTOMATIC AT PALAZZO VISTARINO?

1. Any student or **resident visitor** (i.e. a guest) develops a fever higher than 37.5° C. and/or symptoms of respiratory infection (e.g. a cough) is required to immediately notify the FAMT Direction.
Such persons, students or guests, are required to **self-isolate themselves in their rooms** which must be single, or made so, and provided with a bathroom. As an alternative, persons may be moved to another specially prepared room. The FAMT Direction will immediately notify the competent Health Authorities and contact the emergency numbers for Covid-19 provided by the Region or the Ministry of Health (as per the Safety Protocol).
It is the responsibility of the FAMT Direction to support the isolation of the resident, **including procedures for the safe management of the delivery of meals outside the door and for the collection of used dishes and other waste.** The FAMT Direction is required to collaborate with Health Authorities to define the “close contacts” of any residents who have tested positive for Covid-19, in order to enable the authorities to implement the necessary and appropriate quarantine measure.
2. Should a **guest of palazzo Vistarino who is not resident in the guest rooms** develop symptoms, they are required to immediately notify the FAMT Direction. **Any such persons will be isolated in a space reserved for this purpose by FAMT and** the FAMT Direction will notify the competent Health Authorities in order to obtain instructions on how to proceed.
The FAMT Direction will collaborate with Health Authorities to define any “close contacts”, in order to enable the authorities to implement the necessary and appropriate quarantine measure. During the investigation period, the FAMT Direction may ask potential “close contacts” to leave Palazzo Vistarino as a precaution, according to the indications of the Health Authority.
3. Any staff member – whether an employee of FAMT **or employee of a third party contracting company** – who develops symptoms during working activities is required to immediately notify the FAMT Direction. Symptomatic employees will thereafter **be isolated in a dedicated area** and the FAMT Direction will notify the competent Health Authorities in order to obtain guidance and instructions.
The FAMT Direction will collaborate with the Health Authorities to identify any “close contacts”, to enable them to apply the necessary precautionary measures. During the investigation period, Palazzo Vistarino may ask possible “close contacts” to leave the Palazzo as a precaution, based on the indications of the Health Authority.
4. In the event that there are **at the same time, or close afterwards (three days)**, more than three cases of Palazzo Vistarino residents or guests exhibiting symptoms all person present are to be instructed not to leave the Palazzo and Palazzo Vistarino will be closed to all external visitors. The FAMT Direction is responsible for informing the relevant Health Authorities immediately in order to obtain appropriate instructions.

6. ARE VISITS TO PALAZZO VISTARINO ALLOWED?

1. **Visitors. In exceptional cases** and with the agreement of the FAMT Direction **the prohibition on visitor access may be waived**, conditional on the evolving health situation and the volume of requests, and permission may be requested for guests (including relatives, particularly in cases of an extended separation) to enter Palazzo Vistarino during the opening hours of the Porter’s office. The names and identity information of any visitors must be included on the Guest Register and all **visitors are required to sign the documents attached to the Security Protocol:** (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 the FAMT administration from any liability. The relevant forms are provided below. **Body temperature must be checked upon entry.**

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2. **Suppliers, contractors and maintenance workers** will be able to access Palazzo Vistarino in the manner agreed with the FAMT Direction.

The entry and exit procedures and other guidelines for behaviours within Palazzo Vistarino for such persons throughout the duration of their working activities on-site are essentially the same as guidelines for FAMT staff members. As a result, persons in these categories will be subject to the same procedures in place to check body temperature at entry points and will be required to comply with the minimum interpersonal social distancing and the hygiene rules, as specified in information provided. Finally, it should be noted that the category of external persons also includes all those who for work or personal reasons need to access Palazzo Vistarino and who may not necessarily fall within the categories mentioned above.

7. IS IT POSSIBLE TO ASSIGN GUEST ROOMS TO VISITORS?

The **allocation of guest rooms has not been suspended** but is subject to **exceptions made by FAMT** on the basis of the criteria outlines below.

- a) Guest room allocations are not suspended, in the sense that they are conditional on the continuation of normal health conditions and FAMT reserves the right to cancel, revise or suspend allocations if the health situation changes;
- b) Guest room occupants are required to sign an appropriate self-declaration and must agree to fully clear and **leave their rooms immediately** in the event of a health emergency.

8. IS IT POSSIBLE TO ORGANISE EVENTS OPEN TO THE OUTSIDE AT PALAZZO VISTARINO?

Conferences, congresses and similar events can be organized at Palazzo Vistarino under the following conditions.

- a) The organisers are required to assess and set the **maximum number of participants** in the event on the basis of the capacity of the spaces identified, in order to reduce crowding and ensure appropriate interpersonal distancing.
- b) **Spaces must be organised** in such a way as to guarantee access in an orderly manner in order to avoid gatherings of people or crowds and to ensure the maintenance of interpersonal distancing. Where possible this should be done by providing separate entry and exit routes.
- c) The organisers are required to provide **adequate information and guidance** on preventive measures, accessible to a range of participants of other nationalities, with use the of both appropriate signs and posters and audio-visual systems.
- d) The organisers are advised to make appropriate use of digital technologies in order to **automate administrative processes for events** (e.g. a booking system, on-line forms, printing of event acceptances, entry registration systems, etc) in order to avoid crowds and, in respect of privacy, organisers are required to **retain an attendance register and related self-certification documents for a period of 14 days**. Access is only to be permitted to those who have registered for the event.
- e) In terms of the entry of participants, particularly at external entrance points, the **body temperature of all persons must be measured** upon entering Palazzo Vistarino and access must not be permitted for any persons with a temperature greater than 37.5° C. Coats or other clothing and personal items must be placed in special garment bags in wardrobes or cloakrooms. The organisers are responsible for ensuring that hand hygiene products are freely available for participants and staff (located in various event areas such as halls, lecture rooms, toilets, etc.) and for promoting their frequent use.

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- f) Within lecture rooms the **organisers are responsible for managing the occupancy of seats in order to encourage and facilitate appropriate levels of interpersonal distancing**. The speakers' table and the podium for presentations should be arranged in order to create a sufficient, safe, space to allow for speakers and moderators to intervene without the use of a mask. Devices and equipment available to speakers, moderators and other (e.g. microphones, keyboards, mouse, laser pointers, etc.) must be disinfected before use, checking that they are disconnected from the electrical connection. Subsequently they must be protected from possible contamination by a film covering, for food or clinical use, which is to be replaced if possible by each user.
- g) All other persons assisting events (e.g. reception staff, technical staff, teaching staff) are required, given their prolonged exposure to the same environment, to **wear a mask to protect the respiratory tract throughout the duration of the event/activity and to regularly clean their hands with sanitising gels**.
- h) In the poster areas, organisers are responsible for managing the spaces in such a way as to facilitate and encourage interpersonal social distancing, evaluating access and promoting the remote use of the material by the participants. Any informative and scientific materials should, preferably, be made available in self-service displays (which may be accessed by visitors after hand sanitization) or via digital systems.
- i) Rooms must be regularly cleaned and disinfected and, in any case, at the end of each activity of a specific group. Particular attention should be paid to the most frequently touched surfaces, the toilets and to the common areas (e.g. seats, vending machines for drinks and snacks).
- j) Organisers are responsible for managing the **adequate ventilation of indoor environments**. Due to the overcrowding and the length of events, the effectiveness of procedures in place must be verified in order to ensure the adequacy of the external air flow. Organisers should arrange for the natural ventilation of rooms and the changing of air exchange at least every 20 minutes.
- k) If air conditioners or primary air systems are used the organisers are responsible for ensuring the preliminary cleaning of the system filters, providing for replacements if necessary, and for implementing a periodic maintenance and cleaning plan that guarantees safe use. The air recirculation function, where available, must not be used.

9. HOW IS WASTE TO BE COLLECTED?

1. In general, the rules governing the collection and disposal of waste must be respected.
2. More specifically, any **handkerchiefs or paper rolls, masks and gloves** that may have been used must be disposed of in **undifferentiated waste** and, in any case, according to the provisions of national and regional regulations.
3. In the event of an **identified case of Covid-19** waste materials **must not be sorted by type but collected in an undifferentiated, separate, waste container bag (with gloves and masks placed in separate bags within) and marked with the wording COVID**.
4. Reference is also made for updates to the provisions of the *Istituto Superiore di Sanità* ("ISS COVID-19 Report No. 3/2020, interim indications for the management of urban waste in relation to the transmission of the SARS-CoV-2 virus infection" and subsequent updates) or any indications provided by the Region.